

Our Lady of Perpetual Help Catholic School

Parent/Student Handbook 2009-2010

**Our Lady of Perpetual Help Catholic School
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MISSION STATEMENT

Our Lady of Perpetual Help School is committed to providing an affordable quality education in a Catholic Christian atmosphere within the framework of teaching of Jesus and His Church.

PHILOSOPHY OF OUR LADY OF PERPETUAL HELP SCHOOL

We, at Our Lady of Perpetual Help School, through the partnership of Church, our parish, parents, educators, and students provide a quality and challenging education, deeply rooted in Roman Catholic traditions, serving students in preschool through eighth grade.

As educators, we are dedicated to teaching, acknowledging, and realizing the spiritual, intellectual, emotional, and physical growth of the whole child. We strive to meet individual abilities, differences, and learning styles in a student-centered learning environment, in order to reach each child's full learning potential.

We recognize parents as the first to communicate the faith to their children and to educate them. We work in partnership to develop in each child a sense of self-esteem in an atmosphere of mutual respect and concern. Our priorities are faith formation, excellence in academics, respect for people, celebration of diversity, and an environment, which fosters self-discipline and a sense of social responsibility.

We believe that the school community is both an agent of appropriate change and a preserver of basic tradition. We consider the school community an integral part of the Catholic Church of the Eastern Coachella Valley whose people we serve, and a vital force for preparing future civic and Church leaders.

Our continuous goal is to encourage our students to exemplify Christian morals and values in day to day living. We strive to enable our students to recognize their interdependence, accept their global responsibilities and be generous stewards of their talents, abilities and possessions. We believe through these efforts that students will learn to treat others with respect and dignity, and to accept themselves as Children of God.

SCHOOLWIDE LEARNING EXPECTATIONS

A student of Our Lady of Perpetual Help School is

A Faithful Catholic Who:

- prays often
- knows and understands the meaning of sacraments
- recognizes and acknowledges the presence of God in his/her life
- has the desire to continue to grow in faith
- is Christ-like to others and has strong moral values
- values the importance of a Catholic Education

A Life-Long Learner Who:

- tries to learn daily
- is open to others' ideas and suggestions
- shares all he/she learned
- applies skills effectively
- demonstrates strong study skills
- has the desire to set and achieve goals
- uses critical thinking skills

An Effective Communicator Who:

- has broad age-appropriate vocabulary
- writes words and thoughts clearly
- uses technology to communicate
- demonstrates strong listening skills
- expresses thoughts and ideas orally

A Responsible Person Who:

- is trustworthy and honest
- knows and understands the difference between right and wrong
- makes good choices
- is accountable for one's own actions
- takes on leadership opportunities with enthusiasm
- has a positive attitude toward self and others
- respects authority
- has self-discipline and self-respect
- is able to accomplish tasks
- takes care of oneself physically, emotionally and morally

A Worldwide Citizen Who:

- knows how to apply Gospel values
- accepts and cares for all people
- is a peacemaker
- is a good steward to the earth and respects all life
- has confidences in one's own life-long abilities
- appreciates the value of cooperating with each other
- is aware of events that are happening locally and worldwide
- is a fair and just citizen

I. ADMISSION POLICIES

A. Non-Discrimination Policy

All Catholic schools within the Diocese of San Bernardino admit students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the respective schools. These schools do not discriminate on the basis of sex, race, color, national and ethnic origin in administration of their educational policies, admission policies, financial assistance, and athletic and other school administered programs.

The Office of Catholic Schools shall publish annually a general policy statement of non-discrimination in the diocesan newsletter. Each Catholic school shall publish annually in the school handbook and in the parish bulletin its admission policy of non-discrimination. Copies shall be filed with the Office of Catholic Schools.

B. General Admission Guidelines

1. Since Our Lady of Perpetual Help School is established as a religious parish, elementary school, preference in admission is given to Catholic students living within the parish boundaries; secondly, to Catholic students living outside the parish boundaries; thirdly, to Catholic students transferring from another Catholic School; finally, to non-Catholics. Preference will be given to the admission of siblings of students already enrolled in the school.

2. A student shall be admitted to Our Lady of Perpetual Help School if that student and his/her parents subscribe to the philosophy of Our Lady of Perpetual Help School; agree to abide by the educational policies and regulations of Our Lady of Perpetual Help School and the Diocese of San Bernardino; and agree to financially support the school through tuition, registration/book fees, and specified fundraisers which are listed in the registration packet at the beginning of each school year.
3. Ordinarily, admission to Our Lady of Perpetual Help School carries with it the understanding that the student will be retained in the school until he/she finishes the course unless he/she withdraws voluntarily, gives cause for dismissal.
4. Transfer students at Grade 7 & 8 levels are usually not considered for admission except when transferring from another Catholic School. Reasons for the transfer will be investigated and to determine sufficient cause to justify such a move. Acceptance for enrollment will be at the discretion of the administration.
5. A student shall be considered for admission if:
 - a. The student shows he/she has the ability to successfully complete the educational program in a regular classroom based on placement testing and the recommendation of the previous school. If it is determined by school administration that a student is in need of a special program that is not available at this school, the student will not be accepted.
 - b. An appropriate program for a student with disabilities/special needs can be designed and implemented following its prescribed enrollment procedures. Parents/Guardians need to report and provide documents of special education needs. The final decision in this matter is made by the school administration. Enrollment is on a one year probationary period to be reviewed after every 6-8 week period or at the discretion of the teacher (s), principal, parents/guardians.
 - c. The student meets the specific admission requirements.
 - d. There is sufficient space.
6. A student will be admitted on a probationary basis until the end of the first trimester or the first twelve-week period of time. Satisfactory work, behavior, and attitude will be evaluated at the end of this time. Parents/Guardians will be informed of the student's progress. Should the student's work, behavior, or attitude be unsatisfactory, the student will be asked to withdraw.
7. The student's grade level placement will be based on previous academic scores and placement testing. Should a student be considered unable to satisfactorily complete the work at the applied for grade level, but demonstrates the ability for a different level, the administration will decide the student's grade level of readiness in Our Lady of Perpetual Help School.
8. A student who has withdrawn and applies for re-admission, will be given serious consideration based on reasons for withdrawal, as well as current academic and behavioral records.

C. Specific Admission Requirements for New Students

1. Age

- a. A child who is five years of age by September 1 and developmentally ready, may be admitted into kindergarten. If a child's birthday falls after September 1 but before October 15, he/she may be admitted to kindergarten if at least one of the following three conditions has been met:
 1. successful completion of a licensed pre-school program;
 2. recommendation received from the preschool teacher identifying strengths/readiness
 3. successful completion of developmental readiness screening.

- b. A child who is six years of age by September 1 and developmentally ready, may be admitted into first grade. If a child's 6th birthday falls after September 1 but before October 15, he/she may be admitted to first grade if at least one of the following three conditions has been met:
 1. successful completion of a licensed kindergarten program;
 2. recommendation received from the kindergarten teacher identifying strengths/readiness
 3. successful completion of developmental readiness screening.

Developmental readiness is determined by the school using standardized screening processes approved by the Office of Catholic Schools.

c. Students entering grades 3-8 will be required to have a conference with the principal and a placement assessment before enrolling in Our Lady of Perpetual Help School. In addition, an enrollment questionnaire given by Our Lady of Perpetual Help School is to be completed by the student's homeroom teacher or principal of present school he or she is attending before enrollment is considered at Our Lady of Perpetual Help School.

2. Documents To Be Presented at time of Registration (where applicable):

- a. Birth Certificate
- b. Baptismal certificate
- c. Health/Immunization Record
(Immunization must meet state requirements)
- d. Health Exam for Kindergarten and Grade I
- e. First Reconciliation certificate
- f. First Holy Communion certificate
- g. Current report card
- h. Copy of current standardized test scores for students in grades 2-8
- i. Copy of Cumulative Record from school currently enrolled

3. Parent/Guardian Responsibilities

The following are the responsibilities of the parent/guardian:

- a. Reading and signing the contract, agreeing to support the educational policies and regulations in the Our Lady of Perpetual Help School's Parent/Student Handbook. The contract is to be kept on file.
- b. Meeting the requirements and signing the contract for the FACTS Tuition Management Program for payment of fees. Fees for the new year will be announced annually in the spring.

- c. Signing the contract, agreeing to support the Parents' Club policies through active involvement in all of its activities
- d. Having all required documentation on file

4. Withdrawal/Refunds

- a. Parents deciding to withdraw their child from Our Lady of Perpetual Help School must notify the principal in writing giving the date and reason for withdrawal.
- b. After a student has registered and been accepted, the registration / book fee becomes non-refundable.
- c. Tuition is non-refundable, nor is it pro-rated, if a student is registered for one (1) or more days in a given month. (OLPH Board Policy, 2/7/86.)
- d. If tuition has been paid for more than one (1) month in advance, tuition will be refunded on a pro-rated basis for the time registered. The request must be submitted in writing.

II. ATTENDANCE POLICIES

A. Ages of Compulsory Attendance

Our Lady of Perpetual Help School shall comply with the California law which provides for compulsory school attendance of all children between the ages of six and eighteen years.

B. Attendance: Records and Excuses

1. All teachers shall keep daily attendance records of absences and excuses. Accurate up-to-date records must be maintained in the Daily Attendance Register, which is to be filed with permanent records at the end of the school year. Each student's attendance record must be duly reported on the permanent cumulative record card annually.
2. Our Lady of Perpetual Help School shall have a system for validating student absences and tardies and for reporting this information to parents. A written excuse dated and signed by the parent or guardian is required on the day of the student's return following an absence.

C. Our Lady of Perpetual Help School's Attendance Policies

1. Attendance

State law requires regular student attendance for classes in school unless excused for a valid reason, defined by Diocesan policies #5111-5113 and local school policy. Elementary school students who are absent 20 or more days per semester (or more than 13 days per trimester) without a doctor's excuse or other comparable professional excuse, may be asked to withdraw from school, receive a failing grade in the affected classes, or be retained. The final decision rests with the administration in all cases. Students are expected to be on campus from 8:00 a.m. until 3:00 p.m. Students may not leave the campus for any reason without written authorization from parent/guardian.

2. Medical Absence

Students are given an excused absence when time is spent in medical and dental appointments. Verification of such appointments is required from the medical or dental office. Appropriate notations must be made in the attendance register. Parents/Guardians are asked to keep such absences to a minimum.

3. Excused Absences

a. In addition to medical absences, students may be absent due to: illness, accidents, quarantine, or bereavement for family members. In such cases of short-term absence, the school staff will assist the student to make up the school work missed. If a doctor verifies the necessity of a long-term absence, the local public school district should be contacted for home tutoring services.

b. Parent trips, parent vacation time, or absence due to differences in the local public school district schedule are not considered “excused” absences.

c. Parents/Guardians must call the office before 8:30 a.m. and state the reason for the student’s absence. A parent/guardian must call each day of the absence, unless the length of the absence is known in advance.

d. Parents/Guardians must send a written explanation listing the dates and stating the reason for the absence. The student must present this written excuse to the teacher the day of their return. Written excuses are kept on file for that school year.

e. Students who are absent 20 or more days per semester or 13 days per trimester without a doctor’s excuse or other comparable professional excuse, may be asked to withdraw from the school, receive a failing grade in the affected classes, or to be considered for retention. The final decision rests with the administration in all cases (Diocesan Handbook Policy 5113.2).

f. Absent and tardy students are required to make-up work missed. When a student is absent or tardy for any reason, it is the duty of the parent/guardian and the responsibility of the student to ask each of his/her teachers for work missed. Teachers will inform students of due dates for make-up work to be turned in. (One day allowed for each day out, excused or unexcused.) Equivalent work may be substituted when necessary. In addition, a teacher may ask the student to make up tests during lunch period or after school.

g. Should a student be absent for 13 or more days in a single trimester, and he/she fails to complete work missed, no grade will be issued for the report card.

h. If a student leaves school before or during the lunch period, the student is marked absent for the afternoon session. If a student leaves school during one hour before dismissal because of co-curricular activities, the student will not be considered absent. Such absences must be logged in the school office.

4. Absence for Other Reasons

When parents/guardians wish to take their student out of school for several days for personal reasons, the principal should be notified. The school is not under obligation to provide tutoring, make-up work, or special testing schedules for such a period of absences. The local administration has final and absolute discretion to determine the conditions and terms governing such absences.

5. Medical/Dental Appointments

a. These appointments should not be made during school hours if at all possible.

b. If appointments are made during school hours, parent/guardian must first notify the teacher with a written statement, which states the appointment time and expected hour of dismissal on the morning of the appointment. Secondly, the parent/guardian must notify the office.

c. Parent/Guardian must come to the office to request the student. The office staff will page the student from the classroom. Parent/Guardian must sign the “Early Dismissal” book, stating the date, time, reason for the emergency or dismissal, condition of child, and their signature. Parent and student will leave from the office.

d. Upon return to the school, parent/guardian must present a dated written, verification of appointment from the doctor’s office in order for the absence to be marked as an “excused” absence.

6. Tardy

a. To be considered on time for school, a student must enter the classroom no later than 8:00 a.m. If the student arrives after 8:00 a.m., he/she must report to the office and receive an “admit” ticket from the office staff. Upon entering the classroom, this ticket is to be presented to the teacher. No student will be admitted to class without this ticket. In addition, parents/guardians must state a reason in writing why their child is tardy. The child is to turn in the admit ticket and reason for tardiness to his/her teacher.

b. Records of tardies will be kept by the classroom teacher and the office staff. All tardies will be entered into the student’s permanent cumulative file. Any student who has excessive tardies, more than two tardies a week, will be sent a warning letter to their parent/guardian for signature. If the tardy record does not improve, a principal-parent/guardian conference will be held and the student may be asked to withdraw from school.

7. Truancy

Any student who is absent from school without a valid unexcused more than three (3) days or who is tardy in excess of 30 minutes each of four (4) days or more in one year is a truant and can be reported to the attendance officer of the local public school district. (Diocesan Handbook Policy 51131.1.)

8. Visitation of Students During School Hours

Persons, agencies, or organizations desiring to contact individual students during the school day are to receive permission from the principal. The principal shall use discretion in determining whether or not the student should be accompanied by a bona fide school employee. The school may not be used by a non-legal guardian for the exercise of visitation rights.

Visitors must check in at the office (this includes parents/guardians). At no time are parents/guardians to interrupt a class. All communications, lunches, etc. must go through the office.

Parents/Guardians wishing to visit a classroom with the intent to observe their child’s learning patterns or behaviors are welcome to do so. Arrangement must be made with the teacher giving two (2) days prior notice and obtaining permission from the principal. The length of the visit is usually no more than (2) class periods. (OLPH School Board Policy, September, 1992.)

9. Release From School

A dated written request or an authorization signed by the parent or guardian is required for a student to leave the school before the time of dismissal. Emergency dismissal may be made at any time by the principal or his/her representative when a serious condition or emergency warrants it.

No student may be dismissed to return home during the school day unless school officials have contacted the parent/guardian and are certain that a parent/guardian or other adult will be home to receive him/her.

Students may be released to persons other than parents/guardians only under conditions specified in this Handbook of Policies:

- a. Persons must be listed on the Emergency Form completed by parents/guardians annually.
- b. Schools must verify the identity of the persons not listed but authorized by parent.

No unauthorized organization, agency, person may be allowed to assume custody of any student on school premises before, during, or after school hours unless explicitly authorized by the parent or guardian.

In cases where custody is court ordered, the school must request, and the parent/guardian must provide, a copy of the court order for the student's file to verify the conditions of custody. The school shall comply with court ordered custody conditions that are on file.

III. GENERAL ADMINISTRATION POLICIES

A. Health

1. Emergency Information

Parents/Guardians must complete an Emergency Card for each child, yearly, and notify the school immediately of changes in telephone number or mailing and residence address. All information must be current. It is important for the well-being of the child that this information be submitted to the school office by the first day of school. The school must have this information on file in case there should arise an emergency concerning a student. The Extended Day Care Director also requires a completed card for any student participating in this program. A student may not be admitted to school until this card is on file. Should a child be injured or ill and the card not carry the correct information, the school cannot be held liable for reasonable decisions made.

2. Illness/Injury

Should a student be injured or become ill, the parents/guardians or other responsible person listed on the Emergency Card will be contacted. If the parent/guardian or responsible person cannot be contacted and the injury/illness is serious enough to require medical attention, the administration, administrative assistant or office staff shall seek emergency treatment as listed on the Emergency Card. If a student should need immediate assistance due to the severity of the injury, the administration, office staff or personnel will contact the parent/guardian or responsible person listed on the Emergency Card and local emergency medical center for proper treatment. An injury report form or playground accident form will be completed by personnel and kept on file in the school office.

In less serious cases, school personnel will administer First Aid as needed.

3. Health/Immunization Record

a. Every student must have a Health Record on file in the office. Students entering school for the first time and students entering Kindergarten and Grade 1 are required to have documentation of a recent physical exam.

b. The Health Record must show proof that all state required immunizations were administered prior to registration.

c. No student will be admitted without these two documents on file.

d. Hearing, Vision, Dental and Scoliosis screening may take place in the school when such services are available at no cost to the school.

4. Student Insurance

All students attending Catholic schools must participate in the school insurance programs. This fee is included in the registration fee.

The Student Accident Insurance assists in medical coverage for:

- a. accidental body injuries received during school supervised activities
- b. injuries going to and from school (up to one hour before and after)

Parent/Guardian should request the Insurance Form at the school office within 5 days of injury. After the school completes the "School Section", the form should be presented to the doctor. The doctor will complete his/her section and then forward the form directly to the insurance company.

5. Medicine

- a. Parents of children needing medication are to bring all medications to the office with a completed authorization form, from parent/guardian **AND** physician for all prescription and over the counter medications, giving approval to the students for dispense under the supervision and authority of office staff.
- b. The student should come to the office at the designated time for dispense of his/her medication. The office staff or principal will observe the student while taking the prescribed dosage.
- c. It is the responsibility of the parent/guardian to pick up all medication by the last day of school.

B. Records

1. Student Records

Permanent cumulative records are mandatory and must be preserved in perpetuity by all schools. The principal of the school is responsible for the collection, maintenance, and dissemination of student records and for the education of parents and staff about student record policies. Care must be taken to preserve both the integrity and the privacy of the required school records. (Diocesan Handbook, 5125.)

2. Permanent Cumulative Record

The official cumulative record forms shall be used in all Catholic schools. Each student's permanent cumulative record must include the minimum permanent personal data necessary for operation of the educational system.

A transcript of student records ordinarily includes only the scholastic record, directory information, the student's attendance record, and the student's permanent health record.

When a student transfers to another school, a copy of the student's cumulative record shall be transferred upon written request. Records are mailed to the receiving school or delivered by a school official. They should never be given to parents or students for delivery to the school. The original or copy must be retained permanently by the sending school.

Transcripts may not be withheld because of tuition delinquency unless the parents have signed a tuition agreement by which they have explicitly waived their rights. (Diocesan Handbook, 5126.3)

3. Access of Student Records-need general statement

Teachers, because of their “legitimate educational interest” are granted access to students’ records.

Designated clerical staff may have access to student records for purposes of making entries or maintaining records, but shall do so only under the direct supervision of the Principal.

Either parent/guardian may have access to student records which the school is required to keep related to their child(ren) in the presence of the Principal or designee. Behavior records (e.g., discipline reports, counselor’s reports, etc.), shall be inspected only in the presence of an individual (s) qualified to interpret the records. The school must comply with requests to review student records by parents/guardians and shall make every effort to comply in a timely manner. Schools shall fully inform parents/guardians annually of this right and shall make known to them the local procedures for access to their child’s records. (Diocesan Handbook Policy, 5126)

Parents may ask for an appointment with the principal to view the child’s records. There must be a twenty-four hour written notice given.

4. Release of Directory Information

Complete directory data should be revised for accuracy at the beginning of each school year. (Cf. 5125.1.) Directory information may be released in response to legitimate requests and for purposes approved by the school administrator provided notice is given to parent/guardians of the categories of information which the school plans to release. Parents/Guardians must be given the opportunity to request that some information shall not be released without their prior consent.

Schools may never permit a list of student or parent names and addresses to be used for commercial purposes.

5. Release of Student Academic Information

A record must be maintained in each student’s cumulative folder which lists all organizations or individuals who personally review or receive information from the record. Each entry should indicate the name, date, and legitimate interest of the eligible party seeking the information.

6. Reporting to Parents

Schools have the obligation to report student progress to parents through a regular and established procedure. Report cards and parent conferences provide parents with tangible evidence of student growth and development. All schools must conduct formal parent-teacher conferences with all parents/guardians at least once during the school year, ordinarily at the end of the first trimester.

Schools will use the diocesan report card approved by the Superintendent of Schools. In addition, parents/guardians of students in grades 3-8 will receive a password to access their child’s grade, assignments, and other information through *Gradelink*, a Web based tool used for record keeping. Parents/Guardians may access the *Gradelink* system from any computer with an Internet connection. With this system, parents/guardians can easily keep up to date with their child’s academic progress and daily attendance.

A grade in all subjects taught must be recorded annually on the permanent record card of each individual student registered in the school. The original copy of the report card shall be retained in each student’s cumulative file. The teacher’s duplicate copy of each report card shall be retained on file at least until the next school year.

7. Report Card

The report card will not be given to a student if all accounts are not paid in full by the end of a school year. In addition, if accounts are not current throughout the year, the parent/guardian may be locked out of *Gradelink*. These accounts are:

- a. Tuition
- b. Extended Care
- c. Morning Care
- d. Snack and Lunch vouchers
- e. Book Fines
- f. Parents' Club Balances
- g. Any other outstanding balances or fees not paid

IV. ACADEMIC POLICIES

A. Curriculum

Our Lady of Perpetual Help School provides a general education curriculum that satisfies the private school requirement of the California Education Code and the diocesan requirements. Our Lady of Perpetual Help School also follows the recommended time allotment schedule for each subject. The curriculum subjects are:

a. Kindergarten – religion, Family Life, language arts (English, reading, phonics, spelling, printing, story time, drama, speech) mathematics, science/health, music/dance, art, physical education, social studies

b. Grades 1-8 – religion, Family Life, reading/literature, language arts (English, reading, phonics, spelling, handwriting, drama, speech) mathematics, social studies, science, health and safety, music, art, physical education, 7th & 8th Spanish

In addition, to the required curriculum, Our Lady of Perpetual Help School, offers Computer Education classes for students in Grades 1-8. Each student in Grades 1-3 is scheduled for one forty (40) minute class per week. Age appropriate classes include computer vocabulary, keyboard instructions, print commands, word processing, graphics, Internet research, and technology in the curriculum. Grades 4-8 receive a letter grade for all subjects each trimester. Acquired skills, homework, and active involvement in class lessons are all criteria for the grade.

All students are expected to participate in the Physical Education program. In order to be excused from class, a written note must be provided from the parent/guardian. For prolonged or repeated absences from P.E., a note from the physician is required. Students in Grades 2-8 must dress in appropriate PE uniform to fulfill requirements for the Physical Education grade.

Regular religious instruction shall be an integral part of the educational program for all students at all grade levels. The Religion program strives to educate the child in the basic truths of faith, knowledge of the Gospel, and provides opportunities to internalize the Gospel through experiences of prayer, liturgy, celebration, and service. The fullness of Christian maturity is developed when the individual, knowing the Gospel and integrating its message into his everyday life, becomes a totally committed Christian.

The teaching of Religion includes: daily prayer experiences, formal study from selected textbooks, liturgical and Para liturgical planning and celebration, and social action. Children participate in liturgies once a week as a school community.

The example of parents/guardians in the entire Faith Life of a student is of primary importance. It is the responsibility of the parents/guardians to participate fully in the life of the parish and to assure their children to attend Sunday liturgy.

The Religion curriculum also incorporates age appropriate Family Life in each grade level. Our Lady of Perpetual Help School shall provide a course of instruction in family life that includes positive and prudent education in sexuality. This course of instruction will be implemented and carried out in accordance with official Diocesan guidelines formulated in the Department of Education.

B. Grading

Since every child is an individual with his/her own potential for achievement, the marking criteria takes into consideration the differences in children by assuring that each child will be measured according to his/her own merit.

a. Grading Code

Kindergarten

O = Outstanding

VG=Very Good

S = Satisfactory

NI = Needs Improvement

CP = Continued Progress

NA = Not Applicable

NE=Not Evaluated

Primary 1-2

O=Outstanding (95-100)

VG=Very Good (90-94)

G=Good (80-89)

S=Satisfactory (70-79)

NI=Needs Improvement

CP=Continued Progress

NA=Not Applicable;NE=Not Evaluated

Grades 3-8

A(97-100) CP=Continued

A-(93-96) Progress

B+(90-92) NA=Not

B (87-89) Applicable

B-(84-86) NE=Not

C+(81-83) Evaluated

C (78-80) D=(69-74)

C- (75-77) F= (68 & Below)

Grades 1-8 Religion

Religion is graded by observing the child's attitude, general participation in religious functions and knowledge of content. Failure in this subject will lead the principal, in consultation with teachers, to seriously consider the student's continued presence in this Catholic school.

C. Homework

Homework shall be planned to meet the needs of students and assigned to reinforce concepts and skills that have been presented in class, foster the student's creativity and discipline through enrichment projects or research, train the student to work independently and accept responsibility for completing a task.

Homework will be assigned Grades K-8 on a regular basis that may include weekends. It may consist of the following:

- a.** completion of work begun in class
- b.** make-up work
- c.** a review of concepts
- d.** reinforcement exercises
- e.** an extension of previously introduced work
- f.** preparation for tests or quizzes
- g.** ongoing reading assignments

The work shall not take place of regular classroom instruction. Long term assignments (oral and written reports, projects, research group work) may be given, but periodic checks will be made by the teacher to see if assignments are being carried out. The recommended time allocations for homework per day shall be:

Kindergarten	15 to 20 minutes
Grades 1 and 2	30 to 40 minutes
Grades 3 and 4	45 to 60 minutes
Grades 5 and 6	60 to 80 minutes
Grades 7 and 8	80 to 120 minutes

Homework Guidelines for Parents

Since this work is finished at home, parents do have a responsibility for the success of their child in this regard and for the profit to be derived from serious study. The child's attitude toward home study is likely to reflect that of his/her parent. Parents should only give guidance, not do or correct their child's homework. It is important for the teacher to know if the child is having difficulty. Homework is one of the assessments of this. The following homework guidelines are recommended for your child in order to have a successful academic year.

1. Provide a Study Area – Good lighting, proper seating at a table or desk, adequate materials, sufficient space are important for any student. Distractions such as a stereo or radio, television, family conversation, and telephone should be eliminated.

2. Provide a Specific Period – Same time period daily is essential in developing good study habits. Establish rules against using the phone, playing video games, watching television and listening to music until homework is completed neatly and accurately.

3. Think Positively – Encourage (counsel) your child to understand the value of homework. Any accomplishment requires work, practice and consistency. Give as much assistance as possible, but remember that homework is your child's responsibility.

4. Supervise Homework – Make sure your child has enough time, understands the directions, and works carefully. Reviewing your child's homework assignments is recommended. Do not allow your child to turn in work that is sloppy, incomplete, or is not quality work for him/her. Help your child to organize not only his/her daily assignments, but also long term projects and papers.

5. Help the Homework Habit – If your child does not bring homework home, contact the teacher to determine whether he/she is completing it in class, forgetting it, or did not receive homework from the teacher.

D. Academic Honor Roll / Academic Achievement

Honor Roll is a very special recognition for academic achievement. At the end of each trimester, Honor Roll certificates are awarded to those students who meet the required criteria. The following headings are the explanation code:

Academic Honor Roll Grades 3-8

Must have at least 2 "A's" and all "B's" in the academic areas of Religion, Reading/Literature, Language Arts (English), Spanish, Spelling, Penmanship, Mathematics, Social Studies, Science, Computer, and Physical Education. Conduct must be a B or above and is included in Honor Roll.

Academic Achievement Grades 1-2

Must have at least 2 "O's" and all "VG's" or "G's" in the academic areas of Religion, Reading/Literature, Language Arts (English), Spelling, Penmanship, Mathematics, Social Studies and Science.

E. Promotion

Elementary school students are promoted when they have attained the knowledge specified in the school curriculum for a particular grade, when students have satisfactorily achieved the objectives of an adapted program agreed upon by school and parents. Placement in the next grade will be considered. (Diocesan School Board, January, 1985.)

F. Retention

Any decision concerning non-promotion of an elementary school student shall be made after considering the student's emotional, physical, social, intellectual, and academic development.

Minimum procedures for academic retention must include:

1. consultation between teachers and principal as early as possible;
2. a conference with the parents early in the second trimester to advise them of the possibility of retention and to discuss possible remedial action;
3. follow-up conferences with the parents to evaluate the academic progress of the student;
4. evaluations and reports to parents indicating failure to achieve minimum objectives in at least two basic subjects.

G. Referral for Outside Evaluation

If there is evidence that a child is challenged physically, mentally, emotionally, socially, or academically that negatively affect school performance, the administration shall inform the parents/guardians of the procedure for them to seek an evaluation. (Diocesan School Board, January, 1985.)

H. Placement

If a student's academic performance is below grade level and he/she is unable to be promoted, the student may be "placed" in the next grade.

Placement in the next grade is for students who have not met the academics criteria for promotion to the next grade, but for whom retention is not a feasible option. Feasibility for placement and retention depends upon: previous retentions/placements, physical size, chronological age, siblings in same/next grade, academic ability, learning challenges, attitude of student, and social considerations.

I. Graduation Exercises

Graduation will be a simple and dignified exercise that gives recognition to the unique value of the Christian education just completed. (Diocesan School Board, January, 1985.)

The student must have satisfactorily completed all the academic requirements of Our Lady of Perpetual Help School of the Diocese of San Bernardino. No student shall receive a diploma of graduation unless the required course of studies has been completed and the standards of competency prescribed by the school have been met. If a student fails to meet the academic standards of Our Lady of Perpetual Help School, a certificate of attendance will be given rather than a diploma.

In order to participate in graduation exercises and/or activities, a student should be in good standing both academically and behaviorally. Graduation exercises and/or activities can be denied to a student if his/her discipline and/or academic record warrants it.

J. Progress Reports

Progress reports are a means of offering an opportunity for better understanding of the student's current achievement. It is intended to bring about progress, where needed, by the end of the trimester. Progress reports are issued during mid-term of each trimester grading period.

K. Report Cards

Report Cards are distributed three times a year with one scheduled parent conferences held in the first trimester. In the second and third trimester, the report card is sent home with the student. A copy of the report card is kept in the office in the student's file. If a report card is lost, a new one may be issued from the office for an extra fee. All grades recorded in the report card will be averaged at the end of the school year for a final grade which will be recorded in the student's cumulative file.

L. TESTING (IOWA Test of Basic Skills & Cognitive Abilities Test))

The IOWA Test of Basic Skills series is administered to students in Grades 2 – 8 in September every year. This series of tests is used to help assess students in their learning. It is not the only test administered to students. The Cognitive Abilities Test is also given to students in 3, 5, and 7 grades. Both the ITBS and CogAT are standardized tests used as diagnostic tools for teachers to understand students' academic progress, strengths, and areas of growth needed to meet grade level expectations. Results of the testing are sent home to parents and recorded in the student's permanent record file. The results may be discussed during a parent/teacher conference.

M. WCEA/WASC Accreditation

Our Lady of Perpetual Help School is accredited by the Western Association of Schools and Colleges and the Western Catholic Educational Association. Each year the administration, faculty, and staff of Our Lady of Perpetual Help School continues to evaluate the curriculum and instructional program through in-depth studies, the school's mission, philosophy, and schoolwide learning expectations. Goals and objectives are ongoing and are followed accordingly by Diocesan and accreditation guidelines.

V. SPECIFIC REGULATIONS AND ACTIVITIES

A. Uniform Policy

Each school shall establish standards for student dress which will promote cleanliness, health, safety, and the development of Christian values. (Diocesan School Board, January 1985.) The uniform is an integral part of the school's educational policy. It must be adhered to by all registered families. Each uniform should be clearly labeled with the child's name and grade. It is the student's responsibility to take pride in his/her school uniform, and the parents/guardians responsibility to encourage his/her child to come to school with a clean and neat uniform.

All students of Our Lady of Perpetual Help School are expected to arrive and depart from school in a proper fitted complete uniform. Only in extreme cases will a student be allowed in class without the full uniform. In such a case, a written note from the parent/guardian is required. Should a student be out of uniform and without a note, the student will be sent to the office and parent/guardian will be called in order that the correct uniform is brought to school. If parent/guardian is not available, a student will be given a note to take home. It must be signed by parent/guardian and returned the next day. Failure to comply with dress code may result in an "out-of-uniform" notice. Frequent disregard of the dress code may imply a disregard of school rules and be reflected in the Conduct grade.

The school uniform is reviewed on an annual basis. Decisions are made in conjunction with the principal, staff, and parent committee. **All uniforms must be purchased from Norman's Uniforms. The location, time and hours, and other information can be obtained from the office.**

Girls' Uniform

Plaid Jumper (for grades K-4) length to be no higher than 2 inches above the knee
Plaid Skirt (for grades 5-8) length to be no higher than 2 inches above the knee
White, short-sleeve overblouse (peter-pan collar) to be worn with skirt or jumper
Solid white undershirt or camisole under overblouse
Grey, Light Blue, or White Polo Shirt with Our Lady of Perpetual Help School logo to be worn with shorts or skort
Short Sleeve White Oxford Shirt with Our Lady of Perpetual Help School logo
Skipper Blue Pleated Shorts
Low Rise Flat Front Shorts
Pleated Shorts
Skorts
Solid white, fold-down ankle socks
Navy Stretch Belt
All white **or** navy blue **or** navy blue & white school shoes/athletic tennis shoes (shoelaces appropriate to shoe-not decorative)
White or Navy Knee Highs
Platform shoes, platform tennis shoes, dress shoes, boots, and open toe shoes such as sandals are not acceptable.

The following may be worn in the winter of cooler months:

Skipper blue twill pants
Flat Front Pants
Grey, Light Blue, or White Polo Shirt with Our Lady of Perpetual Help School logo to be worn with slacks
Long Sleeve Grey, Light Blue, or White Polo Shirts with Our Lady of Perpetual Help School logo to be worn with slacks
Navy Blue Hooded Zip Sweatshirt with Our Lady of Perpetual Help School logo
Navy Blue Cardigan Sweater with Our Lady of Perpetual Help School logo
Navy Blue Hooded Nylon Jacket with Our Lady of Perpetual Help School logo
White tights

The girls' jumper, skirt, overblouse, and/or short sleeve Oxford shirt must be worn on the day of school liturgies/masses.

Boys' Uniform

Skipper Blue twill pleated shorts
Skipper Blue flat front shorts
Grey, Light Blue, or White Polo Short Shirt with Our Lady of Perpetual Help School logo
Short Sleeve Light Blue Stripe Oxford Shirt with Our Lady of Perpetual Help School logo
Navy Stretch Belt or Black Leather Belt
Solid white crew socks (Socks must be visible and cover the ankles; Short tennis socks are not acceptable.)
All white **or** navy blue **or** navy blue and white school shoes/athletic tennis shoes (shoelaces appropriate to shoe-not decorative)
Platform shoes, platform tennis shoes, dress shoes, boots and open toe shoes such as sandals are not acceptable.

The following may be worn in the winter or color months:

Skipper Blue twill pleated pants
Skipper blue flat front pants
Long Sleeve Grey, Light Blue, or White Knit Polo Shirt with Our Lady of Perpetual Help School logo
Navy Blue Hooded Zip Sweatshirt with Our Lady of Perpetual Help School logo worn over shirt
Navy Blue Cardigan Sweater with Our Lady of Perpetual Help School logo
Navy Blue Hooded Nylon Jacket

The boys' shorts or pants and short sleeve Light Blue Stripe Oxford shirt must be worn on the day of school liturgies/masses.

PE Uniform for Boys and Girls

Grey PE Shirt with Our Lady of Perpetual Help School logo
Navy Mesh PE Shorts with Our Lady of Perpetual Help School logo

Each student in grades 2-8 is required to wear a PE Uniform. PE uniforms must be purchased from Normans Uniforms. It is recommended to have 2 uniforms per child. Students are expected to have and wear their PE uniform by the second week in September.

B. Uniform Dress Code Policies

1. Hair

Hair should be neat, clean and moderately styled. No exaggerated styles (tails, spikes, shave, etched designs, or unnatural colors) will be allowed. Regular boy's cut or "buzz" cuts are allowed. Boy's hair should not hang over the ears or collar. No use of gels or hair sprays will be allowed on campus. No streaked hair or hair coloring is acceptable.

If the free dress policy is violated, the student will be sent to the office to call his/her parents/guardians to bring his/her uniform. The student may lose the next free dress up day. Jewelry and make up restrictions still apply.

2. Jewelry

Girls may wear small post earrings only. Due to safety reasons, dangling or looped earrings may not be worn at any time, including after school sports. Boys are not permitted to wear earrings.

3. Piercing or Tattoos

Any body ornamentation (body piercing) such as eyebrows, nostrils, lips, tongues, belly buttons etc. is not allowed on campus. Tattoos, even temporary ones, are not permissible.

4. Make-Up

Any make-up such as foundation, eye liner or pencil, mascara, eye shadow, lipstick, blush, fingernail polish etc. is unacceptable. No acrylic or fake finger nails will be allowed at any time. Permission to wear make-up may be granted to the eighth grade girls on special occasions.

Students who violate the make-up policy will be sent to the office to speak with the principal. All make-up will be confiscated and kept in the office. Parents will be contacted regarding this policy.

5. Uniform Shorts

The uniform shorts should not be rolled up or cut off. Should they be cut, a new pair must be purchased.

6. Perfumes/Colognes

Perfumes and colognes are not allowed on campus; however, it is recommended for students in grades 4-8 to have deodorant or powder during scheduled PE days.

7. Free Dress Up Days

Free dress will be allowed on certain occasions. These are designated days authorized by the principal. On these days, the students are not required to wear their uniforms. Dress up signifies dress up **not** dress down. Appropriate attire should be worn. Students are not allowed to wear grossly oversize clothing, spaghetti strap dresses or tops, ripped or torn clothing, T-shirts with messages and/or symbols pertaining to alcohol, smoking, drugs, gangs, sex, or anything deemed inappropriate by the administration, faculty and staff. Shorts must be of appropriate length. Girls' blouses, dresses and sweaters should be modest. (Low cut tops are unacceptable.) Shoes and clothing should not interfere with performing regular school activities.

If the free dress policy is violated, the student will be sent to the office to call his/her parents/guardians to bring his/her uniform. The student may lose the next free dress up day.

Jewelry and make up restrictions still apply.

8. Lost, Stolen or Damaged Clothing and Accessories

Our Lady of Perpetual Help School is not responsible for lost, stolen or damaged clothing and accessories. It is the parents/guardians and/or student's responsibility to have each item clearly labeled. Additionally, students need to keep their belongings in their backpacks to take home with them at the end of the school day. Lost items will be returned to owner if name is readable. Unclaimed clothing will be taken to a charitable organization.

C. Dismissal (end of day)

Dismissal is at 3:00 pm on regular school days and 12:00 pm on minimum days. The following policy applies to dismissal procedures.

1. Students in kindergarten through second grade are to be picked up at their respective classroom, by their parents/guardians or individual (s) listed on the Emergency Form in the office. If a student is not picked up by 3:15 p.m., he/she will be escorted to Extended Care and will be signed in by the Extended Care Supervisor.

2. Students in third through eighth grades are escorted to the lunch shelter by their teacher at dismissal. Parents/Guardians or individual (s) listed on the Emergency Form in the office are to pick up his/her child at the lunch shelter. If a student is not picked up by 3:15 p.m., he/she will be escorted to Extended Care and will be signed in by the Extended Care Supervisor.

3. No student is allowed to walk home without a written consent by the parent/guardian. This written consent must be filed in the school office.

4. Students who are involved in a co-curricular activity after school such as sports, choir, student council, etc. are to wait at the lunch shelter for their coach, teacher, or supervisor to

pick them up for the activity. Once the activity is completed, the coach, teacher, or supervisor must check the students into Extended Care if they have not been picked by their parent/guardian or individual (s) listed on the Emergency Form in the office.

D. Faculty Meetings

Faculty meetings are usually held on the first Friday of every month. On these days a Minimum Day schedule is followed (dismissal at 12:00 noon). On Diocesan In-Service days there are no classes.

E. Liturgy/Prayer Services/Retreats

During the school year, students in all grades participate in the weekly liturgy prepared by a class. Students are encouraged to pray, sing, and respond during liturgy along with the congregation. Additionally, it is expected for parents and children to worship on Sundays in their local parishes. Opportunities to partake in other forms of prayer experiences provided by the students, faculty, and staff are available throughout the school year. These experiences include St. Joseph's Father's Day prayer service, Mother's Day prayer service, Our Lady of Guadalupe prayer service, the Beginning of the School Year prayer service, Stations of the Cross, classroom Seder Celebration, Thanksgiving Liturgy, and Mardi Gras prayer celebration. In addition, there are opportunities for participation in retreats such as the eighth grade retreat, and second and third grades sacramental retreats.

F. Lunch

All students in grades K-8 eat in the lunch area with their class, on their designated tables. It is customary for each student to bring a lunch; however, parent/guardian or family can bring a lunch for the student. The following guidelines are to be followed:

1. Parents/guardians or family who bring a lunch before the scheduled lunch time are to mark the student's name on it, check in the office, and take it to the lunch area. Students who are expecting a lunch should check with the hot lunch coordinator first before going to the lunch area. (Kindergarten and First Grade Teachers will assist their students.)
2. Parents bringing a lunch after the lunch period begins are to take it directly to the lunch area or designated table.
3. If a student is waiting to receive a lunch, he/she needs to wait in the lunch area designated table until his/her lunch has arrived.
4. Students are not permitted to call parents for a "forgotten" lunch.
5. Students who have forgotten lunch may request a "lunch voucher" to be redeemed at the snack bar. The cost will be billed to the family.
6. No student may leave the campus during the lunch hour. Permission to take a student off campus must be requested in person and may only come from an authorized person.
7. Parents/Guardians are welcome to sit with their child during lunch in the lunch area as long as they have complied with Diocesan policies on fingerprinting and have met criteria, and completed the Safe Environment for the Protection of Children.
8. At times, hot lunches or snacks are offered with proceeds used to support school programs or special student activities. An order form is sent home monthly with the student. Any student waiting to purchase a hot lunch must place his/her order and pay by a specific due date. It is very unlikely that a student will be able to receive a hot lunch that was not initially ordered. Since orders are placed with the vendor ahead of time, it is very difficult to make adjustments on a last minute basis.
9. Behavior in the eating area should be based on courtesy and cleanliness. This means leaving the lunch area or designated tables clean. Students are to remain at tables until they have been dismissed by the teachers, staff, volunteers or lunch duty supervisor. At no time are students

allowed to take food or drinks outside the lunch area or designated tables. All trash is to be placed in the proper containers.

10. All school rules and regulations apply during the lunch period. Respect must be shown to all students and adults.

G. Birthdays/Parties/Celebrations

1. Birthdays – a family may send a treat for the entire class provided they check with the teacher first. Treats will be shared during the scheduled recess or lunch periods at the designated tables. Parties are not permitted. Flowers/balloons delivered to school will not be sent to the classroom. The student will be notified of their arrival and will receive these items at dismissal.

2. Classroom parties/celebrations for specified holidays are determined by principal and faculty. They are planned by the teacher and are limited in time and expense. Each celebration or party is adhering to the guidelines set by the faculty and administration. All parents/guardians are asked to contribute, money or items, toward the event.

H. Room Parents

Each class will have at least 2 volunteer room parents. These room parents will assist the teacher in carrying out activities such as celebrations or parties, field trips, or class functions etc. specified by the school. All activities must have prior approval by the principal and teacher. The room parents will be a communication link between the teacher and the other parents of that class. All parents are to cooperate and respond to the requests made. A room parent guideline is given to those who volunteer to render this service throughout the year.

I. School Supplies

A list of needed supplies for the coming year will be sent to each family in August; however, teachers may request additional supplies or other materials needed throughout the school year. It is the student's responsibility to have all necessary supplies daily.

J. Sports Equipment

Students are responsible for all class athletic equipment and uniforms issued to them. All equipment lost or damaged through neglect or carelessness must be replaced by the class. Equipment is not permitted on campus before or after school hours, unless specifically supervised.

K. Student Service Programs

Our Lady of Perpetual Help students are encouraged to participate in service projects throughout the school year under the direction of the teacher. Raising money for the Holy Childhood Association during the Season of Advent and Lent is a way to teach students to assist the less fortunate. Sponsoring food, blanket, or clothing drives are also service projects students have participated in as well as visiting convalescent hospitals. It is important that Our Lady of Perpetual Help students are taught to be good stewards to others and show compassion for others in need.

L. Supervision

Any adult who is part of the school faculty, staff, extra-curricular activities, or has been assigned supervisory tasks, has authority over all the students. Fingerprinting and Safe Environment requirements are necessary for all adults supervising students. Parents and students are to obey, respect, and cooperate with the adult's request at all times.

M. Technology and the Internet

Internet access is now available to students at Our Lady of Perpetual Help School as part of the Diocese of San Bernardino. The Internet offers vast, diverse, and unique sources to students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational values in the context of the school setting. Our Lady of Perpetual Help School has taken precautions concerning access to inappropriate materials. In general, this requires Christian, ethical and legal utilization of the network resources. If an Our Lady of Perpetual Help Student user violates any the provisions of the Diocesan policy, the student's parents/guardians will be notified, and the student's Internet access may be terminated with the possibility of future access denied. All students in grades 1-8 will receive a school Internet regulation agreement the first day of school that needs to be signed and returned to the teacher.

It is recommended that parents/guardians monitor their children when using the Internet at home for homework assignments or personal use. Parent controls can be obtained for the security of inappropriate Internet use.

N. Textbooks

Textbooks are on loan to the students for their use during the year. All books should be handled carefully and neatly covered at all times. When available, the school will provide book covers. Students may write in consumable workbooks only. A fee is charged for damage to any textbook or part of it. Should a book be damaged beyond use, lost or stolen, parents will pay the complete price for the replacement of the textbook or workbook.

O. Social Event

Social Events shall be adequately supervised, adjusted to the level of maturity of the students, and reflect the Christian values of a Catholic school. The school must monitor the behavior of students at any school sponsored or sanctioned social event. Parents should be fully informed as to the time and place of events, the rules governing them, and the limits of the school's supervision.

P. Dance Policy

Each year the seventh and eighth grade students are allowed to have a Christmas Dance. This event is to be organized by the respective teachers and principal. It is the joint responsibility of the school and parents to see that proper supervision is provided.

Q. Organizations

Student organizations are recommended which promote student government, religious and apostolic activity, service and scholastic activity, and athletic activity.

R. Religious and Apostolic Activities

Our Lady of Perpetual Help School shall provide students with opportunities for growth in the life of the Church through a variety of liturgical, sacramental, and prayer experiences.

Students may also profit from opportunities for individual service (e.g., tutoring, visiting the sick, etc.). However, care must be taken to limit service demands during school hours and to see that students are properly supervised if such activity occurs outside the classroom.

S. Pictures

On the first day of school, parents/guardians will receive a form for permission to use any photographs of their child for advertisement of the school through the OLPH School Website or other promotional purposes. Parents/Guardians have the right to waive the use of photographs or the right to give permission to use photographs. This authorization form with parental/guardian signature needs to be completed, signed, and returned to the school office.

1. School Pictures

Every student will have an annual school picture taken that will be placed in the yearbook. Services are provided by a photography company in the Fall and Spring. All students are required to wear their complete uniform for pictures taken in the Fall. Students may have free dress for pictures taken in the Spring. Parents/Guardians may purchase pictures if they wish.

2. Yearbook Pictures

There will be a designated time during the school year in which group pictures of students will be taken for the yearbook. Information in regards to the date and time will be sent home to the students by the yearbook moderator.

3. Graduation Pictures

Eighth grade students will have their pictures taken for the class composite prior to graduation. Parents, if they wish, may purchase the class composite or any individual pictures taken.

T. Classroom Library

Each classroom will contain educational books for their enrichment in reading and for research on topics related to curriculum areas. Students are encouraged to read daily and are invited to share books they bring with others. Anyone wishing to contribute materials for a classroom library may do so by contacting the principal and teacher of the respective grade.

U. Toys/Cell Phones/Video Games/Electronic Equipment

Toys, cell phones, video games, and any electronic equipment are not allowed on campus unless it is a designated "share day" approved by the teacher. Our Lady of Perpetual Help School is not responsible for lost, damaged or stolen items brought to school. This includes playing cards, electronic games, sports equipment from home, and magazines such as teen, wrestling, violent or any other inappropriate item.

V. Fingerprinting

All parents and volunteers who are supervising students, or are around students must comply with the Criminal Record Summary action and submit fingerprints for both a state and federal criminal record search. Live Scan Fingerprinting forms can be picked up in the school office. Locations will be given as to where fingerprints can be taken. Note that the report results are sent to the Office of Human Resources, Diocese of San Bernardino. Information regarding meeting criteria is confidential. In addition, all volunteers must complete the Safe Environment for the Protection of Children training and the Pastoral Code of Conduct before working with children. The Safe Environment training can be found online at www.sbdiocese.org. To register click on *Protect Children*, then scroll down to Safe Environment Training.

W. Field Trips

1. Field trips of educational or cultural value shall be planned in advanced and approved by the principal. Field trips must be an extension of or supplement to the programs of the school. The educational or cultural value of the trip must justify the time, distance and expense involved. Field trips are privileges not a right.

Purely recreational trips shall be held outside of school time.

The principal shall establish and supervise local procedures for school field trips in accordance with diocesan and local regulations. (Diocesan School Board, May 1989.)

2. The principal shall approve the field trip prior to publicity or the collection of parent permission slips. Criteria for approval of field trips shall include:

- a. direct relevance to instructional or cultural programs
- b. preparation and follow-up activities in the classroom
- c. reasonable and approved expense limits
- d. safe and proper transportation
- e. adequate adult supervision
- f. advance notification to all affected staff members and parents

(Diocesan School Board, May 1989.)

3. No student shall go on a field trip unless a permission slip signed by parent or guardian has been returned to the school. A separate permission slip must be obtained for every field trip. Requests for parental permission shall be accompanied by full details about the field trip.

Field trip permission forms shall include, but not be limited to, the following information:

- a. destination and purpose
- b. date and hours
- c. cost, if any
- d. student's full name
- e. signature, address, and telephone number for emergency use

(Diocesan School Board, May 1989.)

Field trip drivers shall keep the students' permission slips with them during the duration of the field trip. The permission slips then shall be given to the respective teacher upon returning to the school.

4. All field trip drivers shall complete in full and sign the Driver Information Form obtained from the office. A copy of the driver's insurance policy indicating proof of liability coverage in the minimum of 100/300/25 (100,000/300,000/25,000) must be seen on the policy, along with the expiration date and attached to the Driver Information Form. Once a completed Driver Information Form and insurance policy are obtained from the driver, the driver shall sign in the office for every field trip thereafter. Any changes in the Driver Information Form or insurance policy shall be reported to the office. If the driver is **not** the registered owner of the vehicle, proof of insurance on that vehicle **must be** provided.

The additional following insurance coverage is recommended:

- a. medical coverage – 5,000
- b. uninsured motorist protection – 100,000/300,000

Drivers are eligible for secondary coverage under the diocesan liability insurance.

VI. FINANCIAL POLICY

A. Tuition

1. The local school board in consultation with the principal and pastor (where applicable) shall establish the tuition schedule.

Limits imposed by the socio-economic character of the school's attendance area, the actual per pupil cost of instruction, and the amount of income generated through fundraising and development shall determine the tuition schedule.

(Diocesan School Board, February 1987.)

2. Tuition is not refundable nor will it be pro-rated, as long as a student is registered for one (1) or more days in a given month. Tuition will be refunded on a pro-rated basis for the time registered, if tuition has been paid for more than one month in advance. The refund must be requested in writing. (Our Lady of Perpetual Help School Board, April 23, 1991.)

Registration and instructional fees are non-refundable.

B. Tuition Agreement

1. Every parent or guardian who enrolls a student in a school shall sign a written agreement to pay the specified tuition and fees in compliance with all diocesan and local school policies and regulations. (Diocesan School Board, February 1987.)

2. A Tuition and Policy Agreement will be signed each year at the time of registration or re-registration by every parent/guardian who enrolls a student in Our Lady of Perpetual Help School. The Tuition and Policy Agreement includes:

- a. compliance with the educational policies and regulations of the Diocese of San Bernardino and Our Lady of Perpetual Help School as set forth in the current Parent/Student Handbook.
- b. agreement to pay the specified annual rate of tuition and fees.
- c. agreement to follow the method of payment and enforcement of this policy.
- d. failure to comply with this agreement may result in the student being asked to transfer out of Our Lady of Perpetual Help School.

3. All families wishing to enroll in Our Lady of Perpetual Help School must sign the FACTS Tuition Management Plan Agreement with the payment plan agreed upon between school and family. (Our Lady of Perpetual Help School Board, April 23, 1991.)

The FACTS Tuition Management Plan is an automatic bank withdrawal plan which processes tuition payments monthly and is signed at registration/re-registration time. To complete the FACTS agreement, parents/guardians will need to bring the following during registration.

- a. bank information of person responsible for tuition payment (name of bank, address, city, state, zip code, telephone number, checking or savings account number);
- b. copy of a voided check

C. Tuition Delinquency

1. Each school shall have a consistent, written policy detailing how financial delinquency will be handled. Copies of this policy shall be provided to all parents and guardians. Delinquency must be brought to the attention of parents and guardians well before decisive action is taken by the school.

Report cards may be withheld, but transcripts may not be withheld from those delinquent in tuition unless the parents or guardians have signed an agreement by which they explicitly waive their rights. (Diocesan School Board, February 1987.)

2. The following policy will be enforced should a family have a delinquent account.

The parent or guardian will be notified in writing that a payment is delinquent and must be paid within 15 days of the date of the letter. If payment is not made within the allotted time, a \$20.00 late fee will be assessed to the parent's or guardian's tuition account. Further, if there is a financial problem, the parent or guardian is urged to contact the Principal to discuss the matter. If the student(s) tuition still has not been paid, and the responsible parent or guardian has not contacted the School to discuss the problem, the parent or guardian shall be notified in writing that, unless other arrangements have been made with the Principal, the student(s) enrollment will be terminated effective 30 days from the date of the letter. In cases where there is an unpaid balance and the student(s) does not return to Our Lady of Perpetual Help School, all unpaid accounts will be sent to a collection agency. All costs and expenses incurred by Our Lady of Perpetual Help School to collect amounts owed but unpaid at the end of the school year, including any necessary legal fees, will be the individual and collective responsibility of the parent or guardian.

D. Miscellaneous Fees

Special fees will be charged and added to the total tuition amount for the following:

1. Graduation
2. Sacramental
3. Special Paper Fee for Grades K-2 if needed

E. Fundraising Activities

1. Fundraising activities are an essential part of the school's endeavor to keep tuition rates at a minimum. The full cost of educating each child is deferred by these communal activities. Therefore, it is vitally important that each parent/guardian realizes his/her responsibility to cooperate with and participate fully in these activities. Should families not wish to support these activities, the School Board will then have to reflect back the extra costs through a substantial increase in each family's tuition rate. (Our Lady of Perpetual Help School Board 1993.)
2. No school organization may raise or expend funds without the approval of the administration.
3. No small school group/organization may have a separate bank account. All collected income must be deposited into the school account and financial records are monitored monthly by administration.

VII. COMMUNICATIONS

Communication between home and school is encouraged and essential. All information sent home should be read and directions followed. Required meetings must be attended. In addition, parents of students in grades 3-8 can view their child's academic progress through *Gradelink* once they have received their password. All parents can communicate with their child's teacher through the teacher's email address found on the school Website at www.olphschoolindio.com

A. Appointments

1. Parents are encouraged to contact teachers regarding their child's spiritual, academic, disciplinary or social progress as the need arises. Parents/Guardians wishing to make an appointment with teachers or principal should call the office at least one day in advance. Teachers will contact the parents to confirm the day and time of the appointment. Teachers are not available for appointments during the hours 7:45 a.m. to 3:15 p.m.

Appointments with the principal should be made during the hours of 8:00 a.m. to 3:30 p.m. If the principal is unavailable to receive the call, a message will be taken, and he/she will return the call.

2. If a concern arises, the recommended channel of communication is as follows:
 - a. Parents should contact the respective teacher to discuss and resolve the issue.
 - b. If parents feel attention is needed, they are encouraged to then contact the principal.
 - c. The next step is a conference with all concerned parties – student, parents, teacher, and principal.
If after the above channels have been attempted and the parents still feel further action is necessary, they are advised to contact the pastor/pastoral coordinator, and finally, the Superintendent of the Diocese of San Bernardino.

B. Meetings

1. **ORIENTATION FOR NEW FAMILIES** – a meeting is held at the beginning of the school year to explain programs and policies for the year.
2. **PARENTS’ CLUB MEETINGS** – are held four (4) times per year. At least one parent member is required to attend each time. At the first Parents’ Club Meeting, the principal will review school policies, programs, procedures, and introduce any new items for the year.
3. **SACRAMENTS** – required meetings are held for parents and students preparing to receive a Sacrament for the first time. These meetings are scheduled by the Religion Coordinator and Respective Teacher/s of the school.

In addition to the above, the principal, teachers, coaches, Parents’ Club committees, and other school groups may make arrangements to schedule meetings throughout the school year. It is advisable to attend any meeting that pertains to your child.

C. Bulletin/Calendars

In the beginning of the school year, the office sends home an annual calendar indicating dates of events, activities, teacher in-service days, Parents’ Club sponsored events and meetings, designated school days, etc. Each family will also receive a monthly calendar at the beginning of every month. Parents/Guardians are encouraged to refer to the monthly calendars for any additions and/or changes.

Our Lady of Perpetual Help School sends home a Parent Bulletin weekly. This bulletin contains announcements, meeting dates, school news, events, policies, and provides a way for parents to actively respond to current activities.

Bulletins and calendars are sent with the oldest child registered. If a student is absent on the day a bulletin or calendar is being sent home, parents/guardians can pick them up in the office. It is the responsibility of the parents/guardians to receive, read, and respond to the news items when necessary.

D. Parent-Teacher Conferences

Parent-Teacher Conferences are held once a year for the first trimester. These conferences are mandatory for parents or guardians. Conference forms are sent home with scheduled appointment times for parents or guardians. Report cards will not be given to a student whose parent or guardian did not attend the scheduled conference. Any additional conferences can be scheduled throughout the school year per parent, teacher, and/or principal request.

It is also important to note that teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents/Guardians will be promptly notified of teacher concerns.

E. Telephone Messages/Calls

Messages may be called in to the office and will be given to the teacher or student. Teachers or students will not be called from their rooms during class time unless it is a serious matter or emergency. Calls will be returned by the teacher when he/she is available to do so. Students are not allowed to use the telephone for "forgotten" items. Should a student need to use the telephone, approval by the administration and/or office staff is necessary.

VIII. DISCIPLINE

1. Discipline in the Catholic school is an aspect of moral guidance and refers to those reasonable controls that promote the individual student's development and self-discipline, and a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld.

Each school must develop its own policies and procedures concerning disciplinary action. Administrators are encouraged to work with parents and teachers in this matter. Discipline policies should be consonant with the overall philosophy and goals of the school serving the Christian community and should stem from a loving, accepting attitude toward the student as a person of dignity. (Diocesan School Board, January 1985.)

2. Discipline in Our Lady of Perpetual Help School is an essential aspect of Christian development. It is intended to:

- a. provide a classroom situation conducive to learning**
- b. educate students to an appreciation of the importance of developing responsibility and self control**
- c. help build a sense of community**

Our Lady of Perpetual Help students can best be served by parents and school working together; by checking out whatever misunderstanding might come up; by supporting one another in all things. If there is a difference of opinion, make an appointment to discuss the issue with the teacher. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. However, continued behavior requiring disciplinary actions will result in the determination of the student's final grade.

A. Disciplinary Procedures

The following are some approved disciplinary measures and/or sanctions:

1. conference with student
2. conference with parents/guardians
3. assignment of special tasks
4. denial of privileges
5. conduct notices
6. detention
7. probation
8. suspension
9. expulsion

B. Some Specific Rules

Appropriate disciplinary measures and/or sanctions may be taken if a student conspires or engages in any of the following activities or other inappropriate behavior on or near school campus or at any school function:

1. gum chewing in the classroom/school campus at any time.
2. leaving school premises without written permission.
3. not playing in the assigned area of campus at recess and noon hour.
4. being in the classroom when the teacher or another adult is not present.
5. uniform/dress code violations
6. cheating and/or lying

The following actions are not allowed and may be cause for suspension/expulsion:

1. attempting to damage or actually damaging school or private property. The school's disciplinary response may include restitution.
2. fighting or "play-fighting"
3. disobedience, insubordination or disrespect for authority
4. hazing
5. lack of cooperation with school's attendance policies
6. obscene acts, possessing or distributing obscene materials or engaging in habitual, profane, or obscene language
7. forgery of any person's signature, falsification or misrepresentation of phone calls, notes, forms, or other school related documents.
8. attempting to steal or actually stealing school or private property, committing extortion, or arson. The school's response may include restitution.
9. possessing or selling firearms, knives, explosives, or other dangerous objects
10. possessing, using, being under the influence, furnishing, or selling controlled substances, alcoholic beverages, intoxicants, or tobacco products of any kind
11. committing any serious offense against civil or church law
12. assaults, battery, or any threat of force or violence directed toward other students, school personnel, or other persons on school property during school related activities
13. violating any other school policy, procedure, or practice, which includes bullying and harassment.

C. Detention

Guidelines:

Detention may be held for violation of various class, school regulations or discipline policies. After discussing the incident with the student involved, detention may be assigned at the discretion of the teacher if the issue is not resolved.

Procedure:

Usually detention is held during lunchtime in the classroom. Parents/Guardians will be notified by phone or note of the detention.

D. Probation

1. Guidelines:

A student may be placed on probation for either continuing serious academic deficiency; for misconduct; or disruptive behavior that impedes progress of others. When a student is placed on probation:

- a. the parents/guardians shall be informed in writing of the reason for; the length of; and the condition under which the probation will be lifted.
- b. the written record of student probation shall be kept for reference should more serious action be necessary later.
- c. In order to avoid further sanctions, efforts should be made to assist the student through constructive counseling.

2. Procedures:

- a. a formal probation must be approved by the principal.
- b. a conference with parents, student and principal shall be held.

C. Suspension

1. Guidelines:

- a. A student may be suspected for either serious misconduct on campus or off campus; during school related activities; or for continuing misconduct after having been placed on probation.
- b. A suspension must be approved by the principal.
- c. The principal will decide on the most appropriate terms of suspension in accord with the nature of the conduct and all circumstances.

2. Forms of Suspension:

- a. The student may attend class but lose the right to participate in any school activity on or off campus. The student may be given service hours.
- b. The student may be suspended from a particular class and required to report to a specific place on campus during that time. The student may be given service hours.
- c. The student may be sent home for the entire period of suspension provided that he/she be assigned academic work to make up the loss of class time.

3. Procedures:

- a. The student shall be given oral or written notice of the charges against him/her and a fair opportunity to present his/her side of the story.
- b. The gravity of suspension requires that notice be given to the parents by telephone, or other appropriate method within a reasonable time, followed by a written notice signed by the principal.
- c. A conference with the parents/guardians, student and appropriate school staff shall be arranged. The pastor/pastoral coordinator must be notified of the conference and given the opportunity to attend.
- d. A written form of suspension must be signed by the parents/guardians and student. On this form the exact length of the suspension period; the reason; and the possibility of expulsion /recommended transfer for continued misconduct must be clearly stated. Parents and students must understand that continued or repeated misconduct could end in expulsion.
- e. The principal is required to maintain dated documentation of the facts and the parent conferences.
- f.

D. Expulsion

1. Guidelines:

- a. Students may be expelled from school for misconduct of a very serious nature or for continuation of conduct for which suspension previously has been determined. It is a permanent termination of the student's enrollment and is a sanction that should be invoked only as a very last resort and for clear and serious cause.
- b. The principal shall document grounds, evidence, record of conferences and final notice.
- c. Full credit shall be given for all work accomplished prior to the time of expulsion.

2. Procedures:

- a. All steps shall be documented in written form.
- b. The principal must be notified of the student's misconduct.
- c. The principal must notify the pastor of the circumstances and impending decision to expel a student.
- d. The parents/guardians shall be notified in writing of the serious misconduct and invited to a conference with the student, school personnel, and principal. The pastor should be advised of the conference and invited to attend.
- e. A letter following the conference will be sent to the parents/guardians and student stating that the student is expelled, along with grounds for action.
- f. The final decision to expel a student rests with the principal after consultation with the pastor/pastoral coordinator and with the Superintendent of the Office of Catholic Schools, Diocese of San Bernardino.
- g. All written documentation is to be kept in the school file.

G. Recommended Transfers

Certain students may be given a recommended transfer on grounds other than discipline. The following procedures apply to students clearly unable to profit from school work by reason of ability or emotional instability. Ordinarily, the transfer should occur only at the end of a grading period.

1. There is consultation between teacher(s) and principal as early as possible after serious difficulty is recognized.
2. Conferences are held with the parents to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and educational alternatives. Follow-up conferences are held with the parents to evaluate academic progress of the student.
3. The final decision is made by the principal.

Written documents of compliance with the above procedures are to be retained in the file. Procedures for appeal and review apply. (Cf.5207.) (Diocesan School Board, January 1985.)

H. Transfer On Grounds Of Parental Behavior

Normally a student is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, the principal may recommend and/or require transfer of a student when parents have been persistently and/or overtly uncooperative with school personnel, policies, regulations or programs, have repeatedly caused school personnel undue aggravation, annoyance, or distress, or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children.

After reasonable effort to elicit the minimum parental cooperation, the principal may recommend the student transfer. Documentation for this action and of all consultation with parents on the matter must be retained on file. (Diocesan School Board, January, 1985.)

Parents have the right of appeal (Cf.5207.)

IX. HEALTH / WELFARE/ SAFETY REGULATION

A. Health

School personnel are responsible for supervising the health and well-being of the students. Essential first aid supplies are available for emergencies at school or during school sponsored events. In the event of an emergency, Our Lady of Perpetual Help School shall use best judgment in securing the emergency or critical care assistance for students and staff. In all cases with students, the parents or guardians will be contacted immediately. If a parent or guardian cannot be reached, designated emergency contacts on the Student's Emergency Information Card shall be called. In the cases of extreme emergency, whether parents/guardians or emergency designees can be contacted or not, school personnel may need to call paramedics or other emergency personnel.

1. Medications

Medications of any type (including aspirin and non-aspirin pain relievers) may **not** be furnished to the students by school without an authorization form signed by the physician and parent. All medications are to be kept in the office in a secured location. No medication of any kind may be administered by school personnel at any time.

2. Illness and Injury

Should a student be injured or become ill, the parents shall be contacted. No student shall be permitted to go home before this contact is made.

If the parent cannot be reached, such designated persons named on the student's emergency information card shall be contacted. In cases of extreme emergency, the school may need to contact paramedics or other such professional medical personnel.

(Diocesan School Board, January 1985.)

3. Health Screening Examination, Immunizations

California law requires health-screening procedures for all students entering school for the first time. No child may be admitted as a student in a school unless he/she has been immunized against diphtheria, pertussis, tetanus, polio, hepatitis B, mumps, and measles. The principal shall inform parents of prospective preschool, kindergarten, or first grade children of this obligation and shall verify compliance before admitting the children to class.

Prior to seventh grade entry all students must fulfill a series of hepatitis B vaccine. In addition, students need to have their second MMR and a Td booster.

B. Welfare and Safety

1. Child Abuse

Any school employee who suspects that a student's physical, mental, or sexual health or welfare may be adversely affected by abuse shall report directly to the local police or sheriff's department or

the Department of Child Protective Services or Department of Public Social Services. The employee may inform the administration either personally or anonymously of the actual/suspected child abuse upon reporting the incident to the appropriate civil authorities.

2. Fire and Disaster Drills

Fire drills and emergency disaster drills shall be held regularly during the school year. Teachers instruct the students with current safety precautions, evacuation routes, and disaster plans.

3. Supervision

The principal is responsible for adequate supervision of students during the entire time they are on school premises during regularly scheduled school day. All faculty members share this responsibility with the principal. The student/parent handbook should indicate clearly the hours during which the school accepts responsibility for student supervision.

No student is to be sent on errands outside the school campus.

A student may be released from school only at the request of the parent or guardian.

Between 7:40 a.m. and dismissal time, Our Lady of Perpetual Help School children are supervised during all activities within and outside the classrooms. Children are not supervised before 7:40 a.m. except those registered in Morning Care or Extended Care when available.

It is requested that parents or guardians do not drop off their children to school before 7:40 a.m. unless Morning Care is available.

Parents should be prompt to pick up their children at dismissal time. Any students not picked up by 3:15 p.m. will be taken to Extended Care. Parents/Guardians will be charged and billed for Extended Care services.

4. Equipment on Campus

- a. Bicycles – Bicycles must be walked on and off campus. No one may ride a bicycle on campus at any time. A special bicycle rack is provided on the school campus for bikes. They must be in the rack and locked during the day. The school is not responsible for damage, theft, etc.
- b. Other – Skateboards, roller blades, skates, scooters, go-carts, motorized vehicles etc. are not allowed on campus. Sports equipment from home and electronic devices (radios, walk-man's, game boys, Nintendo's, disc mans, CD players, stereos, etc.) are to be left at home. Special permission must be requested for any exception to this rule. The school is not responsible for damage, theft, etc. Any of the above items will be confiscated.

C. Emergency Disaster Plan (Earthquake)

1. Our Lady of Perpetual Help School has prepared a detailed plan as mandated all schools by California Law. The plan is continuously updated with the most current information.
2. In the event of a disaster, Our Lady of Perpetual Help School will not release students in an unsafe situation. If possible, Parent/Guardian will be notified. Students will remain under the supervision of teachers. Only the parent or authorized person listed on the emergency card will be allowed to pick up the student. No child will be allowed to leave with another person, even a relative or babysitter, unless there is written permission to that effect on the card.

3. Parents must not call the school in order that school phone lines can be kept open for further directions from the city, county or state. Our Lady of Perpetual Help School also encourages parents or guardians not to drive immediately to the school, until school access routes and street entrances areas may be cleared of debris, allowing access by emergency vehicles.
4. In the event of an emergency/disaster requiring school closure, parent/guardian should listen to one of the following radio or TV stations:

RADIO FM
KDES 104.7
KDGL 106.9

RADIO AM
KUNA 1400 (SPANISH)
KNWZ 970

TV
KMIR CHANNEL 6/36
KESQ CHANNEL 3/42

IN THE EVENT OF AN EARTHQUAKE:

1. All parents, or authorized persons must come to the FAMILY REUNION GATE. The primary gate location is on Bliss Street, adjacent to the former eighth grade classroom. The second location is the parking lot gate on Bliss Street.
2. Upon arriving at the Family Reunion Gate, the person must indicate which student(s) he/she is picking up. The Parent Control Team will correctly identify this person as one who is named on the Emergency Card. If the person is not recognized, they will be asked to show some kind of identification.
3. A member from the Parent Control Team will then send for a runner, who will pick up the student from the Student Control Center, and escort him/her to the Parent Control Team for dismissal. If the student is injured or missing, assessment of the situation will be made by the appropriate party with resulting action to be determined by the Command Post.
4. The person who comes for the student must then indicate the time the student was picked up and sign the Student Emergency Information Card for permission to release the student. The person must remain in this area until the student arrives.
5. The school has established an earthquake fee for each child which is included in the registration fee. These funds allow the school to purchase necessary equipment; replace expired food/drink items in the "Comfort Kits"; provide in-service for teachers in First Aid, CPR, and Triage; and to provide each student with a survival food pack.

Individual Student Back-Pack

In addition to these provisions, each family is required to provide for each child a small back-pack containing the following items:

- a. a letter from you to your children (giving them reassurance, etc.)
- b. a favorite game, book or small toy
- c. a favorite kind of canned juice, non-perishable snacks, including chewable vitamins and gum
- d. a personal flashlight with batteries
- e. sanitary supplies, toothbrush, toothpaste, sanitary wipes, Kleenex, large plastic bags for sleeping on if necessary
- f. an extra set of clothing (underwear, socks, shirt, etc.)
- g. chap stick, sunscreen, hat or cap

Each back-pack must be well marked with the student's name. They must be turned into the office by the end of the second week of September. They will be returned at the end of the year for up-

dating purposes and returned to school again the following September. They will be stored in the storage container during the year.

The school has general supplies in limited quantities including Earthquake Medical Kits. Extra water and blankets are also available.

X. CO- CURRICULAR ACTIVITIES / PROGRAMS

Where feasible, a variety of co-curricular activities suitable to the age and needs of the students shall be offered. All school-sponsored events must have approval of the principal who is responsible for the general planning of co-curricular activities and the assignment of staff as moderators.

Service activities in the school, parish and community shall be encouraged. Care shall be exercised to present excessive demands that would interfere with students' academic progress.

School sponsored co-curricular activities are made available to enhance the regular curriculum. Students who wish to participate in these activities must achieve satisfactory grades and work up to their potential. class work, attitude, homework and conduct are evaluated at each Progress Report and Report Card period.

Every activity group is responsible for raising its own funds for extra materials and items needed. However, fees are set for every sport activity and are required for participation. All monies received and spent by these groups must be managed through the school office.

Transportation for co-curricular activities is the responsibility of the parents/guardians of participating students. Field trip permission slips must be signed by parent/guardian before any off-campus activity. No other signature is acceptable.

A. Student Council

The primary function of the Student Council is to provide service to the school community and to encourage student involvement in all aspects of school life. The Student Council meets regularly and plans activities for students under the supervision of a moderator. Eligibility requirements are:

1. A student willing to be a member of the Student Council must be in grades 4-8.
2. He/She must submit an "Intent to Run" form to the office or Student Council Moderator.
3. The student's teacher(s) and principal will be consulted regarding eligibility requirements: cooperation, support, generous-responsible involvement as a past leader, grades, participation in academic and co-curricular activities and an obvious willingness to be a role model for peers in the above areas.
4. The student is eligible to run for an office if he/she is approved by the teacher, principal, and Student Council Moderator.
5. The homeroom teacher will sign the form to verify approval.

Student Council elections are held in the spring of every year.

B. Altar Serving

Students in Grades 4-8 are encouraged to serve the parish, local, and school community in the ministry of altar serving. This special ministry allows the student to work closely with the pastor, priests, deacons and other lay ministers during liturgy, celebrations, holy days of obligations, funerals, and special ceremonies. This ministry allows a student to become closer to God while serving others.

As an altar server, the student will learn the following:

1. the introductory rites of the mass
2. the different sections of the Liturgy of the Word
3. the parts of the Liturgy of the Eucharist
4. functions of the server
5. items designated for sacred purposes

Altar Server Information forms can be picked up at the parish office. Any student who wishes to altar serve for the school is also required to serve when scheduled on Saturday or Sunday liturgies for the parish.

C. Sports Program

1. Our Lady of Perpetual Help School Philosophy of Athletics

Our Lady of Perpetual Help regards its primary task, teaching, as more than the imparting of knowledge. It attempts to develop in its students the ability to pull together knowledge and experience gained from a variety of disciplines into a meaningful existence. The athletics program is an important part of this overall educational experience that Our Lady of Perpetual Help School offers to its students.

Being a part of the middle school athletics allows students the opportunity to represent their school and city. Middle school competitions provide students the ability to develop a strong sense of loyalty and pride for their school. Faith in God, oneself, team coach, and school plays an important part in developing an athlete as they reach to achieve high goals both on the field and in the classroom.

Our Lady of Perpetual Help Athletic program is governed by the Cathedral City Recreation and Parks District. The Coachella Valley Middle School Sports League (CVMSSL) is run and governed by the Cathedral City Recreation and Parks District. Our athletic program will be conducted in accordance with the letter and spirit of the rules and regulations of these associations. We will hold the safety and welfare of our students first. We will hold the athletic program in conformity with the general objectives of Our Lady of Perpetual Help School and function as a part of the overall educational experience. We will also provide students with memorable, educational, and positive experience through their involvement in athletics. We must allow students the ability to develop a healthy desire for growth both physically and spiritually in a Christian atmosphere.

2. Code of Conduct

a. Athletic Pledge of Sportsmanship

As an Our Lady of Perpetual Help student-athlete, I understand the use of inappropriate language, taunting, baiting, or using unnecessary physical contact towards opposing players, coaches, or fans is wrong and detrimental to the spirit of fair play and sportsmanship. I understand that any unsportsmanlike conduct, during the course of a contest, may result in an immediate penalty given to me or my team. I also understand that game officials have been told that they may give penalties without prior warning. In reading this pledge, I will give all my efforts to support CVMSSL sportsmanship policies.

b. Athlete's Conduct

A student-athlete who puts on an Our Lady of Perpetual Help School uniform is representing not only him/her but the team and school as a whole. Thus, during any athletic contest, both home and away, the athlete is reminded to conduct him/herself in a way in which Our Lady of Perpetual Help can only be seen in a positive light. Good sportsmanship is expected of all Our Lady of Perpetual Help athletes. Representing Our Lady of Perpetual Help School as an athlete is a responsibility and

a privilege. Sportsmanship is a demonstration of generosity and concern for others and a commitment to fair play.

c. Parent and Spectator Conduct

As parents and fans we are all responsible for upholding high standards of good sportsmanship. Our Lady of Perpetual Help School has a positive reputation for enthusiasm and good sportsmanship. Please help us to continue to be seen in an appreciative way. It is important that we treat each player, official, parent, coach, and administrator with respect and dignity. We must uphold the authority of officials and coaches who are working with our children. We should assist them when possible and use good judgment if we disagree with them.

Parents and spectators of Our Lady of Perpetual Help School should also take pride in our campus. Food and drink items should be placed in the appropriate containers, not on the grounds of the school. Small food items such as sunflower seeds, popcorn, chips, etc. and paper products are to be disposed of properly.

d. Coaches' Conduct

As coaches we will place the emotional and physical well-being of our players ahead of any personal desire to win. We will do our very best to provide a safe situation for our players. We will do our very best to organize practices that are fun and challenging for all players. We will lead, by example, in showing fair play and sportsmanship to all players. Most importantly, we will remember that we are youth coaches, and that the game is for children and not adults.

Athletic Eligibility

a. Academic Requirements

In order to be eligible to play on a school sports team there are a number of variables which must be satisfied. A student must maintain satisfactory grades in all subjects. Students who receive a "D" or "F" will be placed on probation and their status will be reviewed by the Principal and Athletic Director. Students must also work up to their potential. Class work, attitude, homework, and conduct will also be evaluated. If a student either receives less than average grades, fails to work up to his/her potential, or is having disciplinary problems, then the following will occur:

1. The student will remain a part of the team; however, he/she may not practice or participate in a contest until one's grades are raised to average or up to one's potential. The Principal and Athletic Director will review the student's progress after two weeks.

2. If the student has raised his/her grades to at least average or maintained proper conduct, then he/she may resume normal practices and contests with the team. The school Principal has the final judgment in all matters.

b. Class Attendance

Class Attendance is a vital part of class success. Athletes are expected to attend class according to specific Our Lady of Perpetual Help School policy. Poor attendance will certainly hurt the student's class attendance. It can also be grounds to remove one from practice and competition. Athletes will not be permitted to participate in any sports activities on the same day they are absent from school.

c. PE Uniform

Students are required to wear their PE uniforms for PE classes. Students who do not wear the required PE uniform for class may be removed from practice and any sports activity.

The Athletic Director, coaches and principal will determine proper practice attire for after school sports.

3. League Name

Our Lady of Perpetual Help School is a member of the Coachella Valley Middle School Sports League. Questions pertaining to CVMSSL rules and regulations should be directed to the Office of Director of Athletics.

4. Sports Offered

Sports offered in the fall consist of Boys' Flag Football and Girls' Volleyball. Sports offered in the winter consist of Girls' Basketball and Boys' Basketball. In the spring, Co-ed Soccer is offered. Once a year the Athletic Director assembles a Co-ed Track and Field Team to participate in the Coachella Valley Recreation and Parks District Track and Field Meet. Students from all classes are invited to be a part of the team and help represent our school.

5. Team Selection

Students who wish to participate in team sports must be in eighth, seventh, or sixth grade levels. First choice priority for team selection is given to eighth graders. Secondly, seventh graders, and third, sixth graders. All students in those grades who wish to participate may do so. However, because coaching is voluntary and at all times Our Lady of Perpetual Help School does not have enough coaches to work with all students, student participation may be modified to only eighth and seventh graders. All efforts will be made to include any student who wishes to be a part of the team.

Playing time is given primarily to eighth graders first, seventh second, and sixth third. However, final discretion is given to the particular team coach. The sixth grade level is a learning time for athletics. Students at this level must remain patient and continue to practice their fundamentals for their particular sport. Sixth graders must keep in mind that students in the eighth and seventh grade level took their time to learn and wait until reaching seventh and eighth grade also.

6. Practices and Games

Athletes are expected to make every practice on time and for the duration. Students should check their sports schedule to be sure he/she can attend all practices, games, and tournaments. Parents/Guardians are encouraged to schedule all appointments for their child around the sports schedule. If needed, academic tutoring may be taken during practice time if no other time is available. Inform the coach directly (not another teammate) if you will miss a game or practice. Let the coach know as much in advance as possible. Being a part of a team requires good time management skills. Planning ahead each weekend to coordinate academic and athletic responsibilities will help one to be more organized. Students should practice self-discipline in his/her academic and athletic work habits.

Parents or guardians are to promptly pick up their child immediately after practice and games. The coach will wait up to fifteen minutes after games or practice for a parent/guardian to arrive. If the student is not picked up within fifteen minutes, then he/she will be sent to Extended Care for supervision. The parent/guardian will be charged for the amount of time their child is in Extended

Care. Students will be allowed to use the phone one time, but after that, he/she will not be permitted to use it in the future unless there is an emergency.

If Extended Care is closed, and the student still has not been picked up by his/her parent or guardian within the designated time given, the Athletic Director, coach or principal may not allow the student to participate in any future sports activity.

7. Transportation

Transportation for athletic contests is the responsibility of the parents/guardians of participating students. Field trip permission papers must be signed by parent/guardian before any off-campus activity. No other signature is acceptable.

Safety is very important while driving. Students must ride in the automobile their coach assigns and directs them to. All athletes must maintain proper behavior while traveling. Unless given permission by the Principal or Athletic Director and it is stated on the permission slip, stops for food by parent drivers are not permissible. Additionally, students are not permitted to ride in an automobile driven by a teacher of Our Lady of Perpetual Help School.

Only parents or guardians who have proper insurance as designated by Our Lady of Perpetual Help standards may drive athletes to games. The proper form must be completed ahead of time and reviewed by the school office before a parent may drive. A copy of the parent's insurance policy or registered owner of the vehicle indicating liability coverage of \$100,000. (100/300) is to be sent to the office. It is highly recommended that any driver obtain the uninsured motorist protection for the same limits of 100/300 and medical coverage for \$5,000 per person.

All athletes must be brought back to the school with their designated driver. If a parent would like to take their child home from the game site, notification must be made in writing and given to the coach of Athletic Director. Additionally, if another parent or adult would like to bring the athlete back to the school, the parent or adult must be listed on the athlete's emergency card and have written permission by the athlete's parent or guardian.

8. Equipment and Uniforms

It is the athlete's responsibility to care for the equipment and team uniforms. Coaches will be responsible for ordering uniforms for the teams. Either the athlete will pay for his/her uniform or a fund-raiser can be done to raise money to offset the price of the uniforms. Reasonably priced uniforms will be ordered.

Team equipment will be purchased through the athletic department. Proper care and handling of equipment is required. If an athlete misuses the equipment and it is broken, then it will be the responsibility of the athlete to replace the equipment. It is the responsibility of the team to gather the equipment after a game or practice so the coach will not have to do everything alone and nothing is lost or stolen.

9. Team Fees

There is a thirty-dollar fee per athlete in each sport. The money will be used by the athletic department to help pay for referee costs. Fees must be turned over to the school, or the athlete will not be allowed to participate in contests. If a family is having financial difficulties and needs assistance, an arrangement can be made with the Coach or Athletic Director.

10. Early Dismissal

When excused early for a league game or tournament, athletes are responsible for class assignments, notes, etc. that he/she misses. The athlete must arrange to do all homework and assignments as directed by his/her teacher. Early dismissal is very rare, but if it is scheduled, then teachers will be notified ahead of time by the Principal and/or Athletic Director.

11. Team Pictures

At predesignated times during the school year, individual and team pictures will be taken. It is expected that all team members be present with their uniform. Those who do not bring their uniform may be asked to sit out of the team picture. Team pictures taken at this time will also be used for the school yearbook. It is not mandatory that one purchase any photos.

12. Drug Policy

Use of any of the following drugs, except those prescribed by a qualified physician to treat an individual's medical condition, by any member of an Our Lady of Perpetual Help team at any time during the school year is prohibited: marijuana, cocaine, alcohol, crack, anabolic steroids, opiates, barbiturates and any other mind altering or illicit or illegal drugs. Any athlete who violates this rule will be subject to disciplinary action as decided upon by the Principal, Athletic Director, Parents, and any other authorities involved. As teachers, parents, and coaches, we will continue to educate our children about the dangers involved with illegal drug use.

13. Welfare Education

All of us, especially our children, should be aware of our personal wellness. Students should know the proper manner through which they can take care of themselves, which will promote their good health and steer them away from illness.

Maintaining adequate sleep (eight to nine hours) each night is important. Proper sleep will give each child the energy needed to be successful in his/her life. Also, regular, vigorous physical activity at least four times per week leads to a healthier life. Healthy eating habits help to keep children fit and trim, and at the proper weight. We encourage all students to eat a regular breakfast, lunch, and dinner, and avoid frequent unhealthy snacking. Students should eat a well-balanced diet low in calories, fat, sugar, salt, and cholesterol, and high in fiber and carbohydrates. Finally, students must do their best to properly balance the stresses and joys of family, school, and exercise. All of these put together will be a positive first step to help each child maintain a healthy and positive life.

14. Sports Award Recognition

A Sports Award Recognition is held for all students who have participated in after school sports during the school year. Time is set aside at the conclusion of the school year to recognize and honor all students who have represented Our Lady of Perpetual Help School in their particular sport. All athletes will be presented with an Award of Participation. In addition, special awards are presented to those deserving athletes.

15. First Aid

Each team's coach will designate a parent to assume responsibility of a first aid kit at each game. Additionally, if anything should happen to a child, and the child's parent were not at a game, the designated parent or coach would call the injured child's parents or guardians. If a child needs medical attention, then the designated Parent, Coach and/or Athletic Director will be asked to take the child to the medical facility and wait until the child's parents or guardians arrive.

16. Team Mom or Dad

Each team's coach will designate team parents. The team's parent (Mom or Dad) is responsible for making sure each athlete on the team is provided with a drink and/or snack after the game. Scheduling a different parent for each game, to provide drinks and/or snacks is recommended. Fruit juices, Gatorade, granola bars, oranges and apples, are a few suggestions for a healthy and satisfying treat.

17. Snack Sales

Parent volunteers are encouraged to meet with the Athletic Director to discuss the sale of snacks and drinks during home games. All money profits will be used to assist athletic fees, uniforms, or equipment. Items sold in the past include sodas, nachos, candy bars, snow-cones and cookies.

18. Withdrawal From Sports Program

If a student wishes to withdraw from a sports team, he/she must first have the written permission of his/her parents and coach. This written permission is to be sent to the Athletic Director. Furthermore, if he/she does withdraw from a team, then he/she will not be eligible for awards at the Sports Award Recognition.

19. Forms

A Parent Permission Slip, Driver and Insurance Information Sheet, and Field Trip Permission Slip can be obtained from the Athletic Director or Coach, for any school sponsored sports event that is held off campus.

E. Extended Care

Extended Care is a program for after school care and is available only to parents who have children enrolled in Our Lady of Perpetual Help School. Students who are enrolled in Extended Care are required to follow the schedule and guidelines provided to them by the Extended Care Supervisor and Assistant. The schedule consists of a snack time, homework/study time, and recreation time. Students are responsible for their own personal belongings and must adhere to school policies while in Extended Care.

a. Policy

After 3:00 p.m., dismissal or 12:00 p.m. dismissal on minimum days, students who have not been picked-up within 15 minutes, will be required to check in to the Extended Care room and will be billed for the amount of time spent there.

Parents must complete an Emergency Card and keep current all emergency information. Students will be released from Extended Care only when an authorized person named on the Emergency Card is present and signs them out. If an authorized person is unable to pick up the child, parents/guardians must send a written note authorizing the Director to release the student to be person named in the note. This must be done each time there is a change from the registered authorized names.

b. Hours of Operation

Extended Care is opened on a regular school day from 3:00 to 5:30 p.m. During minimum school days, Extended Care is opened from 12:00 to 5:30 p.m.

c. Billing

Billing is sent home at the beginning of each month. Payment is due by the 15th of each month. Any delinquent payments will have an additional \$5.00 late charge which will be incurred on the next billing period. If more than 2 billings are delinquent, parents must have a conference with the Principal or Administrative Assistant.

d. Fee Rate

There is a fee of \$3.00 per hour or part of the hour per child **OR** \$7.50 for the entire stay (2.5 hrs.) for each child on a regular school day. On minimum day dismissal, the fee would be \$16.50 for the entire stay (5.5 hrs.) for each child. A late fee of \$5.00 for every 15 minutes or part of the quarter hour after 5:30 p.m. will be added to the account.

F. Morning Care

Morning Care is provided to students enrolled in Our Lady of Perpetual Help School on a parent volunteer basis. The hours of operation are Monday through Friday, 7:00 a.m. to 7:40 a.m. The fee is \$.50 per child and will be billed in conjunction with Extended Care monthly.

XI. PARENT INVOLVEMENT

A. Parents' Club

Our Lady of Perpetual Help Parents' Club is an organization of all parents/guardians whose children are enrolled in Our Lady of Perpetual Help School.

Tuition does not cover the cost per child of education at Our Lady of Perpetual Help School. It is only because of the generosity of those who have gone before us that land and buildings exist and are available for our school. Teachers continue to dedicate themselves to Catholic education, receiving salaries less than comparable in the public system. In order to operate, the school depends on the support and services of its students, parents, and the parish community. Our Lady of Perpetual Help School belongs to you.

1. The Purpose of the Parents' Club is:

- a. to plan and organize fundraising events for additional support of the school program.
- b. to provide a channel of communication between parents, administration, and school board.
- c. to support the rules, regulations, and administration of Our Lady of Perpetual Help School.

a. Meetings

- a. Meetings are mandatory for all Parents.
- b. There are four meetings a year: September, December, March, and May. The day and time for the meetings will be determined at the beginning of the year.
- c. Each school family must have an adult representative of their family attend each meeting, preferably one parent or guardian.
- d. There is a \$25.00 fine for each unattended meeting. Fines are to be paid prior to the next meeting. Fines for the May meeting are to be paid by the end of May.
- e. Parents will be given advance notice should any extra meetings be necessary.

- f. Written notice must be submitted to the Parents' Club Board no later than seven (7) days after the scheduled meeting regarding non-attendance. (Board to determine waiver of fee.)

b. Parent Participation Program

Each registered family is responsible to participate in activities sponsored by the Parents' Club. Usually, only immediate family members may be participants in the activities for that family. However, other family members can assist in school activities and events. All volunteers must be fingerprinted, meet criteria for volunteering, and be trained in the Safe Environment for the Protection of Children and the Pastoral Code of Conduct. Confidentiality is an important aspect of respect and dignity of the student when dealing with students in matters pertaining to them. This includes gossiping of a student and unnecessary questioning of a student about their personal life. Information regarding a student or their family should only be discussed with the principal and teacher, who then will make a determination about any action to be taken regarding the student. The sacredness of confidentiality must be honored.

All families will be billed at the end of the school year if major fund-raisers, four (4) mandatory Parents' Club Meetings, and general and maintenance service hours are not fulfilled.

Parent Participation Volunteer Sheets are kept in the office. Each time that service is given it is the responsibility of the parent to document the help given, time spent and signs the Volunteer Sheet. Parent Participation Coordinators keep a record of all service given by families.

- A. The Parent Participation Program organizes and oversees each family's responsibility for the hours of service in:
 - 1. **Maintenance** -- 3 hours of service in the upkeep of the building and grounds at designated 'Work' Days' only. The Parents' Club will schedule four (4) work days to be organized for school readiness, cleaning, and special projects. Parents must fulfill their maintenance requirement at one of the scheduled work days unless prior approval is obtained for special projects as requested by the Principal, Safety & Maintenance Coordinator, Parents' Club, or School Board.
 - 2. **General Volunteering**
 - a. 17 hours of service in school related activities such as
 - helping with a hot lunch program
 - assisting teachers and/or staff with field trips
 - volunteering as a room parent
 - offering services as an office assistant
 - serving as a playground supervisor
 - working in the convenience store or snack bar
 - volunteering as a computer assistant
 - serving as an extra-curricular coach
 - being a member of the School Marketing Committee
 - being a member of the Emergency Disaster Committee or other form of serviceapproved by the Principal, Parents' Club or School Board
 - b. 10 + hour Jobs which must be done on a regular basis and requires some training in order to accomplish the task
The following jobs will be credited toward maintenance and general volunteering hours:
 - Coordinator of Hot Lunch Program
 - Fund raiser Chairpersons

- Chairperson of Emergency Disaster Committee
- Officer of School Board
- Officer of Parents' Club
- Other major chairpersons or coordinators that may develop during the year
- Special Needs as Identified by the Principal

3. Fund-raisers – participation and service in mandatory fundraising activities

- Bishops Car Raffle tickets
- Fall Carnival
- Walk-A-Thon
- Nite @ the Races Fund-raiser
- Spring Fund-raiser

a. Fall Carnival

Each family is responsible for selling the required amount of tickets relating to the Fall Carnival if planned.

Each family is required to give service by:

- | | |
|---|-------|
| <ol style="list-style-type: none"> 1. performing 3 hours of help at the set-up time performing 3 hours of help at clean up time | d. OR |
| AND | |
| <ol style="list-style-type: none"> 2. working 5 hours in a <u>Carnival booth</u> serving as a <u>Chairperson</u> of a booth | e. OR |

b. Walk-A-Thon

Each family is required to promote and obtain the minimum (dollar) amount of pledges (per child) or one time contributions for the annual Walk-A-Thon. Exceeding the minimum required amounts is encouraged and appreciated.

Suggestions for fulfilling this requirement are:

- helping your child obtain his/her pledges through friends or relatives
- obtaining pledges for yourself, as a parent, and participating in the Walk-A-Thon in your child's behalf
- contacting local companies or merchants for pledges or one time contributions

Families are expected to collect all pledges/contributions and turn in to the office by the due date.

A family failing to meet the required (dollar) amount per child in pledges or one-time contributions after the deadline will be billed for the required (dollar) amount not obtained through pledges or contributions.

c. Spring Fund-raiser

Each family is responsible for selling the required amount of tickets for the annual Spring Fund-raiser.

d. Nite @ the Races

Each family is responsible to participate in this fundraiser by choosing one of the options given by the Parents' Club Board.

B. School Board

1. Purpose

The purpose of the school board is to provide an appropriate representative body for identifying and articulating the educational needs and aspirations of the school community. The board's primary responsibility is to define the policies that govern the operation of the school. All other duties are subsidiary functions.

(Diocesan Norms and Guidelines for School Board, 1993.)

2. Term of Office/Roles and Responsibilities

Our Lady of Perpetual Help School is a *consultative and advisory* board, composed of six members who are elected or appointed for a three year term, the Parents' Club President, and the Principal and Pastor/Pastoral Coordinator who are ex-officio members.

Roles and responsibilities flow from the board's mission which is to provide quality Catholic education for all those students whose parents want to take advantage of such an opportunity. To be a school board member is to accept this mission and to bring to that mission one's talents, skills, wisdom, experience, faith life, and good will. This implies that school board members will seek information, training, and spiritual formation. (Diocesan Guidelines for School Boards, 1993.)

Specific areas of responsibility are: policy formation, finances, development, which includes public relations and marketing, and capital improvements.

The implementation of approved board policies in the school program is the exclusive concern of the Principal, who is recognized as the administrator of the total educational program of the school and the educational leader of the school community. It is the principal's responsibility to see that policy, once set, is fully implemented in the school.

The Pastor/Pastoral Coordinator shares in decision-making, keeps the board informed of diocesan policy and regulations, and informs the board of implications of a particular direction. It is the responsibility of the OLPH School Board to support the Pastor/Pastoral Coordinator and Principal in the mission, vision, and goals of the parish and school.

3. Meetings

The day, time, and place for school board meetings are set at the beginning of the year. Meetings are held in August through June. All board meetings are considered open meetings unless designated as a closed executive session.

4. Elections / Appointments

Nominations for the school board begin in April; elections and/or appointments are held in May.

THE PRINCIPAL AND/OR SCHOOL RETAINS THE RIGHT TO AMEND THE
HANDBOOK FOR JUST CAUSE. PARENTS WILL BE GIVEN PROMPT
NOTIFICATION OF CHANGES.

THIS IS THE ONLY COPY OF THE HANDBOOK YOU WILL RECEIVE. PLEASE KEEP FOR
YOUR REMAINING YEARS AT OUR LADY OF PERPETUAL HELP SCHOOL. IF CHANGES
ARE MADE TO THE HANDBOOK, YOU WILL RECEIVE A COPY TO INSERT IN YOUR
BOOK