

OUR LADY OF PERPETUAL HELP SCHOOL
FAMILY HANDBOOK
2016-2017

A. GENERAL INFORMATION

1. Statement of School Philosophy and Mission

MISSION STATEMENT FOR OUR LADY OF PERPETUAL HELP SCHOOL

Our Lady of Perpetual Help Catholic School, a TK–8 community, collaborates with parents to educate the whole child through academic excellence and challenges students to be lifelong learners and faith-filled Catholics who are dedicated to service.

STATEMENT OF PHILOSOPHY

We, the members of Our Lady of Perpetual Help School community, believe in the message of Jesus Christ and the mission of the Catholic Church. As a community of believers, we value the individuality of each child, respect the parents as the primary educators of their children and foster a spirit of family and parish.

We believe each child is called in a unique way to develop the talents and potentials necessary for assuming roles of Christian leadership in our world. As facilitators of learning, we provide an educational program that integrates Catholic values with the intellectual, social and physical skills needed to enable our students to live responsibly.

ACCREDITATION

Our Lady of Perpetual Help School has been certified by the Western Catholic Education Association and is fully accredited by the Western Association of Schools and Colleges. This certification means that our school has met and must maintain strict standards pertaining to curriculum, teacher preparation, physical facilities and equipment.

RELIGIOUS GOALS

We provide an atmosphere in which we can grow with the students in personal acceptance and integrate our faith in every aspect of life.

We implement these goals by:

- making religion an integral part of all subjects.
- living a community of faith through worship and service.
- assisting parents in the religious education of their children.
- participating in the sacramental life of the Church.
- using scripture to further the students' knowledge of the life and message of Jesus.
- assisting our students in knowing and understanding the teachings of the Catholic Church.
- guiding the development of a Christian conscience.
- fostering Christian attitudes of respect and responsibility.
- involving the students in Christian service projects.

INTELLECTUAL GOALS

We develop the skills necessary for students to fulfill their God-given potential. We teach students to solve problems logically and to think creatively.

We implement these goals by:

- motivating each child with the desire to learn.
- providing instruction, which meets the individual needs of students.
- encouraging the use of critical thinking skills to make moral decisions based on Christian values.
- assisting students to acquire intellectual skills necessary for a productive life.
- providing an atmosphere conducive to creative expression.

SOCIOLOGICAL GOALS

We provide a climate of care, concern and Christian love, which enables our students to develop their full potential as individuals.

We implement these goals by:

- encouraging students to accept themselves and others as they are.
- developing responsibility, independence and leadership.
- encouraging appropriate behavior and respect.
- settling student conflict issues in a fair manner.
- fostering a spirit of patriotism.
- involving students in their call to social justice.

PHYSICAL AND PSYCHOLOGICAL GOALS

We provide an atmosphere conducive to the development of good mental health and strong physical bodies.

We implement these goals by:

- assisting students to develop feelings of self-worth and confidence in their capabilities.
- developing leadership at each grade level.
- helping students to attain and to preserve physical health through a physical education program and annual health screenings.
- encouraging all members of the school community to be compassionate and understanding.
- providing programs that promote a healthy and responsible lifestyle.

AESTHETIC GOALS

We teach our students to observe, appreciate and respond to God's gifts in our world.

We implement these goals by:

- encouraging students to be thankful and appreciative.
- helping students recognize and use their God-given talents.
- offering the students varied cultural experiences.
- teaching students to respect and care for our environment.

2. School Organization, Staff Roles and Responsibilities

ORGANIZATION

The Pastor is ex officio the chief administrative officer of the parish school. He implements the policies of the Catholic School Board in the parish school and, on points not covered by Archdiocesan policy he determines policies consistent with Board policy and appropriate to the needs of the school. The immediate direction and supervision of the school program is however delegated to the principal. The pastor has administrative, personnel, finance and spiritual responsibilities in relation to the school. The immediate direction and supervision of the school program is, however, delegated to the principal.

The principal, as delegate of the pastor, has immediate responsibility for implementing the philosophy of the school in its regular operation. The three major areas of responsibilities of the principal are:

- Administering the entire school program
- Supervising the staff and instructional program
- Relating with parents, the parish and the general public

3. Consultative School Councils & Parent Organizations

OUR LADY OF PERPETUAL HELP CONSULTATIVE SCHOOL BOARD

Our Lady of Perpetual Help Consultative School Board consists of parents, alumni, parishioners and community leaders who advise the administration of the school in the policy making decisions and oversee the strategic long range plan. The Board meets bi-monthly in executive session.

PARENT VOLUNTEER ASSOCIATION (PVA)

The Parent Volunteer Association is the official organization of school parents. The purpose of this organization is to bring about close coordination and cooperation between the parents and school. The PVA hosts community-building activities and fundraising activities. Events are coordinated by the PVA in conjunction with school staff to benefit the students, faculty, parents, and school. All parents are members and, as such, are urged to attend as many scheduled meetings as possible. The PVA is governed by a board of parent volunteers under the direction of the administration.

4. List of School Personnel

At OLPH, we believe that collaboration is essential to success. The teachers model collaboration by teaching in teams of three. The three teachers in the team are responsible for teaching math, religion, English Language Arts, social studies, science, and physical education to their two grade levels. The students are taught within their grade levels by all three teachers throughout the day. The students see specially trained teachers for art and music. The students are assigned to a teacher advocate who tracks their progress. The teacher advocate is the first point of contact for those parents and run conferences with those students and their parents.

Faculty and Staff for 2016-2017 School Year

Transitional Kindergarten / Kindergarten Team

Mrs. Maria Esquivel , Mrs. Araceli Gonzalez, Mrs. Sonia Jacobo

Teaching Assistant for TK & K

Miss Katie Martinez

First Grade / Second Grade Team

Miss Amanda Kraivanger, Mrs. Heather Mendoza, Mrs. Irene Segura

Third Grade / Fourth Grade Team

Mrs. Helen Haas, Mr. Jose Hernandez, Miss Alyssa Nardelli

Fifth Grade / Sixth Grade Team

Mrs. Carmella Arcadio, Miss Bridget Binns, Miss Daniela Sanchez

Seventh Grade / Eighth Grade Team

Miss Cristina Medina, Mr. Brian Miller, Miss Christine Westhoff

Curriculum Coordinator

Mrs. Kathryn Liguori (WASC/WCEA/Curriculum)

Fine Arts Team

Mr. Josh Beall (Music), Mrs. Victoria Wick (Art)

Administration Team

Mrs. Theresa Voeltz (Principal)

Mrs. Victoria Wick (Vice Principal)

Parish

Monsignor Lorenzo Miranda

Staff

Mrs. Maria Sequeira (Business Manager)

Mrs. Susan Espitia (Office Staff)

Mrs. Lidia Hernandez (Office Coordinator)

Miss Megan Honeybourne (Community Outreach Coordinator)

Mrs. Kathy Gamboz (Campus Minister)

Mr. Angel Martinez (Maintenance Supervisor)

Daycare Staff

Mrs. Kathy Gamboz (Director)

Mrs. Lety Salas

Miss Daria Nou

Yard Supervision

Mr. Moises Huerta
Mrs. Blanca Munoz

5. Schoolwide Learning Expectations (SLEs)

The SLEs are a critical part of the WASC/WCEA process. The SLEs by definition are “What students should know, understand, value and be able to do by graduation.” The Schoolwide Learning Expectations should be global in nature, include all students, be measurable and are the cornerstone of school improvement.

We believe each child is called in a unique way to develop the talents and potentials necessary for assuming roles of Christian leadership in our world. As facilitators of learning, we provide an educational program that integrates Catholic values with the intellectual, social and physical skills needed to enable our students to live responsibly. Our SLEs state that:

The students at Our Lady of Perpetual Help School should be:

- A. Committed, Contributing Catholics who:
 - 1. Pray everyday
 - 2. Attend Mass weekly
 - 3. Follow the Gospels
 - 4. Live out the teachings and traditions of the Catholic church every day
- B. Respectful and Responsible Individuals who:
 - 1. Respect themselves and others
 - 2. Make good decisions
 - 3. Accept responsibility for their actions.
 - 4. Work as a team.
- C. Life Long Learners who:
 - 1. Use and apply age appropriate skills
 - 2. Become responsible for their learning
 - 3. Use problem-solving skills
 - 4. Appreciate the fine arts
 - 5. Learn from everyday experiences
 - 6. Always do their best.
- D. Effective communicators who:
 - 1. Speak well
 - 2. Listen with respect
 - 3. Write ideas clearly
 - 4. Read with feeling and understanding
 - 5. Use technology responsibly.
- E. Globally Aware Individuals who:
 - 1. Are patriotic and show school pride.
 - 2. Care for all God’s creations
 - 3. Give to those in need
 - 4. Love their neighbor

6. School History / Relationship to the Parish

Our Lady of Perpetual Help School opened on September 13, 1948, in temporary quarters with a staff of three Sisters of Notre Dame. There were 124 students in grades one through six. Eight classrooms were built the following year and eventually eight more were built. Beginning in 1971, one class was phased out each year. In 1976, a kindergarten was added and several empty classrooms were made into labs. As a parochial school, Our Lady of Perpetual Help School falls under the “umbrella” of Our Lady of Perpetual Parish. The school is one of the many ministries of the parish. Our Lady of Perpetual Help families are actively involved in service to the school and church. Many attend mass, serve as lectors, Eucharistic ministers, ushers, altar servers and religious education teachers. This year the school celebrated 67 years of offering a quality Catholic Education to the parishioners of Our Lady of Perpetual Help Parish.

WHAT IS A PARISHIONER?

Our Lady of Perpetual Help School is part of the parish. We expect all of our families to attend weekly Sunday mass. Families who regularly attend mass and support the parish (through the use of envelopes) qualify for our reduced tuition rate.

In addition, when families are looking to enroll their children into Archdiocesan high schools and/or OLPH school, the parish receives inquiries from the schools asking if applicant families are registered and contributing participants in the parish. The parish response to these inquiries affects the tuition rate these families pay because our parish supports our own school and is assessed a fee for the operation of the Archdiocesan high schools.

The parish criteria for contributing participants in the parish are:

1. registered at OLPH;
2. regular attendance at Sunday Mass;
3. financial support of \$650/year
4. some involvement in the parish.

Since we recognize that each family’s financial situation is different, a lower level of financial support MAY be acceptable if the family is active and currently involved in a parish ministry such as a teacher or teacher’s aide in our religious education program, youth program or another ministry.

Please remember that the ONLY visible and concrete way that we can verify you as a member of this parish is by your registration, envelope usage and personal knowledge of you through involvement in the parish.

7. School Schedule

APPOINTMENTS & OFFICE BUSINESS

Office Hours: 7:30 a.m. to 3:45 p.m. on full days of school

7:30 a.m. to 1:45 p.m. on minimum days of school

Staff: By Appointment Only

Appointments with Teachers - Academic and discipline problems are to be handled by the teachers. The teachers are happy to discuss the progress of your child. Please call the school office to schedule appointments, or send a note to the teacher through the school office. Except in an emergency, courtesy demands that sufficient notice be given when an appointment must be made or canceled. Teachers are not to be stopped by parents in the morning before a class, at recess or lunchtime, or immediately after school. At these times, teachers have duties to attend to and are also responsible for the supervision of the children.

DAILY SCHOOL SCHEDULE– Monday through Thursday (Friday 12:35/12:45 p.m. dismissal)

7:30	Students allowed to be dropped off in the school hall
7:45	Prayer & Announcements in the school hall
7:50	Classes begin
9:30-10:00	Recess grades TK-K
10:00-10:15	Recess grades 1-8
11:45-12:20	Lunch grades TK-4
12:20-12:55	Lunch grades 5-8
3:05	First dismissal (for Grades TK-4)
3:15	Second dismissal (for all other students)
3:05-3:45	Study Hall & After-school Support for TK-8
3:25	Yard cleared /Students sent to Day Care/ “Drop-In”
	Fee is assessed
6:00	Day Care ends

8. Dress/Uniform Policy

OUR LADY OF PERPETUAL HELP UNIFORM POLICY FOR BOYS:

Dress uniform items are *:

- *Pinfeather blue, short-sleeve shirt – **must be tucked in.**
- Light blue polo shirt long or short sleeve shirt - **must be tucked in.**
- Boys must have shirts tucked in at the waist except during recess and lunch.
- *Navy wale corduroy pants/twill pants
- A belt should be worn with pants that have belt loops; belts must be of solid dark color.
- Navy corduroy / twill walking shorts (should be knee-length; not below the knee)
- * Official school jacket with logo - purchased from Dennis Uniform Co.
- Official school sweatshirt, in navy blue, (or 8th Grade sweatshirt) may not be worn on Dress Uniform days.
- * Navy cardigan, sweater vest or pullover
- Navy, or white turtleneck/long-sleeve shirts may be worn under uniform shirts when cold.
- Only white undershirts may be worn under school uniform shirts and must be tucked in.

- Students must wear sturdy shoes that tie or have Velcro. Shoes, trim, & laces must be a solid color - black, brown, blue, gray or white. Shoes must be tied/fastened at all times. Tennis shoes must be in good condition. No slip-on shoes, boots or sandals. No patterned shoes.
- Crew Socks: Solid white or black socks must be worn. Socks must be crew length and visible –no ankle socks
- * Students must wear black, brown or navy dress shoes on all Dress Uniform Days.
- On PE days, students should wear tennis shoes.

OUR LADY OF PERPETUAL HELP UNIFORM POLICY FOR GIRLS:

Dress uniform items are *:

- *Blue plaid jumper/shift grades K-5 (must be knee-length.) purchased from Dennis Uniform Co.
- *Blue plaid skirts* grades 5-8 (must be knee-length.) purchased from Dennis Uniform Co.
- Blue plaid or navy skorts (must be knee-length.)
- Navy skort /twill walking shorts; (should be knee-length; not below the knee)
- *White blouse – Peter Pan collar K-8 must be tucked in
- White polo shirt long or short sleeve must be tucked in
- *Royal blue cardigan or V-Neck sweater
- Navy wale corduroy /twill pants- girls' pants must come to the waist and shirts must be long enough to be tucked in.
- Pants should fit appropriately and may not be too tight.
- Official school sweatshirt in **royal** blue (or 8th Grade sweatshirt) may not be worn on Dress Uniform days.
- *Official school jacket with official logo- purchased from Dennis Uniform Co.
- Navy, white turtleneck/long-sleeve shirts may be worn under uniform shirts when cold
- White, gold, blue socks-crew, knee or tights (no nylons)
- Students must wear sturdy shoes that tie or have Velcro. Shoes, trim, & laces must be a solid color - black, brown, blue, gray or white. Shoes must be tied/fastened at all times. Tennis shoes must be in good condition. No slip-on shoes, boots or sandals. No patterned shoes.
- Crew Socks: Solid white, blue or gold socks must be worn. Socks must be visible –no ankle socks
- * Students must wear black, brown or navy dress shoes on all Dress Uniform Days.
- On PE days, students should wear tennis shoes.

Students out of uniform will be sent to the office and parents will be called to bring a change of clothes or take them home. No visible labels are permitted on any clothing for boys or girls.

DRESS UNIFORM: Dress Uniform is required for all Mass days/ Word Service days or special occasions as determined by the administration. Dress Uniform will be considered the pinfeather blue shirts, navy cardigan, sweater vest or pullover and corduroy or twill pants for boys and the

white Peter Pan blouse, royal cardigan or V-Neck sweater and plaid jumper or skirt for girls. Black, brown or navy dress shoes (dark leather-type) must be worn on all Dress Uniform days. No tennis shoes. Sweatshirts may **not** be worn on Dress Uniform Days. Disciplinary action will be taken for non-compliance with all uniform policies.

ACCESSORIES: All accessories for boys and girls are to be simple and in keeping with the school attire. Excesses will be determined and regulated by the administration.

Girls may wear:

- One pair of post (stud) earrings in the ear lobe only. (No hoops or dangling earrings) Accessories must be in school colors.
- Hair accessories (bows, headbands, etc.) should be small and of school colors.

Students are permitted to wear:

- One analog or digital watch to school.
- NO large flashy rings and 1 ring only.
- One fine-gauge necklace is allowed if it is not larger than $\frac{1}{4}$ inch thick and denotes a positive image.
- Jewelry used inappropriately will be confiscated and held by the teacher.
- No bracelets may be worn.

GROOMING:

Students must be neat and clean at all times.

Boys:

- **Hair must be cut in such a way as to be even in length**, out of the eyes and tapered in the back of the neck. **It must be parted on the side and not cover the forehead.** Extreme hairstyles, i.e. spiky hair, hair that is 'sticking up' are not permitted. Hair should be cut no shorter than level 2 trimmer length on the sides and level 3 on the top.
- Hair must be of natural color.
- Junior high boys must be clean-shaven.
- Earrings may not be worn.
- Boys must have shirts tucked in at the waist except during recess and lunch.
***Hats are not permitted with or without the uniform.**

Girls:

- Skirts, skorts, jumpers should be knee-length; this includes both uniform and non-uniform dress days.
- Extreme hairstyles are not permitted. Hair may not cover the eyes of the student.
- Make-up of any kind may not be worn, including lip-gloss.
- Hair may not be artificially colored or lightened.
- Nail polish and acrylic nails are not permitted.
- Girls must have shirts tucked in at the waist except during recess and lunch.
*** Hats are not permitted with or without the uniform.**

Students are to wear the school uniform everyday and for all school activities, unless

granted permission by the administration. Students may wear only approved uniform items.

NON-UNIFORM DRESS DAYS

Boys May Wear:

- Pants - A belt should be worn with pants that have belt loops.
- Good jeans (no holes, patches, or ragged hems); **No skinny jeans.**
- Walking shorts (cannot hang below the knees) **All clothing must fit properly and cannot be too loose, too short nor too tight.**
- Shirts designated for sportswear, preferably with a collar.

Girls May Wear:

- Dresses and skirts/skortis may not be shorter than 3 inches above the knee; also dress pants.
- Walking shorts (no shorter than 3 in. above the knee and cannot hang below the knees).
- Good jeans (no holes, patches, or ragged hems); **no skinny jeans or jeggings.**
- Leggings in cold weather may only be worn if a skirt of appropriate length is worn over them.
- On P.E. days it is required that girls wear shorts under their dresses or skirts.
- Blouses / tops must be long enough to cover the midriff and shoulders.

Students May NOT Wear:

- Any spaghetti-strap (t-strap) or low cut V-neck top / tank / halter top
- Cut-offs
- Any over-sized, baggy clothing or **tight / skinny /short** clothing
- T-shirts with inappropriate slogans / advertisements, etc. / or any others deemed inappropriate by administration
- Short shorts or short skirts
- Undershirts as shirts

Please note that clothing may not be worn oversized or too tight. All clothing must properly fit. This includes uniform and non-uniform dress. The administration reserves the right to send anyone home who comes to school dressed in poor taste or is improperly groomed.

OLPH SPIRIT WEAR DAYS

- Students may wear any official OLPH Spirit Wear on designated days. School uniform pants/skirts must be worn on Spirit Wear days.

DRESS CODE FOR PARENTS/VISITORS

You are helping us to set the proper example for our students. Please dress appropriately when visiting the school or chaperoning field trips.

- Shorts/skirts must be no more than 3" above the knee
- Blouses/tops must be long enough to cover the midriff
- No spaghetti-strap or low cut tank top, halter top, or V-neck top

- No t-shirts with inappropriate slogans, messages, advertisements, etc.
- Tattoos with inappropriate slogans/messages should not be visible while on campus

B. ADMISSION AND ATTENDANCE

NON-DISCRIMINATION STATEMENT

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools. While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

ISSUES RELATING TO THE PRACTICE OF THE CATHOLIC FAITH

As a Catholic School, Our Lady of Perpetual Help strives to remain faithful to the teachings of Jesus Christ. The school therefore places emphasis first and foremost on the teaching and practice of the Catholic faith. Therefore, all students regardless of their religious background and affiliation must participate in all the religious instruction and activities of the school - with the exception of the reception of the Sacraments for those who are not Catholic.

The administration of Our Lady of Perpetual Help School recognizes that our students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church. The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to Church teachings. Parents and guardians who enroll their children also understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them. While present on the school campus, every adult has the responsibility of appropriate conduct, in order to support the school's mission and provide positive role models to our students.

TARDIES

Parents have the duty to see that their child/ren attend school regularly and on time. Prompt and regular attendance is important. Frequent tardiness is a disruption in the classroom, and an inconvenience for the office. An unusual circumstance can cause an occasional tardiness; however, frequent tardiness will not be accepted. A student who does not enter the classroom by the 7:50 a.m. bell is considered tardy. The La Reina Avenue gates close at 8:00 a.m., students arriving after 8:00 a.m. must be checked in through the front office. Similarly, if a child leaves in

the 30 minutes before the last bell rings, they are marked “late” in the afternoon. On rainy days, tardies will be excused until 8:05 a.m

ABSENCE

Parents are to call the school office and report their child's absence before 8:30 a.m. When a student has been absent, a written excuse signed by the parent or guardian is required. The note should state the reason for the absence and the date(s) on which the student was absent.

For contagious disease, a doctor's permit to return to school is required. Students must be fever-free for 24 hours before returning to school. Medical and dental appointments are considered absences. If they leave after lunch, but before the last 30 minutes they are marked “absent” in the afternoon. Students who are absent more than 15 days may be placed on probation.

MEDICAL/DENTAL APPOINTMENTS

Doctor and dental appointments should be scheduled before or after school hours. If it is necessary for a child to be excused during school time, please send a note to the teacher, informing him/her of the time you will pick up your child. Present yourself at the school office, where your child will meet you. At this time, you should sign your child out. Do not go directly to the classroom or tell your child to meet you at the car. When returning from a medical appointment, the child should present a note from the doctor to the school secretary, who will forward the note to the teacher. A parent, guardian or designated adult must sign the student in or out of school for all appointments.

Please note the following: Students attend weekly mass in the church on most Friday mornings and occasional other Holy Days. Students may not be picked up from the church, but must be signed out in the school office. STAR testing takes place four times throughout the course of the year. Students should be in school for testing and medical/dental appointments should not be made during these times. See the calendar for testing dates.

EXTENDED ABSENCES

VACATIONS DURING SCHOOL TIME ARE DISCOURAGED. When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (e.g., 15 or more days), official grades may be withheld.

It is school policy that homework assignments are not given to students who take vacations during school time. Homework should flow from teacher instruction. Students will need to make up schoolwork when they return to school.

ARRIVAL/DISMISSAL PROCEDURES

Morning Day Care is provided from 6:30 a.m. until 7:40 a.m. daily. Students who are not enrolled in morning Day Care are not to be on campus before 7:30 a.m. (there is an exception for students who are attending school sponsored meetings). **Students are not to enter the school through the front doors before 7:50. They must be dropped off in the back parking lot. All cars must be removed from the parking lot by 8:00 a.m. for the protection of the children.**

After school, students will wait with their teacher at their assigned table in the Marian Court until released to the parent or the designated adult. At 3:25 p.m. (12:55p.m. on Friday), students who are still not picked up will be sent to Day Care and will be charged the “drop in” fee.

For safety reasons children are not allowed to play on the playground at dismissal time. Children may use the playground after 3:30 p.m. once the yard is cleared and if their parent is on the playground to supervise them.

EXTENDED SCHOOL DAY PROGRAM

The school offers a Day Care Program for students in TK through 8 on our campus. This service is in effect on days when school is in session. This program provides the students with supervised recreation and study in a safe and caring environment. The Day Care room is located in the Parish Center next to the playground. Parents should contact the Day Care supervisor for more information at 562-760-1659.

Day Care Schedule of Fees

Annual Registration Fee: \$15.00 per child

Monthly Fees:

AM Program-\$60 for one child and \$100 a month for a family of 2 or more children
PM Program- \$210 for one child, \$260 for 2 children and \$310 for 3 children applied to those who use the service 3 or more days a week, excludes early dismissal days.

Drop-In Fees*:

\$5 immediate charge if a teacher signs child in
\$15 Daily drop in fee if child is there more than 15 minutes and \$25 if the child is picked up after 3:00 pm on early dismissal days.

*Drop-In service is for emergency use only. The monthly rate will be applied for those families who use the service more than twice a week on a regular basis.

EARLY STUDENT DISMISSAL

Students are not to leave the school building on their own, during the day. If a child must leave during the school day, the parent is asked to request an early dismissal in writing. These requests should be submitted to the classroom teacher before the start of the school day. No student will be dismissed until a parent or designated adult comes into the office to sign the child out. Parents or designated adults (who must be listed on the Family Emergency Card) may be required to show identification.

TRAFFIC SAFETY

The Downey Avenue side of the school should not be used to drop off or pick up children. Parents must use the La Reina Avenue gates to drop off and pick up their children. The school has an agreement with the City of Downey stating that the school will contain this traffic flow on campus. Parents are asked to turn right out of the parking lot onto La Reina Ave. as to not create a bottleneck.

When picking up children, parents are reminded to pull all the way forward before dropping off or picking up children. Parents are not to leave their car if it is in the traffic lane. If your child is dismissed at 3:05 p.m. do not pull into the traffic lane until that time. Students should be dropped off adjacent to and parallel to the Marian Court. Parents who walk their children to the classroom are asked to park in the back lot and use the crosswalk to enter the Marian Court. Parents who use Downey Ave. for drop off /pick up are in violation of school policy and will be asked to comply with this traffic policy.

BICYCLES/SKATEBOARDS

All bicycles must be licensed and locked. Bicycles/skateboards may not be ridden on playground at any time. Bicycles/skateboards will be confiscated if rules are not followed. Skateboards must be checked into the office during the school day.

FACULTY COLLABORATION

Faculty Collaboration is scheduled on each Friday. On that day, school is dismissed at 12:35 p.m. / 12:45 p.m. and after school supervision ends at 12:55 p.m. The Day Care Program is in session on all faculty collaboration days with the exception of the Carnival.

INSERVICE DAYS

These are days when your children are at home, while the staff is at work. In any profession employees are given time on the job to attend conferences or workshops that will increase their effective service. These dates will be listed on the monthly school calendar. Day Care will not be available on these days.

C. COMMUNICATION PROCEDURES

CHANNELS OF COMMUNICATIONS

We want to keep in touch with our school families. Our Lady of Perpetual Help School hopes to communicate with you in the following ways:

- SchoolSpeak
- Parent /Teacher Conferences & other scheduled appointments
- Back to School Night/Open House
- Report Cards
- Parent Meetings
- Family & Student Handbooks/Organizers
- Daily objectives & formative assessments
- School Calendar
- Standardized Test results
- Website: www.ourladysschool.com

Open communication is the lifeline of healthy relationships. In the school community it is vital that school and home establish such a viable relationship. If at any time you as a parent feel you wish to discuss your child's welfare, it is expected that you observe the following channels of

communication:

Parent-----Teacher-----Principal-----Pastor

1. Approach your child's respective classroom teacher first by setting up an appointment at the school office.
2. If repeated conferences with your child's teacher prove unsuccessful then request a conference with the principal.
3. The pastor should be the last person approached. However, if you feel you have received no satisfaction by working with your child's teacher or the principal, then set up an appointment to speak with the pastor.

Our Lady of Perpetual Help School wishes to work together with you the parents to provide the best possible school climate for your child. Your cooperation in this matter will be greatly appreciated.

SCHOOLSPEAK

SchoolSpeak is our Student Information System. SchoolSpeak will be used not only for grading, but also for all electronic school communication, including announcements, teacher messages, newsletters, forms, calendar, and your child's homework and grades. All parents are provided with an account and login information. It is expected that parents consistently access their account to stay up-to-date on school information and to update any personal information.

PARENT-TEACHER CONFERENCES

Parents are welcomed and encouraged to talk with their children's teachers. Parents are to schedule conferences in advance at times that are convenient for both the teachers and the parents. Teachers are unavailable for conferences during the course of the school day.

Formal Parent-Teacher conferences are held twice a year. Either the teacher or parents may initiate additional conferences. Parent-Teacher conferences provide an opportunity to get acquainted and maintain the relationship between home and school. These conferences also provide an opportunity to discuss your child's scholastic achievement, potential, emotional maturity, social behavior, and cooperation with school regulations.

D. PROCEDURES

SECURITY/EMERGENCY PROCEDURES

OUR LADY OF PERPETUAL HELP SCHOOL IS A CLOSED CAMPUS.

Parents are a welcome and visible presence at Our Lady of Perpetual Help School. They are invited to participate in our liturgies and volunteer as otherwise by the school and classroom teacher. All visitors to Our Lady of Perpetual Help School campus must sign in at the school office and receive a VISITORS' BADGE. Visitors will not be permitted to loiter on the school campus or in school buildings. Students are not permitted to have visitors during the school day. A parent who does not have legal custody of his/her child, but has the right of visitation, may visit unless the school has received a legal order prohibiting such a visit. If a parent without

visitation rights attempts to visit a student at school, the principal shall inform the custodial parent/guardian.

EARTHQUAKE

In the event of a major earthquake, the school will follow the procedures listed below:

1. All students will be evacuated to our school field where they will sit by class.
2. First Aid will be administered wherever needed.
3. The main driveway on Downey Avenue will be opened only for emergency vehicles.
4. Parents are to pick up their children at the North gate (near the Hall) on Downey Avenue. So that we can account for the whereabouts of all students, we ask parents to report to the teachers at the gate who will monitor release of children.
5. The students will only be released to their parents, appointed relative or adults listed as emergency contacts in SchoolSpeak. The school will shelter students until they can be picked up.

STORMS, FLOODING, FIRE OR OTHER EMERGENCIES

In the event of another kind of school wide emergency, such as heavy storms, flooding, fire, or the like, which may necessitate early dismissal, the school will contact the room parents who will activate the phone tree. The emergency contacts will be used in determining which children have parental permission to carpool with which families. The school will shelter students until they can be picked up.

If any emergency dictates complete evacuation of the school, the students will walk to the church and all above dismissal procedures will take place there.

PARENT/GUARDIAN RIGHT OF VISITATION AT SCHOOL

Rights of Custodial Parent:

In cases of legal separation and/or divorce, California state law gives only the custodial parent the following rights:

- To consent to the release of records (unless both parents have notified the schools in writing of mutual agreement to permit either parent to authorize release).
- To challenge the content of records.
- To write responses to information regarding disciplinary action to be included in the record.

Non-Custodial Parent With Visitation Rights:

- The non-custodial parent has all the other rights of a parent in regard to access to records.
- A parent not having custody of a student but having the right of visitation, has a right commensurate with the parent having custody of the student to examine the school records of the pupil.

Non-Custodial Parent Without Visitation Rights:

- If a parent does not have custody/visitation rights, then he/she should not be given any information that may assist in locating the student.

HEALTH, ILLNESS, ACCIDENT PROCEDURES

ILLNESS/INJURY

Students who become ill or are injured during the day will have their parent (or person designated on the emergency card) notified to come and pick up the child from school. Students must be fever free for 24 hours before returning to school

Lice/Nits

Students who attend school with lice or nits will be asked to go home. In order for the student to return to school they will either need a release from a doctor, clearance from a hair clinic or allow the school to complete a head check.

MEDICATIONS

The school shall not furnish medication. Medications of any kind will not be administered by school personnel without appropriate consent forms. Teachers do not receive or hold medications for students, nor are students allowed to have any kind of medication during the school day. All medicine should be in the container in which it was purchased. If a student must have medication during the school day, the following procedure is to be followed:

1. A written statement from the physician giving the method, amount, and time when the medication is to be given and signed by the physician.
2. A written statement from the parent giving the consent for the school to give the medication as directed by the physician.
3. Forms are available at the school office or a note from the physician will be accepted.

STUDENT ACCIDENT INSURANCE

The student accident insurance program is provided for all students as a part of the registration fee. This program assists in the medical expenses incurred due to accidental bodily injury sustained by the children while attending school, while traveling to and from school, or while participating in a solely school-sponsored and supervised activity. Insurance claim forms must be completed and submitted within 90 days of the date of the injury.

E. ACADEMICS & CO-CURRICULAR ACTIVITIES

CURRICULUM OFFERINGS

The pastor and principal at the parish elementary school are responsible for providing the curriculum adopted by the Department of Catholic Schools. This basic curriculum which adheres to the Common Core State Standards and the California State Standards, is prescribed for all elementary schools beginning in transitional kindergarten and continuing through eighth grade included the following areas:

Religion/ Family Life	Reading/Literature	English
Spelling/Vocabulary	Handwriting	Mathematics
Science	Social Studies	Art
Music	Physical Education	Technology

All children attending Our Lady of Perpetual Help School participate in the daily religious instruction, say prayers and attend various religious functions. Through the daily religion lessons and liturgical functions and Christian Service opportunities, we strive to provide your children with opportunities for deepening their religious experience.

RELIGION PROGRAM AND EXPECTATIONS

Religious Opportunities

Daily Religion Lessons
 Daily Prayer
 Curriculum integrated with Catholic Values
 Weekly Mass / Monthly School Word Services
 Stations of the Cross (Lent)
 Christian Service Projects
 Living Rosary, May Crowning and Retreats
 Mission Awareness & Promotion
 Food Drives for the Needy

Family Life

Family Life is taught during the school year. The Department of Catholic Schools of the Archdiocese of Los Angeles has approved the textbook and materials used in these lessons. Parents who do not wish their children to participate in these lessons are to write a letter to the principal stating that they want their children excused. Topics included are:

- Family Living
- Personal Growth and Self Understanding
- Respect for Life
- Christian Sexuality
- Christian Social Living

Sacrament Preparation

Our parish Religious Education Program and the parents share in the responsibilities of sacrament preparation. To begin their sacramental journey, students and their families gather for a special liturgy called "The Rite of Enrollment." This Rite formally acknowledges and welcomes students and their families preparing for the sacraments of Reconciliation and Eucharist.

Student preparation for the sacraments of First Reconciliation and First Communion is a two year process. It has been determined that two consecutive years of Religious Education fosters a deeper faith development and prepares your child for a more complete experience of each sacrament. Please remember that preparing a child for a sacrament includes attending Mass on a weekly basis.

A series of meetings are held throughout the year during which parents receive information on preparing their children for the sacraments. First Penance is usually held in January. In Our Lady of Perpetual Help parish, children receive their First Communion at weekend Masses during the Easter season. A small group of children receive communion at each of these masses, emphasizing that these children are part of a greater parish community.

Please refer to the school newsletter and parish bulletin for sacramental preparation dates. Parent meetings presented by the Religious Education Program will outline the details of Sacrament Preparation.

All Catholic students in the third through eighth grades who enter our school should have received the Sacraments of Baptism, Reconciliation and Eucharist. Parents whose children are in grades 3-8 whose children have not received these sacraments should contact the Director of Religious Education for details on the reception of the sacraments (562) 862-7268.

Quinceañera Information

The quinceañera is a traditional celebration of life and gratitude to God on the occasion of the fifteenth birthday of a young Hispanic woman. The ritual emphasizes her passage from childhood to adulthood. The family usually requests a Mass or a blessing to be held in the Church. At Our Lady of Perpetual help Parish, any girl who wishes to celebrate a Quinceañera must have already received the Sacraments of Baptism and Holy Eucharist (Communion). She must be enrolled in **our parish** Confirmation program. Enrollment in a Confirmation program at other parishes is not acceptable. Confirmation registration begins in May and ends in September. Please contact the Religious Education office to register (562) 862-7268.

All Quinceañera Masses are done on Saturday at 10:00a.m. only. They can be celebrated in English, Spanish or bilingual. No Quinceañera Masses are celebrated during the weeks of Lent.

If for any reason these the dates do not correspond with the family's schedule-please be aware that the girl would be able to celebrate a Sweet 16.

The Quinceañera Mass is celebrated per individual, not as a group. Please see the parish bulletin for more information on Quinceañera or call the rectory at 562-923-3246.

VIRTUS - Teaching Touching Safety

Our parish, along with all Catholic parishes in the United States have been asked to implement a

Touching Safety program for all Children attending the parish school, religious education program or involved in children's parish ministry. In response to this requirement our parish has chosen the program recommended by the Archdiocese of Los Angeles, "Protecting God's Children." Each Fall our parish offers an information meeting to all parents on the Teaching Safety Program. We ask all parents to attend this very important meeting. Parents who do not wish their children to participate in these lessons must attend the Teaching Safety session in order to opt out.

The job of ensuring children's safety is a challenging undertaking. The prevention of child sexual abuse requires more than adult awareness, education, and training about the nature and scope of the problem. We must also give our children the tools they need to overcome the advances of someone who intends to do them harm. The Teaching Touching Safety program is a tool designed to assist parents and teachers in this important task. The Touching Safety program is a vehicle through which parents, teachers, catechists, and youth ministers give children and young people the tools they need to protect themselves from those who might harm them.

The Touching Safety Program lessons were created for four specific age groups:

- Grades K through 2
- Grades 3 through 5
- Grades 6 through 8
- Grades 9 through 12

Each year, the program provides a theme that introduces and builds on the basic concepts of the Teaching Touching Safety Guide. The material is developmentally appropriate for each age group and includes content and activities that reinforce the message.

The lessons are organized in a four-year cycle so each child experiences a totally different lesson plan each time the materials are presented and so each child receives the full range of information from the Teaching Touching Safety Guide in small, "digestible" bites, over a three-year period. Then, as a child advances to the next age group, there are a whole new set of age-appropriate lessons that explore the major topics in increasingly greater detail. Your diocese may choose to present one lesson in the fall and one in the spring or to present both lessons at the same time.

The themes covered (in an age-appropriate way, of course) in each of the four years are:

Year 1

- **Lesson 1: The Touching Rules** -Students learn simple rules about what to do and how to react when someone's touch is confusing, scary, or makes the child or young person feel uncomfortable. Young people start to deal with the real risks they face when they are out in the world and on their own, and they begin to learn where to draw boundary lines in relationships.
- **Lesson 2: Identifying Safe and Unsafe Friends** -Children, young people, and their

parents establish basic guidelines for working together to make certain which friends and other adults in their environment can be trusted to act safely and in the best interest of each child or young person.

Year 2

- **Lesson 3: Boundaries** -Students learn about personal boundaries and how identifying and honoring those boundaries can give a child or young person the self assurance needed to speak up when someone tries to step over the line.
- **Lesson 4: Telling Someone You Trust** -Children and young people learn who to tell when something makes them feel uncomfortable or confused. This lesson also begins to explore the phenomenon and power of "secrets" in a child's life at various ages.

Year 3

- **Lesson 5: Grooming** -Students learn about the types of behavior that may indicate that an adult is grooming the child or young person for something more than friendship. It also helps students learn to trust their own instincts about what is "okay" and what is "not okay."
- **Lesson 6: "No secrets"** -Reinforcing and building on the lessons from Year 2, this lesson deals with peer groups and other influences (including grooming by an abuser) that prevent children and young people from reporting inappropriate behavior. It also helps children and young people develop their own decision-making process to use in these situations.

Year 4

- **Lesson 7: Internet Safety** -assisting children and young people in recognizing the risks of providing personal information to anyone on the Internet and to help them realize how hard it is to know who someone really is when the only avenue of communication is the Internet.
- **Lesson 8: Creating and Following Family Rules** -Educating young people about Internet safety and teaching them the importance of creating and following family rules in the effort to keep everyone safe.

Regardless of a child's grade level at the time the program is implemented, each child should participate in all six lessons during the four-year cycle.

Basic structure of the lesson plans:

This program and each included lesson are founded on the principles of appropriate relationship boundaries in the broader context of Christian values. All lessons are age-appropriate, and help children and young people develop the vocabulary and boundary distinctions necessary to empower them to begin to recognize inappropriate behavior by others, while practicing appropriate relationship boundaries in their own lives. Each lesson takes approximately 45 minutes to an hour to complete.

Each lesson for each age group includes the following:

- Instructions to help the teacher, catechist, or youth minister prepare to deliver the lesson.

- Helpful teaching support from the Catechism to give the teacher or catechist a framework for how to keep the lesson within the context of Church tradition and theology.
- A learning goal, including expected learning outcomes for students.
- An overview for creating a successful learning experience for the specific age group.
- Key vocabulary words and definitions that apply to the lesson. These words empower children and young people with the distinctions they need to help recognize inappropriate behavior by those with whom they interact.
- Suggested activities, with instructions (and appropriate handouts for students as needed).
- A closing group prayer that reflects the key message of the lesson.

The lessons focus on an age-appropriate discussion of touching safety, relative to the specific roles that different people play in a child's life. All of the lessons stress the importance of keeping private body parts "private," and of telling a trusted adult about anyone's behavior that causes a child to feel uncomfortable or threatened.

GRADE EIGHT PROMOTION REQUIREMENTS

Students who satisfactorily complete the eighth grade courses participate in a simple, but dignified promotion ceremony at the parish/school. Grade 8 Promotion takes place approximately one week earlier than the last day of school. There is a separate Grade 8 Activities Fee and all families must be current with all financial obligations. The students and their families receive a Promotion Handbook outlining all of the events, expectations and requirements.

Promotion Ceremonies:

These should be dignified but simple and include a Mass.

Limousines:

The school cannot take responsibility for students transported in limousines. At no time are limousines allowed on campus or at school sponsored activities. If a limousine does come to the school the driver will be asked to immediately leave the premises. This includes any Promotion-related activities.

Mixed Parties:

Mixed parties involving the students of the upper grades, even though these parties are held at home, are especially discouraged. Parents are asked to cooperate with this regulation, even though strictly speaking, this matter of parental-sponsored parties is one primarily involving parental control and not that of the school. The only exception to this rule would be in the instance of a school-sponsored Promotion party, deemed appropriate by the pastor, principal and parents.

ACADEMIC PROBATION/RETENTION

Academic Probation

If a student's academic achievement in the school becomes a concern because of low grades,

he/she may be placed on academic probation. The terms of this probation will be determined specific to the needs of the student.

Retention

The decision to promote a pupil to the next grade or to retain him/her in the present grade is based upon consideration of the overall welfare of the pupil, i.e., made by carefully weighing both academic and social factors. Retention is more successful in primary grades than in later grades; therefore, the primary grade teacher and parents should diligently observe the student so that problems may be corrected before the pupil reaches the upper grades. Although the opinions of the teacher and parents are significant factors, the final decision to retain the pupil is the responsibility of the principal.

A student with serious learning difficulties may not be BEST served in a parochial school, which is not equipped to meet the needs of every student. Therefore, a transfer may be recommended.

Probation for New Students

All new students are on probation the first three months of school. If they are not able to adjust academically or if their behavior is not meeting the standards of Our Lady of Perpetual Help School, they will not be permitted to continue the school year.

TESTING AND ASSESSMENT

Testing Program

STAR assessments is administered to students in Grades TK-8 four times throughout the course of the year. Students in grades TK - 3 take the Early Literacy assessment. Students in grade 2 - 8 take the Reading and Math assessments.

According to the directive of the Department of Catholic Schools of the Archdiocese of Los Angeles, the Assessment of Catholic Religious Education (ACRE) is administered to all students in Grade 5 (Level 1) and Grades 8 (Level 2). These assessments assist the teachers in our school, diocese, and nation to better understand where students are in terms of the knowledge, perception, attitudes and practices of our Catholic faith and religion.

HOMEWORK

Homework/Internet Homework

Homework is an extension of what is taught in the classroom. Homework is the student's responsibility and should be completed by the student with minimum assistance. Homework shall always be done neatly and according to correct form. At times, the children will be asked to use the internet to complete their homework. Parents, as primary educators, are asked to

supervise and guide their child's internet usage on home computers, personal laptops, smart phones, etc. Students also need to follow the guidelines as outlined in the Use of Technology Policy (in the student handbook), Acceptable Use Policy (signed by parents at registration), and School Harassment Policy (listed in the Family Handbook).

Our students should **not** be on any social network website (Instagram, Facebook, Twitter, etc.) See harassment policy: i.e. 'cyber bullying', as listed in this handbook.

Any child, who is unable to do his/her homework for legitimate reasons (funeral, sickness medical/dental appointment), should present a written note, to his/her teacher from the parent, the next morning. The homework should be about 10 minutes per grade level.

Grade 1	Approximately 10 minutes
Grade 2	Approximately 20 minutes
Grade 3 & 4	Approximately 30-40 minutes
Grade 5 & 6	Approximately 50-60 minutes
Grade 7 & 8	Approximately 70-80 minutes

Written homework will not be assigned on weekends (other than Mass reflections) or holidays unless long-range assignments have been given or remedial work is needed. Homework organizers are issued to all students. Students are to copy all assignments into their organizers daily. This is to be taken home every night and signed by their parents. It is to be brought to school every day and carried from class to class.

If the organizer is lost, a new one is to be purchased from the office immediately at a cost of \$5.00. A study hall may also be assigned for messy, incomplete work or work left in classrooms. If absent, homework will be sent down to the office and may be picked up at the end of the school day.

GRADING

The school year is divided into three trimesters. At Our Lady of Perpetual Help School, report cards are given 3 times a year to Grades TK - 8. Students' grades will be posted on School Speak. Reports cards are confidential and therefore should not be shared at school. Parents are encouraged to examine these cards carefully as they contain the best possible evidence of your child's progress. Report cards should be signed by the parent and returned to the teacher by the date assigned.

Grades TK-8: Standards-based grading

E - Exceeds Mastery M - Mastery AM - Approaching Mastery NM - Non Mastery

HONOR ROLL

Students are recognized at the end of each trimester for academic achievement.

The following Awards are presented at the end of each trimester:

St. Julie Billiard Award: This award is given to the students in TK-8 who have displayed a noteworthy performance in academic effort over the course of the most recent trimester. When choosing students for this award, teachers take into account areas which are characteristic of the life of St. Julie Billiard including embodiment of the school behavior expectations, academic growth despite initial hardship, and a genuine love for learning.

Principal's Recognition: Students who demonstrate excellent work habits and behavior

Academic Achievement: Students who earn all Mastery or above in all subjects

SLE Awards: Students in who embody one of the SLE's

Perfect Attendance: Students who have had no tardies or absences during the trimester

DISCIPLINE PROGRAM

Discipline in a Catholic school is considered an aspect of moral guidance and not a form of punishment. As a school community, we seek to foster in each child the ability to be self-disciplined and to create an atmosphere conducive to faith-formation, learning, creativity, and character growth. The school supports a partnership of teachers and parents to fulfill the obligation to teach students the role of responsible discipleship in our school community.

At Our Lady of Perpetual Help School we follow a discipline plan where interventions begin at the least intrusive and lowest level and work up to more restrictive as students continue to repeat poor choices and poor behaviors.

Our policy reflects and considers the School Mission Statement and has at its core the faith development and learning experience of the student, and how those experiences will help them today and in their adult life, as well as creating a safe school environment.

The following is designed to address as many areas as possible; however, it is impossible to cover every eventuality. Therefore, the administration reserves the right to address situations as it deems appropriate and to amend and/or waive policy for just cause. The administration reserves the right to also change consequences and include additional consequences as it deems appropriate.

Student Expectations

Students at OLPH are asked to embody these expectations:

As committed, contributing Catholics,

1. We are God's goodness.
2. We are Christ for others.

As respectful and responsible individuals,

3. We are honest.

4. We are grateful for our blessings.
- As academically prepared individuals,
5. We are life-long learners.
 6. We are responsible workers.
- As effective communicators,
7. We are respectful listeners.
 8. We think before we act.
- As globally aware individuals,
9. We show mercy.
 10. We are proud of our school.

General School Rules

Students at OLPH are expected to know and follow these rules:

1. We will follow directions and guidelines from school staff.
2. We will remain in proper dress code at all times.
3. We will not chew gum on school campus.

Safety

4. We will always remain in areas supervised by an adult and will not enter any rooms without an adult.
5. We will stay in our assigned class areas.
6. We will walk quietly through the hallway and Marian Court at all times.

Recess/Lunch

7. We will discourage disruptive behavior or rough play, such as dodgeball, chase, tag, tackling, carrying students, or fighting.
8. At lunch time, we will remain seated at a lunch table until given permission from an adult.
9. We will keep food and drink in designated areas.
10. We will freeze when the bell rings and then proceed to designated line up area.
11. We will use all playground equipment in a respectful, responsible manner and will hold all sports equipment while in the Marian Court, hallway, or after the recess/lunch bells have rung.

Dismissal

12. We will remain seated under the supervision of a teacher until our parent/guardian has arrived. We will inform a teacher before we leave campus with our parent/guardian.
13. We will remain seated under the supervision of a teacher until our extracurricular activity has begun. We will inform a teacher before we proceed directly to that activity.
14. We will proceed directly to Day Care after we inform a teacher if we are scheduled to report to Day Care.
15. We will walk directly home after we inform a teacher if we have been granted parental permission to walk home.

Discipline begins with Parents and Students

The first level of discipline begins with parents and students themselves. Appropriate language, dress, attendance, and actions are the first step toward avoiding the discipline processes that the school must provide. The school wants to support parents and families in their desire to educate their children. The school would like to be involved in the discipline of each student in a minimal way. If each family would discuss what constitutes appropriate language, dress, attendance, and action at a school setting then discipline would largely remain in the parents' hands.

Teachers and Staff

Teachers are responsible for discipline in their respective classrooms, in the halls, and generally on school property or at school functions. A variety of techniques will be used in order to meet differing student needs and classroom situations.

Schoolwide Plan:

1. Staff will request behavior change through verbal and non-verbal reminders
2. Staff will document further interventions.
3. If behavior does not change or the initial behavior is of a serious nature, the staff, depending on the offense, has several levels of discipline that may be utilized. These levels generally proceed in the following order:
 - a. One-on-one conversation with student
 - b. Phone call home
 - c. Student and parents behavior reflection form
 - d. Required parent conference and individual behavior plan
 - e. Referral to the principal

School Level-Referral to the Principal

When teachers or staff members have tried all of their discipline methods with no success, the student is to be referred to the principal. It is at this level that more stringent consequences may be assigned. The hope is that students will solve the problems with the teacher and not need to be referred to the office. The principal, depending upon the offense, has several levels of discipline that may be utilized. These levels generally proceed in the following order:

1. Appropriate restitution to the offended party
2. Detention – When and length depends on history
3. Probation and loss of privileges
4. In-school Suspension
5. Suspension
6. Expulsion

Study Halls

Study Halls will be given at the discretion of each teacher. When students receive a Study Hall, the parent will be notified via phone. A Study Hall will be earned for failure to bring required materials to class or failure to complete or turn in any assignment on time. This includes leaving

homework in class or locker. Students may not call home for forgotten work or materials. If a Study Hall is received Monday through Thursday, the student will be served on the same day that the homework was not turned in. If a Study Hall is received on Friday, the student will serve on Monday. A Study Hall will be served immediately after school until 3:45 pm. Students who receive a Study Hall are to report directly to the assigned room at dismissal. Parents will be notified by OLPH personnel that their child must stay after school that same day to complete the missing assignment. When the work is complete and if time remains, the student may continue his/her other homework or may study. A study hall must be served on the day assigned. The only exception will be for a medical or dental appointment with a note from the parent and a follow-up note from the doctor. Students may not play or practice sports/cheer/club meetings or attend school-sponsored events on that day until their study hall is completed. For example, if a student earns a study hall on Tuesday, he/she cannot attend a game, practice, or meeting until after study hall on Tuesday. This includes extra-curricular events on Friday and the weekend. If a pattern develops, the student's parents will be asked to attend a conference with the student's teacher(s) and school administrator. Study Halls will affect the student's Work Habits grade for each trimester.

Student Threats and Harassment

Our Lady of Perpetual Help School will take seriously all threats to inflict serious harm to self or others. The school will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well-being of our students, staff or others and any weapon possession. Our Lady of Perpetual Help School has an obligation to keep our school safe and will take this matter seriously. The school is not a place for practical jokes, offhand comments, name-calling or put downs. Anyone who becomes aware of a threatening situation is asked to report it immediately to the teacher or the principal. Likewise, any student who harasses another is subject to like disciplinary measures. This includes anything defamatory on the internet.

Use of Technology

Our Lady of Perpetual Help School has various forms of technology and access to the Internet. The goal in providing these services to teachers and students is to promote educational excellence in our school. This technology gives our staff and students access to endless resources. The smooth operation of the network relies upon the proper conduct of the users, who must adhere to strict guidelines. These guidelines (Acceptable Use Policy) will be provided to all students and will require a parent signature. The AUP will make students aware of their responsibilities when working with technology and the Internet. In general this requires efficient, ethical and legal utilization of the network resources. Students may not have accounts on social networking sites, including but not limited to Facebook, Instagram, Twitter, Vine, Snapchat, Path, Oovo, or Tumblr. Refer to the AUP for all technology guidelines. Violations of the AUP use may result in the loss, or restricted use, of computer/internet access as well as other disciplinary action including suspension and/or expulsion and legal action where applicable.

SERIOUS DISCIPLINARY MEASURES

The following offenses committed by the students, while under the jurisdiction of the school, are grounds for:

Suspension / Expulsion:

- A. Continued willful disobedience/violation of school rules.
- B. Use, sale, or possession of narcotics.
- C. Use, sale, or possessions of hallucinogenic drugs.
- D. Use, sale, or distribution or possession of any alcoholic beverage or other contraband on or near school premises.
- E. Smoking or having tobacco.
- F. Habitual truancy.
- G. Possession of weapons and/or assault with a deadly weapon and/or any object which can be used to cause harm to another (e.g. pocket knives, razor blades, etc.).
- H. Assault or battery or any threat of force or violence directed toward any school personnel or student or their property.
- I. Open, persistent defiance of the authority of the school or any employee.
- J. Willful cutting, defacing or otherwise injuring in anyway all property or personnel belonging to the school Vandalism to school property.
- K. Stealing.
- L. Habitual profanity or vulgarity.
- M. Harassment of a teacher in word or action; student harassment after warning; threats.
- N. Possession or use of any incendiary device, e.g. matches, cigarettes.
- O. Actions gravely detrimental to the moral and spiritual welfare of other pupils.
- P. Any student who bites another will be suspended for the remainder of the school day.

Gangs

Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity, including clothing that represents such groups, is grounds for expulsion.

Improper use of the Internet

(See the above Use of Technology Policy and Appropriate Use Policy)

- Accessing local wireless networks for personal use.
- Any other act considered serious by the pastor or principal.

Graffiti

Graffiti on a school campus is a form of vandalism and is punishable as such. Graffiti includes writing on your own as well as others' notebooks, backpacks, personal belongings, etc. All penalties related to the willful defacing of school property pertain to graffiti as well, including restitution and the possibility of expulsion.

THE DISCIPLINE POLICIES LISTED ABOVE (AS WELL AS MORE COMPLETE POLICIES WRITTEN IN OUR FAMILY HANDBOOK) ARE IN EFFECT DURING

SCHOOL HOURS AND DURING ALL SCHOOL-SPONSORED ACTIVITIES, I.E., SCHOOL CARNIVAL, EDUCATIONAL EXCURSIONS, ETC.

THE FOLLOWING ITEMS ARE NOT ALLOWED IN SCHOOL/ON FIELD TRIPS/EXTRA CURRICULAR ACTIVITIES/DAYCARE:

- Unauthorized Electronic devices of any kind (ipods, DSs, PSPs, laptops, etc.)
- Tape Recorders/C.D. Players/CDs/DVDs/ Radios
- Cell Phones-see policy
- Gum
- Guns or simulated guns of any sort
- Sunglasses
- Balloons/water balloons
- Cameras of any kind
- Skateboards/roller blades/skates of any kind
- Toys, Gameboy, Nintendo DSIs, etc. any hand-held video games, etc.
- Hairspray, makeup or cosmetics (clear lip balm is permitted)
- Trading cards/magazines (unless assigned by teacher)
- Any other items that either cause disruption in the classroom or that are not authorized by the principal.

The above policies also apply to Day Care. If any of the above items are brought on to campus, they will be confiscated and held by the administration. A detention may be issued. Persistent defiance of school policy will result in further disciplinary measures.

CELL PHONE / SMART PHONE USAGE

Cell phones/smart phones are strongly discouraged because they are a distraction to the learning environment. If a parent/guardian feels that it is absolutely necessary to have contact with their child after school is over, then the student may bring a cell phone/smart phone but must follow the guidelines below:

- The cell phone must be turned off while the student has it at school.
- The cell phone must remain in the student's backpack in the child's locker. It may not be in a desk, bag, pocket, coat, etc.
- The cell phone may not be taken on a field trip.
- The cell phone may not be used on school property during the hours of 7 AM – 3:30 PM. A cell phone may not be used on a school bus or in the parking lot at the end of the day.
- Cell phones may only be turned on when directed by school staff or coaches to contact parents once the school office is closed.
- If a teacher allows the use of a smartphone as devices during class, the student must follow the Acceptable Use Policy. Once that allotted time is over, then the smartphone must be turned off and returned to his/her backpack.

Our Lady of Perpetual Help School is not responsible for lost, stolen or damaged cell phones. Non-compliance with this policy will be taken very seriously and will result in both confiscation of the cell phone/smart phone as well as suspension from school.

Extra Curricular Activities

C.Y.O. – Catholic Youth Organization

Eligible Grades: 4-8

It is our hope to develop in our student's character, self-control, fair play, as well as physical skills through competitive sports. Special athletic guidelines will be distributed to all students who participate in the sports program. We ask all parents and students to consider these guidelines before joining a particular sport. We urge parents to show by their presence at the games that they endorse these extra-curricular activities. The after school sports program is an optional program funded by participants' fees. There is a separate fee for each sport.

Cross Country/Field and Track

Eligible Grades: 4-8

OLPH Pep Squad

Eligible Grades: 3-8

The Our Lady of Perpetual Help School pep squad is open to girls. Squad members must meet the same academic prerequisites as published for sports and Student Council. Pep squad members are required to pay for their own uniforms and participation fees. These uniforms may be worn on game days.

Student Council

Eligible Grades: 5-8

The Our Lady of Perpetual Help School Student Council provides students the opportunity to develop leadership, a sense of responsibility and good citizenship.

Academic Decathlon

Eligible Grades: 6-8

Children's Choir

Eligible Grades: 2-8

Art Club

Eligible Grades: 1-5

In Art Club students work with mixed media to produce fine art.

Drum Corps

Eligible Grades: 6-8

Christian Service Club

Eligible Grades: 4-8

Interact and Youth Act

Eligible Grades: 4-8

Drama Club

Eligible Grades: 5-8

In Drama Club, students will:

- Learn basic principles of voice and body movement
- Practice different acting techniques and skills
- Have fun, creative outlet
- Participate in short skits, improvisations and role playing
- Memorize lines and have roles in an end-of-trimester play

Academic Prerequisites for Extracurricular Activities

Students who are members of extracurricular activities should embody the SLE's and maintain positive work habits. Students may not participate in extracurricular activities on the day a study hall or detention is earned.

Miscellaneous:

Telephone

The school phone should be reserved for business and emergency. Students are not to call home for forgotten homework or other items. (See Cell Phone Policy). Students may only use the phone to notify their parents of a study hall, detention or note from their teacher. Please instruct your child/ren to secure all their permissions before coming to school in the morning to forestall the need for making unnecessary phone calls.

Lost and Found

All personal items such as clothing, book bags, lunch boxes, etc., must be marked with your child's first and last name. Articles, which have been found, should be taken to the office.

Parties

The students of each grade have class luncheons or parties to celebrate certain holidays. These parties will be listed as Classroom Celebrations on the monthly calendar.

Birthdays

Parents are not obliged to provide birthday treats; however, if they choose to do so, they may

bring cupcakes / cookies for their child's entire class. These may be handed out by the teacher as the children are preparing to leave the classroom for recess or lunch. Please check with the classroom teacher for guidelines. **Birthday party invitations may be handed out to students only if each child in the class is invited.**

Lunches

Students should bring their lunches to school with them in the morning. Nutritious lunches enhance students' learning. **No late lunches or fast food lunches will be accepted - Students will be provided with a snack from the office.** The hot lunch program is administered by S & B Foods. Parents must sign up for and pay in advance for Hot Lunch on a month-to-month basis. S & B Foods' Hot lunch **IS NOT** available for purchase on a day-to-day basis.

Lunch orders must be placed one week prior to the new month. Milk or juice is included with the cost of hot lunch or may be purchased separately. The cost is 50 cents per carton. Milk/juice service is operative only on full days of school.

Vending Machine

The vending machine is available for students use before and after school, during recess and lunch.

Water Bottles

On warm/hot days, students may bring water bottles to school. Students must follow classroom guidelines for use of water bottles during class time. Recycling containers are located in the Marian Court for proper disposal of plastic water bottles.

F. PARENT OBLIGATIONS

TUITION AND FEES

Tuition funds teachers' salaries. In order to meet payroll tuition must be received in a timely manner. Students of parents who do not meet their tuition obligations will not be allowed to attend classes until the tuition is current. Parents who may have an emergency that prevents timely payment are required to discuss this with the administration and work out a payment plan in writing. Tuition and fees are to be paid to FACTS unless paid in full for the year at registration time. **Questions regarding your FACTS account should be made directly to FACTS at 1-800-624-7092.**

PARISH TUITION ASSISTANCE

The parish awards a limited amount of tuition assistance to families registered in OLPH parish who regularly donate to the parish through the use of the Sunday envelope. Those families who are unable to meet the designated tuition because of financial difficulty may complete a

TUITION ASSISTANCE APPLICATION. Forms are available in the school office and are to be submitted directly to the principal.

ARCHDIOCESAN TUITION GRANTS

The Archdiocese of Los Angeles has a tuition grant award program available for families in need of financial assistance for Catholic education. Applications for this program and criteria papers will be available in the office the first part of February.

PARENT SERVICE AND FUNDRAISING REQUIREMENTS

SERVICE HOURS

In keeping with the need to integrate school and parish community, we are asking our families to donate a total of 50 hours of voluntary service to the parish and school. For single parents 25 hours are requested in equal proportion.

FUNDRAISING

Each family commits to a fundraising obligation of \$500 profit to the school and to the purchase of one \$200 Car Raffle Ticket (the car is raffled off at our annual Carnival in October). This fundraising revenue funds the operating expense of the school. There are two ways to meet this requirement:

1. Families may make payment of \$500.00 directly to the school.
2. Families may participate in our Parent Association Fundraisers (Carnival and Olympic A Thon), Wine Tasting Event.

The profit generated by fund-raisers directly offsets what families would otherwise pay in higher tuition. This fundraising obligation is calculated on the % of profit to the school not the gross sale amount:

- Carnival, food or cash donations are 100%
- Olympic A Thon 100%
- Presale tickets vary from 25% for Carnival
- Classroom Donations 25%(Per Teacher Request Only)

During the year you will be given an update on the amount of fundraising profit you have accumulated as well as the amount needed to fulfill your fundraising commitment.

SCRIP

The OLPH Scrip Program has been discontinued as of July, 2016. We will continue to sell the remaining Scrip in the office until it is gone. We will not re-order new Scrip as of July 2016.

OLPH School Service Hour/Fundraising Credit Guidelines

Each family is responsible for submitting their own service hours by inputting them into your schoolspeak accounts. Verification of hours will be confirmed with sign in sheets.

We ask all OLPH school families to follow these guidelines when submitting service hours / fundraising.

1. All fundraising credit forms must have a receipt to be valid. NO exceptions!
2. All donations must be pre-approved by the principal. If a donation is approved, please ask the office staff for a receipt.
3. Only official school fundraising forms will be accepted. Parents are asked not to submit lists of compiled fundraising credits in lieu fundraising forms. NO exceptions!
4. If you elect to become a chairperson for an event, fundraiser, etc. the number of automatic service hours earned is 30 hours. If you find that you work over the thirty hours earned, please see the principal for approval of excess hours. NO exceptions!

If you have any questions, suggestions or help, please feel free to contact Mrs. Espitia in the school office. Thank you in advance for your continued dedication to our school, your generosity and most of all your cooperation!

RIGHT TO AMEND

The administration retains the right to make changes, additions, and deletions to the student handbook during the course of the school year. If changes occur, parents and students will be notified a minimum of fifteen days prior to implementation.

WAIVER OF POLICIES

The principal, in consultation with the pastor, is the final recourse in all disciplinary matters and can, for just cause, at his/her discretion waive any disciplinary regulation.