

## **Part 2: OUR LADY OF PERPETUAL HELP SCHOOL POLICIES AND PROCEDURES**

### **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 K – 8 community, collaborates with parents to educate the whole child through academic excellence and challenges students to be life long learners and faith filled Catholics who are dedicated to service. (Revised 6/10)

##### **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.

##### **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.

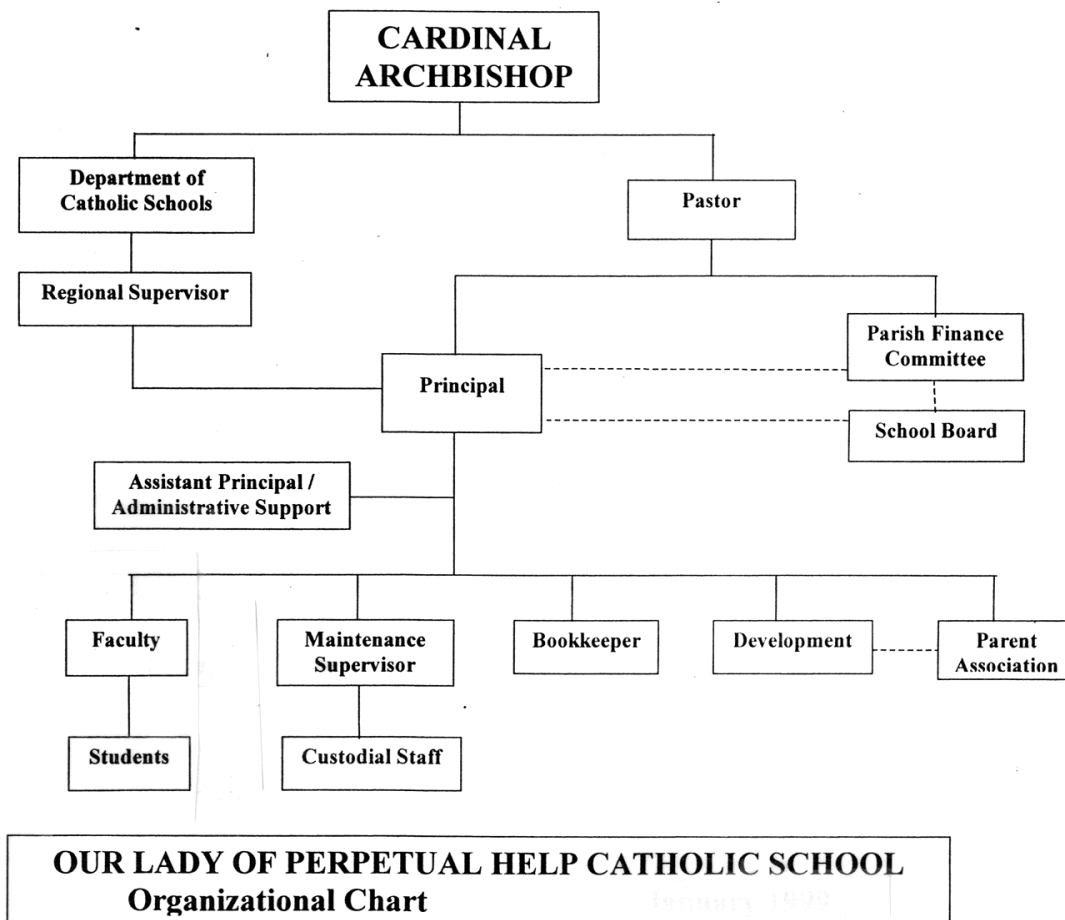
## **2. School Organization, Staff Roles and Responsibilities**

### **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 area 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 once a month in executive session.

The committees that make up the Consultative School Board include:

- Mission Effectiveness( Catholic Identity, Ownership, Governance)
- Communications
- Development(Public Relations, Enrollment and Fundraising)
- Planning (Policy)
- Facilities
- Finances

- Curriculum/Staffing

## **PARENT ASSOCIATION**

The Parent Association is the official organization of school parents. The purpose of this group is to promote activities, which build community among school families as well as to sponsor fundraising activities. All parents must be actively involved in functions sponsored by this organization. Meetings of the Parent Association are held in the weeks prior to major fundraisers (Carnival, Olympic A Thon) and are indicated on the monthly school calendar. All parents are invited to attend these meetings.

### 4. List of School Personnel

#### **Faculty and Staff for 2011-2012 School year**

Kindergarten	Mrs. Michelle Torres
Kindergarten Aide	Mrs. Jackie Bernal
First Grade	Mrs. Irene Segura & Miss Heather Showalter
First Grade Aide	Mrs. Sheryl Hansen
Second Grade	Miss Amanda Kraivanger
Second Grade Aide	Mrs. Debbie Roberts
Third Grade	Miss Jennifer Abalos
Fourth Grade	Miss Helen Alexander
3rd/4th Grade Aides	Mrs. Lidia Hernandez & Mrs. Kathy Gamboz
Fifth Grade	Mrs. Carmella Arcadio, Mrs. Vicki Wick, Mrs.
Debbie Dominik	
Sixth Grade	Mr. Brian Miller & Mr. Eric Olsen
Seventh Grade	Mr. Samuel Torres
Eighth Grade	Mrs. Gina Aguilar & Miss Kathryn Lang
Art/Grade 5	Mrs. Victoria Wick
Science Grades K-5	Miss Melissa Geiger
Science/Technology	Mr. Sergio Aguilar
P.E./Math	Mr. Jose Hernandez
Computer/Library	Mrs. Sue Balster
V.P. & Resource Teacher	Mrs. Debbie Dominik
Administration	Father Mark Warnstedt
Development Director	Mrs. Steffani McMains
Office Staff	Mrs. Diane Davis
	Mrs. Kathy Marquez
	Mrs. Susan Espitia
Scrip/Office	Mrs. Maria Sequeira

Day Care

Mrs. Diane Garcia

Mrs. Lidia Hernandez

Mrs. Kathy Gamboz

Miss Marbella Mondragon

Maintenance

Mr. Angel Martinez

Yard Supervision

Mr. Moses Huerta & Mrs. Glenda Islas

#### 5. Schoolwide Learning Expectations (SLE's)

The SLE's 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 Schoolwide Learning Expectations (SLE's) 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 each 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.
5. Are PeaceBuilders™

##### 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

Revised (6/10)

6. History of the School

**SCHOOL HISTORY AND ITS 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. Since the school year 1979 - 1980, single grades include students in K - 8.

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. OLPH 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 62 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 \$5-\$10 **per week**
- 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 4:00 p.m. on full days of school  
7:30 a.m. to 1:15 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)**

7:10 AM                      Detentions will be served for 30 minutes in Math B. Room  
7:30                          Students allowed on Campus

7:40	Doors to classrooms open
7:50	Classes begin
10:00-10:15	Recess grades 1-8
10:15	Classes resume
12:15 -12:50	Lunch
3:05	First dismissal (for Grades K-4)
3:15	Second dismissal (for all other students)
3:10 to 3:40	Study Hall for Grades K-4
3:20 to 4:20	Study Hall for Grades 5-8
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 8<sup>th</sup> Grade sweatshirt) may not be worn on Dress Uniform days.
- \* Navy cardigan, sweater vest or pullover
- Navy, or white turtleneck 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 must be a solid color - black, brown, blue, gray or white. Shoes must be tied and/or fastened at all times. Tennis shoes must be in good condition. No slip-on shoes, boots or sandals.
- Crew Socks: White, blue or gold 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 corduroy 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 8<sup>th</sup> Grade sweatshirt) may not be worn on Dress Uniform days.
- Official school jacket with official logo\*- purchased from Dennis Uniform Co.
- Navy, white turtleneck 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 must be a solid color - black, brown, blue, gray or white. Shoes must be tied and/or fastened at all times. Tennis shoes must be in good condition. No slip-on shoes, boots or sandals. No patterned shoes.
- Crew Socks: 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. Knee socks/tights are recommended. 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. Scarves are **not permitted** on dress uniform days. A detention is given 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 ¼ inch thick and denotes a positive image.
- Jewelry used inappropriately will be confiscated and held by the teacher. **No bracelets may be worn.**

**GROOMING:**

**Boys:** Students must be neat and clean at all times.

- 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. \*Hats are not permitted with or without the uniform
- Boys must have shirts tucked in at the waist except during recess and lunch.

**GROOMING:**

**Girls:** Students must be neat and clean at all times.

- Skirts, skorts, jumpers should be knee-length (no shorter than 3 in. above the knee); 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. \* Hats are not permitted with or without the uniform.
- Only clear or clear pink nail polish may be worn. French manicures, created with nail polish only, are permitted on natural nails but acrylic nails are not permitted.

**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 nor too tight.**
- Shirts designated for sportswear, preferably with a collar.

### Girls May Wear:

- Dresses and skirts/skorts may not be shorter than 3 inches above the knee; also dress pants
- Walking shorts(not 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 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.

**Students May Not Wear:** Any spaghetti-strap(t-strap) or low cut V-neck top / tank / halter top  
Cut-offs Short shorts or skirts Undershirts as shirts  
Any oversized, baggy clothing **or tight/skinny** clothing  
T-shirts with inappropriate slogans/advertisements, etc./  
or any others deemed inappropriate by administration

**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 tops** on designated spirit wear days. School **uniform bottoms must be worn** on spirit wear days. These days will be posted on the monthly calendar.

## Wear Jeans for \$1.00 Day

Once a month students who bring in \$1.00 may wear jeans to school . **They must wear either an OLPH Spirit Wear Top or School Uniform Top.** These funds will go to support Student Council Service projects.

These days will be posted on the monthly calendar.

## B. ADMISSION AND ATTENDANCE

### **Absence, Tardiness**

## **Attendance /Tardiness**

Parents have the duty to see that their child/ren attend school regularly and on time. School begins at 7:50 a.m. Please be sure your child is at school before the 7:500 a.m. rings.

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. After the La Reina Ave. gates are closed, late students must be checked in through the front office. After the first five (5) tardies, a student will be required to serve a detention period. After (12) tardies total, a student will be placed on probation and may not be invited to return to Our Lady's School at the discretion of the principal. 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.

## **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. Medical and dental appointments are excused absences if the student brings a statement from the doctor documenting the time and length of the appointment. **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. ITBS Testing takes place each year during late September/early October. Students should be in school for testing and medical/dental appointments should not be made during these times. See the weekly newsletter for testing dates, etc.

## **VACATIONS DURING SCHOOL TIME ARE DISCOURAGED**

### **Extended Absences**

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 home work assignments are not given to students who take vacations during school time.** Homework should flow from teacher instruction. Please assist your children in making a report on the places/events they experience while on vacation. **Students will need to make up schoolwork when they return to school.**

**IF A STUDENT IS ABSENT FOR FIFTEEN (15) OR MORE DAYS DURING A TRIMESTER MARKING PERIOD, OFFICIAL GRADES MAY BE WITHHELD.**

## **Communications 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:

- Parent Newsletter
- Paper Packets
- Grade Link
- Parent /Teacher Conferences & other scheduled appointments
- Back to School Night/Open House
- Report Cards
- Parent Meetings
- Family & Student Handbooks/Organizers
- School Calendar
- Standardized Test results
- Website: [www.ourladysschool.com](http://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.**

### **NEWSLETTERS (FAMILY ENVELOPE)**

A weekly newsletter and monthly calendar will be published on the website and sent home each Monday. Special envelopes provided for each family will be used to send bulletins and other items home. The oldest child should be responsible for bringing these home. The envelopes must be signed and returned, as a guarantee that you have received the materials.

### **PAPER PACKETS**

Packets of corrected papers will be sent home periodically. Major tests may be graded and sent home within a few days after the test has been taken. Parents are asked to review these papers as this gives additional feedback. Parents are to sign the paper packet cover sheet and return it to the child's teacher.

### **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 midway during the first trimester. 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.

### **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. (exception for students who are serving morning detentions or school sponsored meetings) Each morning the La Reina gates are locked by 8:10 a.m. All cars must be removed from the parking prior to this time. After school, a faculty member will supervise any students who are not picked up until 3:25 p.m. (Friday-12: 55). At 3:25 p.m.(Friday-12:55 p.m.), students who are still not picked-up will be sent to Day Care and will be charged the "Daily Drop in Service" 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 K 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

\$25 Early dismissal Days

\*(Drop in service is for occasional use all other students who use service regularly should use the monthly fee schedule)

### **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 3:10 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/RAZORS**

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

### **FACULTY MEETINGS**

Faculty Meetings are 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 1:00 p.m. The Day Care Program is in session on all faculty-meeting 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.

### **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 hours during lunch and recess and as otherwise invited 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 alphabetically with brothers and sisters.
2. First Aid will be administered wherever needed.
2. The main driveway on Downey Avenue will be opened only for emergency vehicles.
3. 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.
4. The students will only be released to their parents, appointed relative or adults listed on their earthquake card. 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. Parents may also check the school website for emergency evacuation information: [www.ourladysschool.com](http://www.ourladysschool.com). The disaster emergency forms 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

#### **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. Medical and dental appointments are excused absences if the student brings a statement from the doctor documenting the time and length of the appointment. **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. ITBS Testing takes place each year during late September/early October. Students should be in school for testing and medical/dental appointments should not be made during these times. See the weekly newsletter for testing dates, etc.

#### **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.

## C. ACADEMICS AND 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 California State Standards, is prescribed for all elementary schools beginning in 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	Computer Literacy

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 & Expectations

#### Religious Opportunities

Daily Religion Lessons  
Daily Prayer  
Curriculum integrated with Catholic Values  
Weekly Mass/School Word Services  
Stations of the Cross (Lent)  
Christian Service Projects  
Living Rosary, May Crowning and Retreats  
Mission Awareness & Promotion -Holy Childhood Association (HCA) and Columban Missions  
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 sacrament 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 are to write a letter to the principal.

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 3

- **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 –Mixed Parties**

#### **Promotion time:**

Promotion exercises shall not take place earlier than the weekend preceding the closure of school.

#### **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**

The Iowa Test of Basic Skills (ITBS) is administered to all students in Grades 2 - 8 in the Fall of each year. The ITBS covers reading, math, language and study skills.

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 lap tops, smart phones, etc. Also, none of our students should be on any social network website (MySpace, 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, should present a written note, to his/her teacher from the parent, the next morning. The homework time allotment is as follows:

Grade 1	Approximately 30 minutes
Grade 2	Approximately 40 minutes to 1 hour
Grade 3 & 4	Approximately 1 hour
Grade 5 & 6	Approximately 90 minutes
Grade 7 & 8	Approximately 2 hours

Written homework will not be assigned on weekends or holidays unless long-range assignments have been given or remedial work is needed. Homework organizers are issued to all students in Grades 1 – 8. 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 must be requested in the office before 10AM in order to be able to pick it up at 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 K - 8. In addition, Paper Packets are sent home at least once a month. Students' grades are posted on GradeLink on the Friday of the week that Paper Packets are sent home. New students' parents should contact their child's teacher to obtain a GradeLink account number. 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 1 and 2**

O	Outstanding
G	Good
S	<b>Satisfactory</b>
NI	<b>Needs improvement</b>

### **Grades 3-8**

A	93-100%
B+	90 – 92%
B	87 – 89%
B-	85 – 86%
C+	80 – 84 %
C	75 – 79 %
C-	70 – 74 %
D	65 – 69%
F	Below 65 %

**Grade A** = Quality of all work is OUTSTANDING, SUPERIOR. This student shows enthusiasm in the subject, participates frequently in class, uses his/her knowledge, completes extra work and participates frequently in class. "A" is not a common grade

**Grade B** = High quality of all work and a good mastery of the subject in all assignments. All work is completed and there is good participation in class.

**Grade C** = All assignments are completed. Work is done in an acceptable manner. The student however, has not gone beyond the expected assignment. Work is average, however, this does not mean that the student cannot do "A" or "B" work.

**Grade D** = Student is below average in grasp of the subject. The minimum of work is completed; there is negligence in assignments, class work and participation, as well as poor results in tests and quizzes.

**Grade F** = Quality or quantity of work is so far below what is expected of the class that it cannot be considered adequate for passing the subject. An "F"

indicates poor achievement and poor effort. It is the policy at Our Lady of Perpetual Help School that if a student is putting forth reasonable effort and trying to do the best of their ability, he/she may be passed with a "D". Students who receive an "F" may be required to attend summer school or receive tutoring.

## **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:**

<b>Academic Excellence:</b>	Students in grades 1 and 2 who earn all "O's" (except handwriting)
<b>Academic Achievement:</b>	Students in grades 1 and 2 who earn all "G's" or above (except handwriting)
<b>First Honors:</b>	Students in grades 3 through 8 who earn all "A's" (except handwriting)
<b>Second Honors:</b>	Students in grades 3 through 8 who earn all "B's" and above (except handwriting)

## **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 and or SCRIP Program.

The profit generated by SCRIP and 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
- SCRIP profit varies by type - listed on order form.

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 is a simple way to support our school. Simply purchase Gift Cards from the school office. A percentage of the value of the card will be donated to our school. Gift Cards are available for most restaurants, gas stations, grocery stores, movie theatres and shops..

## **OLPH School Service Hour/Fundraising Credit Guidelines**

**Each family is responsible for submitting their own service hour forms directly to the office for any hours worked at the school or at the parish.** We ask all OLPH school families to follow these guidelines when submitting service hour/fundraising forms.

1. All service hour/fundraising forms must have an approved signature (e.g. principal, teacher, office staff, etc.) to be valid. Dates are essential; please be specific on work descriptions. NO exceptions!
2. All fundraising credit forms must have a receipt to be valid. NO exceptions!
3. All donations must be pre-approved by the Principal. If a donation is approved please ask the office staff for a receipt.
4. Only official school service hour/fundraising forms will be accepted. Parents are asked not submit lists of compiled hours/fundraising credit in lieu of service hour/fundraising forms. NO exceptions!
5. If you belong to a school/parish committee (e.g., please submit service hour forms once a month. Dates are essential. NO exceptions!
6. 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 or suggestions, please feel free to contact Mrs. Espitia in the development office. Thank you in advance for your continued dedication to our school, your generosity and most of all your cooperation!

## **Discipline**

### **DISCIPLINE PROGRAM**

**Our Lady of Perpetual Help School emphasizes Respect and Responsibility. A respectful person is one who believes in the dignity and worth of all individuals and who acts accordingly. A responsible person is one who responds to meeting personal, school and community obligations. Whatever behavior prevents the teacher from teaching or a student from learning is not acceptable behavior at Our Lady's School. In keeping with our SLEs, the school rules are as follows:**

1. We will show respect for others and their possessions.
2. We will keep hands, feet, and other objects to ourselves.
3. We will use acceptable language.
4. We will not prevent the teacher from teaching, or other students from learning.
5. We will follow directions.
6. We will be prepared to work in class.
7. We will be PeaceBuilders™.

### **PLAYGROUND RULES**

1. Speak and act respectfully to other teachers, aides, yard supervisors and students.
2. Do not encourage disruptive behavior, chase, tag, tackling, carrying other students or fighting.
3. Remain seated in assigned lunch area until the lunch recess bell rings; balls may not be bounced in the Marian Court or hallway. They may not be bounced after the morning recess bell or after the lunch line up bell rings.
4. Remain in assigned play areas at recess and lunch; food/drink must stay in the Marian court area.
5. Do not use inappropriate language or gestures.
6. Use drinking fountains, play equipment and lavatories with safety and cleanliness in mind.
7. Keep rooms, grounds and facilities free of paper and other debris.
8. Never climb fences or trees or the playground equipment the wrong way.
9. Never leave school campus without permission.

**\* The school playground apparatus is assigned to grades K-2 during recess and lunch hours.**

## **DISCIPLINE POLICIES**

Discipline in a Catholic school should be considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a classroom environment conducive to learning and to promote character development. The staff of Our Lady's School strives to provide a school environment that supports academic achievement and the growth and development of positive self-esteem. We also strive to help students develop self-discipline and accept personal responsibility. As part of our discipline standards, students will receive **praise marks** for demonstrating exemplary behavior during the school day. Student who receive 3 praise marks in a day and 5 in a week, will receive a commendation to recognize their praiseworthy behavior. Examples include but are not limited to the following:

Positive role modeling by being PeaceBuilders™  
 Demonstrating a positive attitude  
 Volunteering often and whenever possible  
 Being environmentally conscious

Students will receive marks for behavior that is **not** respectful or responsible. Examples of these are listed below:

**Respect marks** may be issued for failure to follow any of the school-wide rules including any of the following behaviors:  
 Calling out in class  
 Talking during lessons  
 Teasing

Coming late to lunch clean up  
Failing to follow directions  
Getting drinks after the bell  
Talking in the hallway  
Being unprepared-i.e.-not having proper materials ready after a reasonable amount of time.  
Respect marks will affect the student's Behavior grade for each trimester.

A student who chooses to pattern inappropriate behavior by receiving up to three respect marks in one day or 5 respect marks in a week will be assigned a **detention**. Further **detentions** will be issued to students who continue to display a pattern of inappropriate behavior.

An immediate **detention** may occur, but is not limited to, the following:

Chewing gum anytime on school campus  
Defiance / Disrespect / Being argumentative  
Dishonesty  
Inappropriate bathroom behavior  
Inappropriate physical contact  
Skipping a study hall/not returning a study hall or detention form signed.  
Verbal Harassment /Bullying  
Leaving lunch tables messy  
Writing, passing notes or reading notes  
Use of improper language  
Spitting  
Out of uniform  
Five or more tardies  
Running in the hallway  
Returning late from lunch  
Sitting on desks or tabletops  
Any other behavior deemed inappropriate by the school administration.

### **Detention**

Parents will be given one day's notice of their child's detention. Detentions are served last for 30 minutes in the St. James the Less Room (Mr. Hernandez' room) and begin at 7:10 a.m. Monday through Friday. A detention must be served on the day assigned.

The only exception will be for medical or dental appointments with a note from the parent and a follow-up note from the doctor. Failure to serve a detention or failure to supply a doctor's note results in a detention / in-school suspension the next day. Students are asked to be on time and bring to the detention a 'Detention Report Form' that has been completed at home with the parent's assistance and signed by the student and parent. Students not bringing these documents will not be allowed to serve the detention on that day. Students arriving late will also not be

admitted to detention. After a student has received 3 detentions in a trimester, the student's parents will be asked to attend a conference with the student's teacher(s) and school administrator.

### **Responsibility Marks**

Responsibility remarks are recorded daily and the accumulation of these marks will affect the student's "Work Habits" grade for each trimester. Responsibility marks may be issued for any of the following behaviors:

Not returning a class paper requiring a parent signature.

Not having organizer signed

Not being prepared for class

Incomplete class work (may also receive a study hall)

Not having materials -paper, pen, pencils, books, etc.

A student who chooses to pattern inappropriate behavior by receiving 3 responsibility marks in one day or 5 responsibility marks in a week will be assigned a study hall.

### **Study Halls**

Study Halls will be given at the discretion of each teacher. When students receive a Study Hall, they are sent to the office to call their parent. An immediate **Study Hall** will occur for failure to bring required books 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. Study halls are served on the same day that the homework was not turned in and will last for 60 minutes for Grades 5-8, 30 minutes for grades K-4 (beginning when the student enters the classroom.) Parents will be notified by OLPH personnel that their child must stay after school that same day to complete their homework. OLPH personnel will supervise students in study hall and assist with homework questions. During a study hall, the student remains to complete their missing work (Mr. Hernandez' room). When the work is complete, the student turns the assignment in to the study hall teacher. The student may continue his/her other homework (studying) for the rest of the time remaining. 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. Failure to serve a study hall or failure to supply a doctor's note results in an automatic detention the next day. Three study halls accumulated in a trimester will result in a detention.

After a student has received 3 study halls in a trimester, the student's parents will be asked to attend a conference with the student's teacher(s) and school administrator.

### **Severe misbehavior**

Severe misbehavior in any of the above categories may result in the child having his/her parents notified immediately, being sent home for the remainder of the day(s) or placed in an in-school suspension. (The number of days for any suspension will be determined by the administration.) Severe misbehavior includes but is not limited to: fighting (or any like behavior which could result in injury), cheating, forging, use of bad language or gestures and destruction of school property.

### **In-School Suspension**

**In addition** to the above behaviors, students may receive an 'in-school' suspension for:

Five detentions in one trimester  
Skipping a detention without being absent  
Continual, habitual disobedience

During an In-School suspension, the student will be removed from the normal classroom setting and will be placed in an appropriate room during the school day.

### **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.
- Q. Improper use of the internet (use of Myspace, Facebook, You Tube, etc.)
- R. Accessing local wireless networks for personal use.
- S. Any other act considered serious by the pastor or principal.

### **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.

### **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.**

### **ITEMS NOT ALLOWED IN SCHOOL/ON FIELD TRIPS/SPORTS/ADESTE**

- Electronic devices of any kind
- Radios
- Tape Recorders/C.D. Players
- CDs /Tapes
- Cameras of any kind
- Hand-held video games, etc.
- Skateboards\*\* (see p. 10)/roller blades
- Gum
- Water, cap, toy guns of any sort
- Hairspray, Make-up or cosmetics
- Balloons/water balloons
- Toys
- Trading cards/magazines (unless assigned by teacher)
- Sunglasses

- Cell Phones-see below
- Any other items that either cause disruption in the classroom or that are not authorized by the principal.

If any of these items are brought on to campus they will be confiscated and held by the administration. A detention may be issued.

**Cell Phone Policy**

As stated above, electronic devices of any kind are not allowed on campus. This policy includes the use and possession of cell phones on campus. The use of cell phones is banned from 7AM to 4PM daily by any students on the school campus - before, during or after school.

The only exception to this policy may occur if the parent authorizes permission for a child to have a cell phone by completing the form below with appropriate signatures as indicated. This permission slip is in effect from the date signed below until the student’s last day of school for the current school year. This form must be filed in the school office. The cell phone must then be kept in the student's backpack turned off and may not be out of their backpack before, during or after school while on campus. The office is open until 4:00 pm daily for calls to parents.

If at the conclusion of any school sponsored extra curricular activity and the office is closed, then and only then may the cell phone be used on campus for a call for pick-up; otherwise, the cell phone may not be out. If the cell phone is out at an unauthorized time, it will be confiscated and the child will lose permission to have it on campus.

Our Lady of Perpetual Help School is not responsible for lost, stolen or damaged cell phones. Any student not adhering to this policy will be subject to disciplinary measures. If you have need to further discuss this matter, please contact Mrs. McMains.

I have read and discussed the above policy with my child. I give permission for my child to bring a cell phone to school and we will adhere to the school policy regarding its usage.

\_\_\_\_\_   
 Parent Signature

\_\_\_\_\_   
 Student Signature

Date: \_\_\_\_\_

## **BEHAVIOR CARD**

Included in this handbook is a Work Habits/ Behavior Card that each student (Grades 3-8) will be responsible for having at all times. Each time the student receives a respect mark, they will lose one point on their Behavior card. A detention will result in 3 points lost (see schoolwide discipline plan). Likewise, each time the student receives a responsibility mark or a study hall, the student will lose points on their Work Habits card. At the end of the trimester, these will translate into their Work Habits grade and Behavior grade.

It is our hope that this system helps the students take more responsibility for their own behavior and schoolwork.

## **Extra Curricular Activities**

### **C.Y.O. – Catholic Youth Organization Grades 5-8**

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.

### **OLPH Pep Squad**

The Our Lady of Perpetual Help School pep squad is open to girls in grades 4-8. 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 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.

### **PeaceBuilders**

PeaceBuilders is a program that promotes a peaceful way of life within the school community. Each morning our Student Council officers lead the school in reciting the PeaceBuilders Pledge:

I am a PeaceBuilder.

I Pledge...

- To praise People
- To give up put-downs
- To seek wise people
- To notice and speak up about hurts I have caused
- To right wrongs
- To help others

I will build peace at home at school and in my community each day.

### **Yearbook**

Each year OLPH works with a publisher to create a yearbook.

### **Art Club**

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

### **Drum Club**

### **Morning Prayer Club**

### **Interact and Youth Act**

### **Drama Club**

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 extra curricular activities may not participate in extra - curricular activities on the day a study hall or detention is earned.

### **Sports**

Students must have a "C" or better in conduct , effort and no academic grade lower than a "C-".

### **Student Council**

All positions are open to boys or girls and require a "B" or better in conduct and effort.

### **President and Vice President**

Must be in 7<sup>th</sup> or 8<sup>th</sup> grade. and must have an "A/B" average in effort, conduct and academics.

### **Secretary and Treasurer**

- ◆ Must be in 7<sup>th</sup> or 8<sup>th</sup> grade; Major academic grades must average a “B” (3.0) with no grade lower than a “C”; Secretary must have an “A/B” average in Language and Handwriting for two trimesters; Treasurer must have “A/B” average in Math for two trimesters.

### **Commissioners of School Affairs & Commissioners of School Environment/Athletics/Religious Affairs/**

#### **Class Representatives for Grades 5, 6, 7, 8**

- ◆ Must be in 5<sup>th</sup> through 8<sup>th</sup> grade; Must have a “B” Average in academics with no grade lower than a “C” on the Trimester report card prior to class elections; Must have a “B” in conduct and effort.

#### **◆ Punctuality Record**

In order to run for any office in student government, a student may not be on punctuality probation.

### **ACADEMIC PREREQUISITES FOR EXTRA CURRICULAR ACTIVITIES**

Students must have a “C” or better in conduct , effort and no academic grade lower than a “C-“.

### **Student Council**

All positions are open to boys or girls.

All positions require a “B” or better in conduct and effort.

### **President and Vice President**

- ◆ Must be in 7<sup>th</sup> or 8<sup>th</sup> grade.
- ◆ Must have an “A/B” average in effort, conduct and academics.

### **Treasurer**

- ◆ Must be in 7<sup>th</sup> or 8<sup>th</sup> grade.
- ◆ Major academic grades must average a “B” (3.0) with no grade lower than a “C-”.
- ◆ Must have “A/B” average in Math for the first two trimesters.

### **Secretary**

- ◆ Must be in 7<sup>th</sup> or 8<sup>th</sup> grade.
- ◆ Must have an “A/B” average in English and in Handwriting for the first two trimesters
- ◆ Major academic grade must have “B” (3.0) with no grade lower than a “C-”.
- ◆ Must have a “B” in conduct and effort.

## **Commissioner of School Affairs & Commissioner of School Environment &**

### **Commissioner of Athletics**

- ◆ Must be in 5<sup>th</sup> through 8<sup>th</sup> grade.
- ◆ Must have a “B” Average in academics with no grade lower than a “C-”.
- ◆ Must have a “B” in conduct and effort.

### **Class Representatives Grades 5, 6, 7 and 8**

- ◆ Must have a “B” average in conduct and effort.
- ◆ Must have a “B” average in academics with no grade lower than a “C-” on the trimester report card prior to class elections.

### **Methods of Averaging for Extra Curricular Activities**

Major academic Areas: Religion, Reading, Math, Language Arts, Science, Social Studies.

Points: A=4 points    B=3 points    C=2 points    D=1 point    F=0 points

Each major academic area will be averaged. This average will be obtained by averaging the 1<sup>st</sup>, and 2<sup>nd</sup> trimester grade. An overall average will then be determined. The general conduct and effort grades will not be averaged in with other grades; they must average a “B” independently of the academic areas. For the purpose of averaging, “+” and “-” will not be considered.

### **Punctuality Record**

In order to run for any office in student government, a student may not be on punctuality probation.

### **Miscellaneous:**

#### **TELEPHONE**

The school phone should be reserved for business and emergency. 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. Students are not to call home for forgotten homework or other items. (See Cell Phone Policy p. 59.)

## **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 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**

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. Hot lunch is available for purchase on full days of school. Milk or juice is included in the cost of hot lunch.

Students should bring their lunches to school with them in the morning. Nutritious lunches enhance students' learning.

S and B Foods administer the hot lunch program. Hot lunch is available for purchase on full days of school. Lunch orders must be placed one week prior to the new month. See the newsletter for these dates. 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 days when the temperature reaches 85 degrees or above, 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.

### **RIGHT TO AMEND**

The principal reserves the right to amend this handbook during the school year. Parents will be notified if changes are made.

### **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.