

# Our Lady of Perpetual Help Catholic School

Diocese of Fresno

Parent/Student Handbook

2019 - 2020



Dear Parents and Students:

I am delighted to welcome you to Our Lady of Perpetual Help Catholic School (OLPH). Once you walk through our front door, you will find yourself surrounded by a friendly, dedicated community, and more importantly, a sense of family.

Our mission is dedicated to providing a strong educational program that teaches Christian values, supports the education of the whole child, provides a safe environment, and promotes preparing students for a life of continuous learning and service to the community.

At OLPH, we establish a Christ-centered environment where Christian values are taught, modeled, learned, and lived by all members of the school community. These values begin with a gifted, caring, and welcoming staff that share a host of talents with their students and, in turn, encourage students to share their time, abilities, and leadership with one another.

This STUDENT – PARENT HANDBOOK is intended to clearly present policies and procedures of OLPH. We believe that following these policies and procedures will help us have an orderly school conducive to learning and to providing the best possible educational experience for every student. Our school policies are based on the directives of the Office of Education of the Diocese of Fresno. Please read the handbook carefully and refer to it as needed to support our school in its effort to maintain a quality-learning environment.

Yours in Christ,

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# **IMPORTANT INFORMATION REGARDING ENROLLMENT AND THIS HANDBOOK**

## **SCOPE of this HANDBOOK**

Enrollment at OLPH is a privilege. Ongoing student status is subject to the school's academic and behavioral standards, which may evolve and change over time. Decisions regarding academic matters (*including but not limited to the issuance of grades*), student discipline, and an individual's continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

## **PARENT/STUDENT HANDBOOK AGREEMENT**

Signing the Parent/Student Handbook Agreement Form is deemed an agreement on the part of the student and his/her parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent/Student Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians and students agree that OLPH has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with OLPH and its personnel as educational partners. Students may not attend class or participate in any school activities until the agreement is signed.

## **RIGHT TO AMEND**

OLPH reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of OLPH. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the

policies, rules, and regulations of OLPH ***if the parent/guardian expects the student to remain in good standing with the school.***

## **GOOD STANDING and CONTINUED ENROLLMENT**

Students are enrolled at OLPH on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. ***The school reserves the right to refuse registration or re-registration.*** When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

## **CONDITION of ENROLLMENT for PARENTS/GUARDIANS**

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent/Student Handbook and contract of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on email, text messaging, or social media (*e.g., Facebook, Instagram, Snapchat, Twitter, etc.*) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Fresno and OLPH. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at OLPH and/or parish in regards to a policy, homework, assignments, or any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties

themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.

5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (*e.g. extended care, licensed child care programs, athletics, field trips, etc.*).
6. ***The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school and the policies in this handbook.*** Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary actions up to and including the requirement to withdraw from school (*e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school*).
7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning.

# ABOUT OUR LADY OF PERPETUAL HELP CATHOLIC SCHOOL

## MISSION STATEMENT

The mission of Our Lady of Perpetual Help Catholic Parish and School is to build the Mystical Body of Jesus by preparing students and families spiritually, morally, and academically to love, to serve, and to grow as members of God's family.

## PHILOSOPHY STATEMENT

**Show me your ways O Lord; teach me the paths. Lead me in your truth; teach me (Psalm 25).** Our Lady of Perpetual Help Parish School is a community of administrators, teachers, and staff who work in harmony with parents to model Psalm 25 for the students entrusted in their care. The School Community recognizes parents as the first and primary educators of their children, and believes active parent participation encourages the healthy development of students.

Learning at Our Lady of Perpetual Parish School is a merging of Catholic values and academic precepts. Our Lady of Perpetual Help Parish School guides students in a growing knowledge of God's Son, his word, and his message. Specifically, the school fosters an atmosphere of Catholic community, integrating religion, and diverse life experiences through example, teachings, and faith sharing. Furthermore, the school works to assist each student in the development of his/her spiritual, physical, moral, and intellectual endowments. Ultimately, students develop life long learning skills that assist them in fulfilling their optimal potential as contributing and productive individuals.

## STUDENT LEARNING EXPECTATIONS (SLEs)

Our Lady of Perpetual Help Catholic School Students will:

- 1. Build a Strong Faith by:**
  - a. Attending school Mass
  - b. Praying and singing praise
  - c. Studying the Bible
  - d. Practicing Catholic traditions
- 2. Become Life-Long Learners by:**
  - a. Using resources such as books and computers effectively and appropriately
  - b. Setting and achieving goals
  - c. Communicating respectfully
- 3. Be Christ-Like by:**
  - a. Being kind and compassionate
  - b. Respecting all life
  - c. Being honest
- 4. Practice Good Citizenship by:**
  - a. Being aware of world and school affairs
  - b. Serving others
  - c. Respecting diversity
  - d. Valuing others belongings

## **HISTORY**

The people and pastor of Our Lady of Perpetual Help Parish decided to build a school shortly after the foundation of the parish in March 1948. The construction of the church was completed first, and then work on the school began in the spring of 1951.

In September 1951, the doors opened under the authority of the Dominican Sisters of Tacoma, Washington. A sister of the Sisters of Atonement taught kindergarten. Sister M. Brigid O. P. was principal and teacher of first and second grades. Miss O'Hare taught third and fourth grades.

Each year brought changes and soon the school had outgrown the original four classrooms. Three separate building projects between 1954 and 1961 brought the size of the school plant to eight classrooms and a hall. A convent was also constructed.

Originally, the seventh and eighth grade boys went to Garces High School campus for junior high, leaving the school with a combination class of seventh and eighth grade girls. In 1961, this practice was discontinued and in 1963, the first full eighth grade class of both boys and girls was graduated. Keeping the junior high boys on campus required additional room; hence the kindergarten was moved to the hall where it functioned for the next two years. The kindergarten was closed in 1963, but a perceived correlation between declining enrollment and the lack of a kindergarten prompted its reopening in 1974.

The convent that housed the kindergarten class was torn down during the 1987-88 school year and Monsignor Rechenmacher Hall erected on that site. During the construction period, kindergarten class was held in a portable classroom before moving to its new location next to the library in the old hall. An extended day program was added during the 1989-90 school year, sharing space with the library. In 1998 three new rooms were built to house first, second, and third grades and kindergarten moved again into the old classrooms allowing room for a science lab and a computer lab in the old hall.

During the 2008-2009 school year a pre-school opened. The Kindergarten and Extended-Day rooms were renovated to meet the needs of the pre-school, including a separate outdoor playing area. A new building was erected near the hall with two additional rooms. One room was built to relocate the Kindergarten and the other to house Transitional Kindergarten. In 2017 a new science lab was created by extending one of the classrooms.

Today Our Lady of Perpetual Help Catholic School boasts a student body of over 330 and a faculty and staff of over 50 full and part time members. The school offers the finest quality Catholic education that is accredited from WASC/WCEA and is supported by its families, pastor, and the entire parish.

## **ACCREDITATION**

OLPH enjoys accreditation granted by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

## **NONDISCRIMINATION POLICY**

Our Lady of Perpetual Help Catholic School, in the Diocese of Fresno, mindful of their primary mission to be witnesses to the love of Christ for all, admits students of any sex, race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. OLPH, in the Diocese of Fresno does not discriminate on the basis of sex, race, color, national and/or ethnic origin, or disability in the administration of education policies, scholarships AND loan programs, and athletic, and other school-administered programs.

## **SCHOOL STRUCTURE AND ORGANIZATION**

### **OFFICE OF CATHOLIC EDUCATION**

The Office of Catholic Education (OCE) endeavors to support the mission of the Diocese of Fresno in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The OCE is committed to the mission of the Church by supporting Catholic faith formation and academic excellence for all to ensure life-long learning and the development of responsible and compassionate citizens. The OCE is comprised of a Superintendent, an Assistant Superintendent for curriculum and instruction, an Assistant Superintendent for finance, mentoring, and overall school management and an Office Manager.

### **SUPERINTENDENT**

The Superintendent oversees the entire program of the Office of Catholic Education.

### **SCHOOL GOVERNANCE**

OLPH is a Diocesan Administered Parish School. The Superintendent, in collaboration with the Pastor, is the chief Administrator of Diocesan Administered Schools. In this model, the Pastor continues to provide spiritual guidance to all members of the school community, and the school continues to belong and is supported by the Parish. The Office of Catholic Education staff attends to the overall management of the school.

### **PRINCIPAL**

The school principal is delegated by the Superintendent in a Diocesan Administered Parish School to serve as the educational leader of OLPH, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe, traditional, Catholic learning environment that meets the approved curricula and mission of OLPH.

### **LEADERSHIP TEAM**

The Principal, Vice Principal, and teachers representing various grade levels, make up the Leadership Team. The functions of the Leadership Team include assisting the principal in specific delegated functions and receiving suggestions from teachers and presenting them at regular administrative or faculty meetings.

## **FACULTY and STAFF**

The principal, in consultation with the Superintendent of a Diocesan Administered Parish School, selects the faculty and staff. A directory of faculty and staff may be found on the school website at [www.olph1.org](http://www.olph1.org), and on ALMA.

## **LEADERSHIP TEAM**

Kelli Michaud, Principal  
Tiffany VanderPool, Administrative Assistant  
Theresa Amarante, Pre-School Director  
Various teachers representing K-2, 3-5, and 6-8

## **TEACHERS & SUPPORT STAFF**

2 yr. olds	Beatriz Suarez
Pre-School	Maria Gayton/Rita Martin
Transitional Kindergarten (TK)	Theresa Amarante
<i>TK Aide</i>	<i>Marimae Paulsen</i>
Kindergarten (K)	Julie Paulsen
	Julie Brown
<i>K Aide</i>	<i>Linda Chavez</i>
	<i>Danielle Stewart</i>
First Grade	Sarah Araujo
<i>First Grade Aide</i>	<i>Antonette Chavez</i>
Second Grade	Nicole Rebuck
<i>Second Grade Aides</i>	<i>Jennifer Gordon</i>
	<i>Lindy Rogers</i>
Third Grade	Marissa Diego
<i>Third Grade Aide</i>	<i>Andrea Ruiz</i>
Fourth Grade	Jennifer Wiebe
<i>Fourth Grade Aide</i>	<i>Kim Saldana</i>
Fifth Grade	Monica Etcheverry
<i>Fifth Grade Aid Aide</i>	<i>Magaly Molina</i>
Sixth Grade	Jennifer Tyner
<i>Sixth Grade Aid</i>	<i>Ilona Wake</i>
Physical Education	Sarah Reed ( <i>K-8<sup>th</sup></i> )
<u>Seventh &amp; Eighth Grades</u>	Monica Keenan ( <i>Vice Principal, English, Literature</i> )
	Kirsten Whitezell ( <i>Math, Social Studies, Yearbook, Ambassador Club</i> )
	Michelle Pryor ( <i>Math, Social Studies, Religion</i> )
	Carrie Natalizia ( <i>Art</i> )
Computer Studies/STEM	Kayla Coggins
Science	Cammy Beard
Music	Crystal Watts ( <i>Music/Choir/Drama</i> )
Robert "Chili" Ortega	Band
Extended Day Care Director	Andrea Ruiz
Custodians	Joel Padilla
	Hector Gayton

## CATHOLIC SCHOOL ADVISORY BOARD

The local Catholic School Advisory Board consists of the Pastor or Superintendent, principal, and eight to twelve members of the school or parish community, including a parent club officer and a rotating faculty representative. The Advisory Board works interactively with the Principal to fulfill the Board's advisory consultative responsibilities regarding the school's Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.

Melissa Alsop  
Diane Dhanes  
Anthony Escalante  
Monica Jefferies  
Trish Garcia  
Meagan Graves  
Patty McCathron  
Heather Potter  
Sharron Wennihan  
Nicole Yaksitch  
Briana Zaninovich-President  
Kelli Michaud, Principal

## PARENTS' CLUB

Every family is a member of the OLPH Parents' Club. The membership fee is included in the family registration fee. The Parents' Club coordinates volunteers at the school and organizes fundraisers and social events. Officers are elected every three years in the spring. ***Fundraising is a responsibility of the Parents' Club.*** Additional information on the Parents' Club can be found on our web site at [www.olph1.org](http://www.olph1.org).

## CALENDAR

The OLPH school calendar is constantly updated and is available on the school website at [www.olph1.org](http://www.olph1.org).

## OLPH DAILY SCHEDULE

### REGULAR SCHEDULE

Grades TK-3<sup>rd</sup> 8:00 a.m. – 3:00 p.m.

Grades 4<sup>th</sup>-8<sup>th</sup> 8:00 a.m. – 3:20 p.m.

### RECESS SCHEDULE

Kindergarten 9:20 a.m. - 9:40 a.m.



Grades 1 <sup>st</sup> -4 <sup>th</sup>	9:50 a.m. - 10:05 a.m.
Grades 5 <sup>th</sup> -8 <sup>th</sup>	10:45 a.m. – 11:00 a.m.

**LUNCH SCHEDULE**

TK/Kindergarten	11:00 a.m. –11:45 am
Grades 1 <sup>st</sup> -3 <sup>rd</sup>	11:30 a.m. - 12:15 p.m.
Grades 4 <sup>th</sup> -5 <sup>th</sup>	11:45 a.m. - 12:30 p.m.
Grades 6 <sup>th</sup> -8 <sup>th</sup>	12:50 p.m. – 1:20 p.m.

**EARLY DISMISSAL SCHEDULE**

Grades K-3 <sup>rd</sup>	8:00 a.m. – 11:45 a.m.
Grades 4 <sup>th</sup> -8 <sup>th</sup>	8:00 a.m. -12:00 noon

**NO LUNCH ON EARLY DISMISSAL DAYS**  
(See school calendar for dates of early dismissal)

**ADMISSION, REGISTRATION, AND FINANCIAL POLICIES**

**PARTNERSHIP of SCHOOL and FAMILY**

Our Lady of Perpetual Help Catholic School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to OLPH is a privilege, not a right. Parents have a right to apply to OLPH for admission of their child/children, but the privilege of attending the school is contingent upon the parents’ acceptance of the school’s program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child’s faith formation. If the parents’ public beliefs, values, and practices cause disruption of the school’s educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into OLPH is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

### **ADMISSION PRIORITIES**

The order of priority for acceptance to OLPH follows:

1. Continuing students in good standing at OLPH who meet registration deadlines (*students who do not meet registration deadlines may lose their priority standing*).
2. Siblings of Catholic families attending OLPH
3. Siblings of non-Catholic families attending OLPH
4. New Catholic Families
5. New non-Catholic families

### **PROBATIONARY ADMISSION**

All students are admitted to OLPH on a probationary basis. Probation covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time.

### **AGE for ADMISSION**

- A child may be admitted to Transitional Kindergarten who is 4 years of age on or before September 1<sup>st</sup> of the current year; these children do not yet meet the age requirement or the social and/or academic requirements for the school's Kindergarten program.
- A child may be admitted to Kindergarten who is 5 years of age on or before September 1<sup>st</sup> of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.
- A child may be admitted into the first grade that is 6 years of age on or before September 1<sup>st</sup> of the current school year.

### **DOCUMENTATION REQUIREMENTS**

At the time of initial registration, the school will require parent(s) to provide the school with records that establish and verify the student's age, gender at birth, and vaccination history, and whether the student is Catholic and has received his or her Sacraments. As part of the registration, therefore, each school shall require the parent(s) to provide copies of the student's birth certificate, health records including an up-to-date immunization record, and Baptismal certificate (*and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable*).

## **PHYSICAL EXAMINATION**

Every new student must have a physical examination report on file in the school office by the first day of attendance. The report must be dated within 18 months of entrance. Students may not attend class until this information is on file.

The school will require all children to submit proof of having received a health assessment during the 18 months prior to entrance into first grade. The principal may grant permission to extend this to 90 days after entrance.

## **IMMUNIZATIONS**

Immunizations can be a complicated topic, which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (*this can be provided by the physician*).

The California Health and Safety Code sections 120325-120380 set forth current California law on this topic; a summary follows:

- Required immunizations for grades TK – 12 currently include the following: polio (OPV or IPV); diphtheria, tetanus, pertussis (DTP, DTaP, or DT); measles, mumps, rubella (MMR or MMR-V); hepatitis B (HepB or HBV); and varicella (chickenpox, VAR, MMR-V, or VZV).
- Students entering 7<sup>th</sup> grade are required to have Tdap (or DTP/DTaP given on or after the 7th birthday).
- The California Dept. of Public Health may require vaccination for "any other disease deemed appropriate."
- Public or private elementary schools are prohibited from admitting any child without documentation that the child has been immunized for the specified diseases, unless there is a documented medical exemption, based on attestation from the child's licensed physician that immunization is not safe, due to medical circumstance, such as family medical history.
- Regarding former exemptions for personal reasons, any student who, prior to January 1, 2016, had submitted a letter/affidavit of exemption on grounds of personal belief will be allowed to continue enrollment or be enrolled, without proof of immunization, but only until the child reaches the next "grade span." The statute specifies three grade spans: (1) birth to preschool; (2) kindergarten (including transitional kindergarten) through 6<sup>th</sup> grade; and (3) 7<sup>th</sup> through 12<sup>th</sup> grade.
- The school will be permitted to temporarily exclude a student who has not been immunized, if there is good cause to believe the child has been exposed to one of the itemized diseases, until the county or city health department is satisfied that the child is no longer at risk of developing or transmitting the disease.

Questions regarding immunizations should be directed to the principal. The following website provides thorough information: [www.shotsforschool.org](http://www.shotsforschool.org)

## APPLICATION PROCESS

Please call the school office (661-327-7741) to begin the application process outlined below.

Interview

Assessment (*Students are tested through the STAR program for assessment, reading content knowledge, and placement.*)

Registration Forms

## FEES

### REGISTRATION FEE

This fee helps offset various costs including diocesan assessment fees (STAR), standardized testing, student insurance, a student planner, a yearbook, and technology.

A non-refundable registration fee of \$250.00 for each student is due and payable upon registration; students will not be considered registered until the registration fee is paid in full.

- ALL financial obligations for the previous school year, including fees due for the Extended Day and Preschool Programs and extra-curricular and co-curricular programs, must be paid in full, and all required work service hours must be completed and recorded before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at OLPH.

## TUITION

### Tuition rate for Parishioners:

Parishioners are those who are registered Catholic members of the OLPH Parish, attend Mass regularly, are active in the parish community life, and contribute to the parish. The school and the parish staff will assess this status. Failure to meet these criteria will result in the assignment of non-parishioner status and the assessment of the non-parishioner tuition rate.

1 child in school	\$7,139 per year
2 children in school	\$13,013 per year
3 children in school	\$17,677 per year
4 children in school	\$20,988 per year

### Tuition rate for non-parishioners:

1 child in school	\$7,579 per year
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2 children in school	\$13,816 per year
3 children in school	\$18,865 per year
4 children in school	\$22,594 per year

## OTHER FEES

**Book Fees:** \$180.00 for Transitional Kindergarten (*includes a Yearbook*)

\$275.00 per student, for K-8<sup>th</sup> grade (*includes a Yearbook*)

**Activity Fee:** \$100.00 per student (*Kindergarten–8<sup>th</sup> grade, [includes \$20 Room Parent Fee for class parties and activities]*)

**Hours Requirements:** 20 hours @ \$15.00 (\$300) per hour per family, billed (*10 months*) July–April @ \$30.00 per month. Hours served will be credited.

**Parents' Club Fee:** \$385.00 per family, billed (*11 months*) July-May @ \$35 per month.

**Camp KEEP Fees:** \$450.00 per student (*sixth graders only*) billed July-October @ \$112.50 per month.

**Eighth Grade Graduation Fees:** \$300.00 per student (*eighth graders only*) billed July-April @ \$25.00 per month.

## TUITION COLLECTION

Tuition is managed exclusively via the FACTS Management Company. Parents may select one of the following options:

- One payment: July 2019 (full payment may be made no later than July 2019)
- Two payments: July 2019 & December 2019
- Ten payments: July 2019 – May 2020; no tuition payment in March 2020 (registration fees for 2020-2021 school year will be due in March)

If an account is in arrears, a student may be excluded from class until the account is brought current. For special circumstances, arrangements must be made with the principal and superintendent. ***All monies owed to the school must be paid before a student can enroll for the following year.***

## FINANCIAL AID

Based on need

FACTS Management Company manages all applications for financial aid.

## WITHDRAWAL

Two weeks' notice by parents/guardians is required before the withdrawal of a student. An exit interview must also take place with the principal. Tuition and monthly extension contracts are prorated by day. All other fees/obligations will not be prorated. The registration fee is non-refundable. The school reserves the right to withhold student records until all financial obligations have been settled.

## **EXTENDED CARE PROGRAM**

The Extended Care Program at OLPH provides professional care, supervision, homework support, and recreation and enrichment activities for the children of working families who desire both Catholic school education and supplementary day care in a Christian environment as an Extended Care Program of the school day. All policies of school, including the contents of this handbook, apply during the Extended Care Program, which is only available to students enrolled at OLPH for an additional fee.

### **HOURS and DAYS**

The Extended Care Program is available before school from 6:30 a.m. to 7:30am and after school from 3:00 p.m. to 6:00 p.m. The Extended Care Program operates only on regular school days and is not available on holidays, vacations, or in the summer months (except during summer school).

### **MONTHLY PAYMENT PLAN**

Annual Registration Fee per Family	\$50.00
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### **MONTHLY RATES**

One Child	\$200.00
Two Children	\$350.00
Three Children	\$400.00
Four or More Children	\$500.00

### **DROP-IN RATE**

Students who are not on a monthly Extended Care Program contract will be charged the drop-in rate, billed in ¼ hour increments, on a monthly basis. Drop-in Extended Care Program fees are due at the school office on the 1<sup>st</sup> of each month. Non-payment of Extended Care Program fees will result in removal from the Extended Care Program.

- \$8.00 per student per hour (*students must be registered for Day Care prior to drop off*)

### **EXTENDED CARE PROGRAM POLICIES**

All policies of school, including the contents of this handbook, apply during the Extended Care Program.

- Any students on campus before 7:30 a.m. or after 3:40 p.m. must use the Extended Care Program.
- Students are NOT allowed to wait unsupervised off campus before 7:30 a.m. or leave school unsupervised at any time to avoid signing in to the Extended Care Program.
- If a student remains at school after 3:40 p.m., he or she must be enrolled in the Extended Care Program unless a student has a reason to remain at school, such as tutoring, math lab, sports practice, or another *supervised* activity. The teacher supervising dismissal will escort students not picked up by 3:40 p.m. to the Extended Care Program. Parents will be charged the per student hourly rate if their child is not contracted.

- If a student has a reason to remain at school, such as tutoring, math lab, sports practice, or another *supervised* activity, his or her siblings may not remain at school after 3:40 p.m. unless they are enrolled in the Extended Care Program.
- When students who are part of the Extended Care Program will be attending after supervised activities, parents **MUST** inform the Extended Care Program Director before the activities.
- The program is limited to those students who attend OLPH.
- All children must be signed in and out by a parent or authorized adult each time they use the Extended Care Program (*except those who are contracted for after school or who are not picked up after school*). Children will be released to authorized adults only (*those listed on the emergency form*).
- Every student attending the Extended Care Program must have the signature of a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. **NO EXCEPTIONS!** Emergency information **MUST** be kept current.
- The Extended Care Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Parents must not take children from the playground or other areas without notifying the Extended Care Program staff and signing out the children.
- Students who attend the Extended Care Program after school must check in immediately after school. Students arriving late are required to have a written excuse from their classroom teachers.
- The Extended Care Program must be notified by 3:00 p.m. on the day that a student will be attending the Extended Care Program. In accordance with Diocesan Policy, students must either be signed into Extended Care Program or checked into an approved school activity. Students may not remain unsupervised on campus.
- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extended Care Program staff require written or verbal permission from the parents. Upon arrival, the individual will be asked to show picture identification.
- Time is based on the Extended Care Program Program's clock. After 6:00 p.m., parents will be charged a late fee of \$2.00 per minute. Parents are asked to pay this fee before their child re-enters the program the next day. After three instances of late pickup after 6:00 p.m., parents must meet with the Director and develop a plan for pickup.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

## **Communication**

### **SCHOOL CONTACT INFORMATION**

School Office: (661)-327-7741

Office Fax Number: (661)-716-1005  
Website Address: [www.olph1.org](http://www.olph1.org)  
ALMA Address: <https://olph1.getalma.com/>

## **PARENT CONTACT INFORMATION**

It is essential that parent/guardian contact information be kept current at all times on ALMA.

If your address, telephone number, or emergency information has changed, you must contact the school office immediately and update your ALMA account so that records are up to date. This information may be emailed to [tvanderpoololph@gmail.com](mailto:tvanderpoololph@gmail.com) in lieu of a phone call to the school but you must update ALMA. When appropriate, the Extended Day Care Director should be informed as well.

## **CONFIDENTIALITY**

Members of the staff will not divulge information concerning any student to anyone who does not have a clear “need to know.” In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child/children involved.

## **OFFICE TELEPHONE USE**

- Calls for students during school hours are to be for emergency only and are to be left with the school secretary.
- Students may use the telephone for emergency calls only. The following are not considered emergencies: forgotten gym clothes, homework, lunches, or social arrangements after school.

Telephones in the offices and around campus are not to be used by students. Emergency phone calls will be made in the school office if deemed necessary. No calls will be made for forgotten homework, going to another student’s house after school, etc. ***Parents, please check online on the school calendar for dismissal times!***

## **COMMUNICATION from the SCHOOL**

- ALMA is the school’s primary mode of communication. This login-protected site is for parents to have access to announcements, grades, homework, progress reports, attendance records, discipline records, and for parents to update personal contact information. Please check ALMA often to receive the most up-to-date information and announcements. Grades and progress reports for grades 3<sup>rd</sup>-8<sup>th</sup> are updated on a regular basis.
- OLPH Website – [www.olph1.org](http://www.olph1.org) is the place to go for general school information, easy access to ALMA, the school calendar, and the school newsletter. It is also the place for staff information, the school handbook and many forms. General announcements and website links are also listed here.
- OLPH Weekly Newsletter - is emailed weekly and contains the month at a glance, upcoming events, announcements, pictures, church information, and a link to the Garces newsletter.



## CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a voice mail, or email the teacher directly. Messages will be answered within 48 hours. In the case of an urgent message, the office should be contacted. Parents and students should never call a teacher at home or on his or her cell phone.

## E-MAIL USE

Email is a great means of communication, which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate e-mail use:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators ***when time and/or confidentiality are not critical factors.***
- E-mail is ***not*** an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is ***not*** an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- ***E-mail should not to be used to avoid a difficult situation; the people involved should be spoken to directly.***
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should ***not*** be used when the sender is upset.

## DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly **labeled** with student first and last name and grade level.
- Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will ***not*** be delivered to the classroom but may be **picked up by a parent**.

## BACK to SCHOOL NIGHT

Back to school night is generally held the second week of school and covers two nights – one for grades TK-5<sup>th</sup> and the other for 6<sup>th</sup>-8<sup>th</sup>. It covers general information about the school including....

Communication/Emergency Procedures/Safe Environment

The School Website

ALMA (*The school's grading and informational program*)

Schedules

Dress Code

Introduction of Staff

Break out sessions with the teachers/Curriculum

### **THIS IS A MANDATORY MEETING**

## **PROCESS for CONFLICT RESOLUTION**

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
- The next level of appeal is to involve a principal if applicable. A conference will be held with the parties listed previously.
- In the event that irreconcilable differences remain, request to meet may be made to the OCE only when all steps above have been followed. The OCE will address the request according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
- Local Advisory Boards and parent organizations are **NOT** part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent transfer his child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between them, and to keep it away from the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent.

## **Visiting the School and Volunteering**

### **VISITING the SCHOOL**

- All visitors and volunteers must sign in at the school office and obtain a visitor's badge upon arrival and sign out and return the badge when leaving.
- Unaccompanied siblings who are not registered students of OLPH are not permitted on campus during school hours without prior scheduling.

- Pets are not allowed on campus unless preauthorized.

## **CLASSROOM VISITS**

- Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal.
- Other children visiting classrooms must be cleared in advance with the principal and teacher.
- The principal reserves the right to refuse a request, in his or her discretion.

## **VOLUNTEER REQUIREMENTS and GUIDELINES**

All parents, guardians, grandparents, relatives, or friends who wish to volunteer at school events, drive on field trips, help in the classroom, or volunteer at parish events where the school children are present, MUST be fingerprinted (*fee due at the time of fingerprinting*) AND have clearance through the Safe Environment Program AND be free from infectious tuberculosis. All volunteer coaches or aides over the age of 18 must be fingerprinted. The time frame for fingerprint results can be anywhere from 48 hours to a week. All results are sent to the Diocese. It is REQUIRED that this clearance be on file BEFORE anyone can volunteer in any capacity. ***Volunteering is a privilege granted at the discretion of the principal.***

**Fingerprinting:** The school office will provide forms and information regarding fingerprinting. Forms are also available on our website at [www.olph1.org](http://www.olph1.org).

**Save Environment Training:** A link is available on our website ([www.olph1.org](http://www.olph1.org)) and in our weekly newsletter to take this online training for identifying and preventing child abuse and neglect. Volunteers should contact the school office for assistance or more information. This training must be renewed every 3 years.

**Completed TB Questionnaire:** A doctor or nurse practitioner must sign this form. You can obtain a form in the school office or on our website at [www.olph1.org](http://www.olph1.org).

**Signed Volunteer Agreement Form:** You can obtain this form in the school office or on our website at [www.olph1.com](http://www.olph1.com).

### **Driving and Insurance Requirements:**

- All volunteers who drive children for school-sponsored activities must be 25 years of age or older and be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office.
- The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.
- No vehicle larger than an 8-passenger vehicle may be used.
- The number of persons in a car should not exceed the number for which the car was constructed.

- All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat *in the back seat* of the vehicle (*unless all back seats are already occupied by younger children*). A child under the age of 8 who is 4'9" in height or taller may be properly restrained by a safety belt instead of child passenger restraint system.
- The school must have a copy of the driver's license and current proof of automobile insurance for any volunteer who will be driving students in connection with the school activity.
- Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
- Drivers may not bring siblings or younger children.

### **Volunteer Code of Ethics**

Adults working with children/youth as part of the ministry of the Diocese of Fresno must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese. This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact ;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and
- Cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth will **not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;

- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth; or
- Use profanity in the presence of children and/or youth.
- Share personal contact information with youth or e-mail, text, or message youth unless principal and parents are included.
- Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the Principal; these must be checked for authorization by parent/guardian to release.

### **FIELD TRIPS**

- Students must have a signed permission slip for each trip, which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken.
- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-five (25). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by teacher; no detours or unscheduled stops may be taken.
- As students are representing OLPH they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.

### **VOLUNTEERING OPPORTUNITIES and REQUIREMENTS**

All parents/family members who wish to volunteer in the classroom or on campus or are chaperoning/attending/driving on a field trip must complete the Safe Environment Program and obtain a clear card. In addition, parents must sign an Event – Adult Authorization and Event – Chaperone and /or Code of Conduct before each fieldtrip. Parents who are chaperones may not bring their other children on the field trip. Forms and additional information are available in the school office and on our website at [www.olph1.org](http://www.olph1.org) under forms.

## **Curriculum**

Our Lady of Perpetual Help Catholic School (OLPH) embraces the vision of a Catholic educational philosophy. Christian values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at OLPH are developed and implemented in cooperation with the Office of Catholic Education of the Diocese of Fresno. The curriculum is carefully coordinated from Transitional Kindergarten through eighth grade. Teachers and school administration review and evaluate textbooks

cyclically and sequentially according to specified curriculum areas to insure that Diocesan standards are met. All subjects will remain aligned to the California State Standards and Diocesan Religion standards. The principal can provide further specifics regarding the curriculum.

## **ESSENTIAL, CORE CURRICULUM**

OLPH provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, religion, mathematics, science, history/social studies, physical education, and religion.

## **ENRICHMENT CURRICULUM**

Students participate in programs of study in music, art and computer technology as an enrichment of the academic curriculum.

A music teacher for all grades offers music with music programs performed for the Christmas and spring seasons. Drama is offered to 3<sup>rd</sup> through 8<sup>th</sup> grades with a Christmas program and a spring extravaganza.

Art is practiced in every grade with items created for liturgical events. An Art class is offered to 7<sup>th</sup> and 8<sup>th</sup> grades. Art items are on display in our school cafeteria.

Computer technology is abundant throughout the OLPH campus. Classrooms have Smartboards and iPads to enhance student teaching. A computer lab with a qualified technology teacher offers STEM classes and researching skills to all grades.

## **MODIFIED CURRICULUM and/or ACCOMMODATIONS for STUDENTS with DISABILITIES**

- Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.
- Students with identified learning disabilities who require that the curriculum be reasonably modified to meet their learning needs will have such modifications noted on grade reporting or transcripts with an “M”; however, such notification will not indicate the reason for the modification. A modified curriculum will be the result of collaboration with the family, teacher(s), and principal.
- Families with students coming from a public school with an already-established IEP (*Individualized Educational Program or Plan*) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (*or full access as outlined in a 504 Plan*) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required implementing *reasonable* accommodations.

## **STUDENT SUCCESS TEAM**

A Student Support Team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Support Team consists of the classroom teacher, principal, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student. Resource teacher

## **RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP**

- OLPH provides daily religious instruction (*Catechesis*) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic Christian community.
- Students in 2<sup>nd</sup> Grade prepare for, and receive, the sacraments of First Reconciliation and First Eucharist during the school year.
- All students who receive sacraments must be baptized and active, participating members of the Catholic faith.
- Each school day begins with prayer at Flag (*opening assembly*). Opportunities for community and personal prayer are offered throughout the school day (*e.g., Assembly, Lunch Blessings, Dismissal Prayers*). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community weekly.
- Opportunities for the sacrament of Reconciliation are offered to students at the beginning of each school year, during Advent, during Lent, and at the end of the school year.
- Monthly Rosary and Adoration are also part of the students' schedule.

## **FIELD TRIPS**

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

In order to participate in field trips, students must have an Event-Youth Authorization and Event-Youth Code-of-Conduct signed by parents, and turned into the teacher. No electronic items will be allowed on field trips. Advance notice must be given if a child will not be returning with the class. We rely on parent volunteers for transportation and to chaperone.

**The final field trip for the 8<sup>th</sup> grade is a trip to Magic Mountain during the last week of school. Students who are missing work, have not returned all books, owe the office monies, or are not in good standing discipline wise (*two Saturday detentions and/or administration's discretion*), will not be allowed to attend.**

## TEXTBOOKS

Textbooks should never be written in. Any student who loses or mutilates his/her book will be required to pay the replacement cost of the book. Teachers may require some textbooks to be covered.

## STUDENT EVALUATION

### PARENTS as PRIMARY EDUCATORS

As the primary educators of their children, parents are expected to make frequent use of ALMA to monitor student progress and to take the initiative to contact teachers should they develop a concern.

### STANDARDIZED TESTING

The Catholic elementary schools in the Diocese of Fresno use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core standards are administered to grades K–8<sup>th</sup> four or more times per year. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards.

### HOMEWORK

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits. Homework is an effective method for enrichment, as well as, extending the curriculum beyond school hours.

### HOMEWORK TIME ALLOTMENT GUIDELINES

Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day.

Homework will generally be math, reading, and studying and any work not completed during class time.

**Homework is expected to be completed as directed. Students should be prepared for discussions, written assignments, formative and summative assignments when they return the following day.**

Please note the actual daily time spent on homework by individuals may vary widely according to study habits, environment, and skills.

Kindergarten	20 minutes daily
Grades 1 and 2	20-30 minutes daily
Grades 3 and 4	30-45 minutes daily
Grade 5, 6, 7, 8	45-60 minutes daily

### MISSED HOMEWORK DUE to ABSENCE

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.



- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's schoolwork.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

## **GRADING**

The following academic grading scale has been adopted by OLPH for essential curricular subjects in accordance with the Report Card Standards determined by the Office of Catholic Education of the Diocese of Fresno:

### **FOR KINDERGARTEN-2<sup>ND</sup> GRADES**

Students will be assessed three times a year, and a developmental standards based report card will be sent home at the end of each trimester. Teachers will use formative and summative assessments to collect data for individual student reports.

### **FOR 3<sup>RD</sup>-8<sup>TH</sup> GRADES**

#### **Formative assessment**

The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. More specifically, formative assessments:

- Help students identify their strengths and weaknesses and target areas that need work
- Help faculty recognize where students are struggling and address problems immediately

Formative assessments are generally low stakes, which means that they have low or no point value. Examples of formative assessments include asking students to:

- Draw a concept map in class to represent their understanding of a topic

- Submit one or two sentences identifying the main point of a lecture
- Turn in a research proposal for early feedback

### Summative assessment

The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark.

Summative assessments are often high stakes, which means that they have a high point value. Examples of summative assessments include:

- A midterm exam
- A final project
- A paper

#### FOR 3<sup>rd</sup>-5<sup>th</sup> GRADES

The following grading scale will be used for formative (40% of the overall grade) and summative assessments (60% of the overall grade):

- 4 = Exceeds grade level expectations
- 3 = Meets the grade level expectations
- 2 = Approaching grade level expectations
- 1 = Below grade level expectations

*Assignments will be posted on Alma weekly. Teachers will use rubrics to guide students with assignment expectations. At the end of the grading period (trimester), each student will receive a report card that addresses the student's growth and development during the trimester for each of the standards covered during that period.*

#### FOR 6<sup>th</sup>-8<sup>th</sup> GRADES

The following grading scale will be used for formative (40% of the overall grade) and summative assessments (60% of the overall grade):

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F Below 60

*Grades will be posted on Alma weekly. Teachers will use rubrics to guide students with assignment expectations. Formative assessments will be weighted at 40% of the overall grade and summative assessments will be weighted at 60% of the overall grade.*

### GRADE POINT AVERAGES (GPA) FOR JUNIOR HIGH

Grade Point Averages are calculated as follows:

<u>PERCENT</u>	<u>4.0 SCALE GPA</u>
100	4.00

99	3.95
98	3.90
97	3.85
96	3.80
95	3.75
94	3.70
93	3.65
92	3.60
91	3.55
90	3.50
89	3.45
88	3.40
87	3.35
86	3.30
85	3.25
84	3.20
83	3.15
82	3.10
81	3.05
80	3.05
79	2.95
78	2.90
77	2.85
76	2.80
75	2.75
74	2.70
73	2.65
72	2.60
71	2.55
70	2.50
69	2.45
68	2.40
67	2.35
66	2.30
65	2.25

**HONOR ROLL (GRADES 6-8)**

Each academic trimester, students who earn either Principal Honors or Honors will be placed on the Honor Roll.

- Principal Honors: Students in the 7<sup>th</sup> and 8<sup>th</sup> grade that achieve a Grade Point Average (G.P.A.) of 3.8-4.0 earn High Honors.

- Honors: Students in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade that achieve a Grade Point Average (G.P.A.) of 3.5-3.79 earn Honors.
- Any student with a grade of lower than 80% in any class, regardless of GPA, cannot receive Honor Roll.
- Any student with an unsatisfactory grade (D+ or lower) in conduct or effort will not be eligible for the Honor Roll.

## **CONDUCT/EFFORT CODE**

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class. Each Trimester, students' conduct and effort in Grades 1<sup>st</sup> through 8<sup>th</sup> will also be evaluated.

## **REPORT CARDS**

Report cards are given to grades TK-8<sup>th</sup> at the close of each trimester and are emailed to parents. Report cards can also be viewed and/or printed through ALMA.

## **PARENT-TEACHER CONFERENCES**

Conferences with all parents are scheduled near the end of the first trimester. ***Teachers are not available for conferencing during school hours or while on parking lot duty.*** If parents or teachers wish to arrange for a conference other than the scheduled parent teacher conference, a specific appointment shall be made. Parents who feel there is a problem with a parent-teacher relationship or a student-teacher relationship must have a conference with the teacher before going to the principal. Parents may request the principal to be present at the parent teacher conference.

## **ACADEMIC/BEHAVIORAL PROBATION**

- If a student receives a grade below (C-) in academics, or if a student does not maintain a grade point average of (C) or higher on trimester report cards, she/he will be placed on academic probation.
- If a student receives unsatisfactory grades in either conduct or effort on trimester report cards, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation.
- Students will remain on academic or behavioral probation until the next progress report or report card is issued. At that time, students who improve their academics or behavior to the appropriate standing will be removed from probation. If not, they will remain on probation and may be asked to acquire special remedial assistance. If a student does not remediate her/his academics or behavior after two grading periods, the school administration will reconsider her/his continued enrollment or re-enrollment.
- Students on academic or behavioral probation are ineligible for extra-curricular activities. Final end-of-year grading from the previous school year determines a student's initial eligibility status.

A 70 percent or higher average in every subject must be maintained in order to participate in extracurricular activities. Students must also maintain 60 percent or higher in all core subjects to

prevent retention. Students who fail core subjects may be able to improve their standing by attending OLPH summer school. Failing core subjects could result in retention or the child not receiving their graduation diploma. ***If your child is nearing the possibility of retention or not graduating because of failing grades, you will be notified.***

## **PROMOTION**

Elementary school students satisfactorily completing a grade's work and who are correspondingly mature shall be promoted to the next grade.

## **RETENTION**

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible.

## **VALEDICTORIAN**

Given to the student with the highest GPA average for the seventh and eighth grade years. *(The eighth grade year's average will be used in the case of a student new to OLPH his/her eighth grade year).* The person with the second highest GPA will be named Salutatorian.

## **AWARDS**

The following awards are available to eighth grade graduates:

- **May Crowning, Queen/Court:** All eighth graders, who have been enrolled continuously at OLPH since kindergarten and who are in good standing in the areas of academics and citizenship, are eligible for the Court. The staff will choose a queen from the girls.
- **Principal's Academic Excellence (Salutatorian Award):** Given to the girl or boy with the highest GPA average for seventh and eighth grade years after the Valedictorian has been selected and removed from the list.
- **Father Bert Mello Award:** Given to the student who exemplifies spirit and love of God and others.
- **Leaders in Christ Award:** Given to the student who exemplifies Christ-like leadership.
- **Excellence Awards:** Given to students who excel in various academic subject areas: Fine Arts, Language Arts, Mathematics, Scholar Athlete, Science, Social Studies, and more.
- **Gold/Silver Cords:** Given at eighth grade graduation for outstanding academic excellence.
  - *Gold cords are earned by maintaining Principal's Honor Roll for 5 trimesters out of the last 6.*
  - *Silver cords are earned by maintaining Honor Roll and/or Principal's Honor Roll for each of 5 trimesters out of the last 6.*
  - *Any student enrolling at OLPH after the end of the first trimester of their seventh grade year must maintain the above during their entire enrollment at OLPH.*

## **EIGHTH GRADE PROMOTION/GRADUATION**

Graduation from the 8<sup>th</sup> grade requires the following:

- Achievement of a passing grade in all subject areas
- Return all school property in good condition
- Return of athletic uniforms (if any)
- Payment of all financial obligations to the school, including fines, by May 15th

Eighth Grade graduation marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school.

School graduation celebrations (activities and ceremonies) are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises.

A graduation fee of \$300.00 per student (*eighth graders only*) billed July-April @ \$25.00 per month, helps to cover the costs associated with the many events surrounding graduation.

## **THE SCHOOL DAY AND ATTENDANCE**

### **SCHOOL and OFFICE HOURS**

OLPH school campus is open from 6:30am (for Extended Day services) and closes at 7:00 p.m. unless evening activities require it to be open longer. Students are not allowed on campus between 6:30 a.m.-7:30 a.m. or after 3:40 p.m. unless they are in extended day or involved in a school activity.

OLPH office hours are Monday-Friday from 7:30 a.m.-4:00 p.m. The office is closed most non-school days with a few exceptions noted on our website at [www.olph1.org](http://www.olph1.org) and in our weekly newsletter. Any changes to the regular schedule will be noted and families will be notified.

### **CLOSED CAMPUS**

OLPH is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless an authorized adult signs them out.

### **ARRIVAL**

Students may be on campus at 7:30 a.m. Earlier arrivals must go to Extended Care. Any child on the school grounds before 7:30 a.m. will be sent to Extended Care and the parents/guardians will be billed for this service.

### **DISMISSAL**

- All students must be picked up promptly after school unless they are to remain for athletics or other supervised activities. At 3:40 p.m., students will be sent to Extended Care for supervision, and parents will be billed accordingly.

- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at OLPH cannot, and will not, be supervised by the coaches or other adults and must be enrolled in the Extended Care Program (with prior arrangements having been made with the director) for the period of time that the activity requires; parents will be billed accordingly.
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).
- No student may leave the school grounds once he/she has arrived at school.
- Children are to remain in uniform when leaving school.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with written notice indicating the reason and the name of the person who will be picking the student up, if someone other than the parent/guardian on file picks them up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

## **DROP-OFF and PICK-UP PROCEDURES**

**Morning Procedure:** Parents using the morning drop-off service must enter the parking lot slowly and follow the directions of the adults directing traffic. Students should exit the car on the passenger side only. In addition, Parents are to park in the marked spaces in the parking lot adjacent to the church when dropping off students if students have supplies to gather or if they are escorting students in the morning. Younger students are to be accompanied by an adult between car and campus entrance gate. CROSSWALKS MUST BE USED.

**Afternoon Procedure:** Students must wait for pick-up inside the fence at the parking lot. CROSSWALKS MUST BE USED. It is the responsibility of every parent to inform the people who pick up their children of the school's rules.

## **WALKERS/BIKE RIDERS**

Students who walk or bike to school must have written parental permission on file in the School Office. Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left at school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived.

## **MINIMUM DAYS**

Certain school days are designated early dismissal (minimum) days. On early dismissal days, students will be dismissed as follows: K-3<sup>rd</sup> at 11:45 a.m. and grades 4<sup>th</sup>-8<sup>th</sup> at 12:00 noon. Early dismissal days are

called for teacher workdays, in-services, and at the discretion of the Office of Education. These days are noted on the school calendar as EDS days.

## **ABSENCES**

- If a student is absent, a parent/guardian must notify the school before 9:00 a.m. on the date of the absence with the reason. Please let the office/teacher know if the student will be gone several days. If the office does not receive a phone call, parents/guardians will be contacted.
- ***If your child is absent three or more consecutive days they will need a doctor's note to return to campus.***
- Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.
- PLEASE DO NOT PULL STUDENTS FROM CLASS. Please try to make all appointments for after school. Medical/dental appointments are considered excused absences. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the school office.
- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).

## **TARDIES**

If a student arrives at school after the first bell has rung, he/she is to report to the school office. If the student is tardy because of a doctor or dentist appointment, he/she must present a note from the doctor or dentist office to excuse the tardy. Tardiness is strongly discouraged. Please make every effort to get your students to school on time. The principal will address perpetual tardiness with parents or guardians. **If a student is perpetually "tardy" on Mass days, causing the student to miss Mass, it will be reflected in the student's religion grade.**

## **EXCESSIVE ABSENCE and TARDINESS**

Every minute of a child's time at school is important. Children who are absent for even one day, or who arrive later than their classmates, miss valuable instruction time and can easily fall behind in school. Satisfactory school progress is dependent upon regular attendance. Parents are requested to plan vacation trips and absences for personal reasons to correspond with school holidays so that the education process is not disrupted. ***Students should not miss school for their birthdays or have events that require other students to miss school. Class work missed for such events will not be excused.*** Remember every minute of a student's time at school is important.

California State law requires all students between the ages of six (6) and sixteen (16) attend school regularly. Students are obligated to attend one hundred eighty (180) days of school each year. It is the responsibility of the parent or guardian to see that this law is obeyed.



“Chronic” absenteeism could result in the child not being promoted to the next grade or not receiving their graduation diploma. “Chronic” absenteeism is defined as a student not present for 10% (18 days) or more of the days/classes for that school year. ***If your child is nearing the possibility of retention because of chronic absenteeism, you will be notified. It may be possible to make up the missed time by attending our summer school program.***

## **ABSENCES AND MAKE-UP WORK**

- Missed assignments are the student’s responsibility.
- Students who are absent due to illness have one day for each class period absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days upon return to complete the missed work.
- When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student’s progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil’s schoolwork.
- The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing the way such absences will be addressed.
- If a student must leave school prior to the last day of school and a make-up period is no longer available, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer in order for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process.

## **APPEARANCE AND STUDENT UNIFORM REQUIREMENTS**

### **INTRODUCTION**

Student dress, grooming, and personal cleanliness impact the image of OLPH. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students’ attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the OLPH uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect.

It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time. (Examples include, but not limited to: weapons, violence, drugs and political affiliation may not be on any attire).

## **GENERAL UNIFORM/GROOMING POLICY**

Our Lady of Perpetual Help Catholic School reserves the right to send home any student whose dress/grooming is deemed inappropriate or not in compliance with the dress code. Should a student be sent home for inappropriate dress/grooming, the time the student is out of class will be treated as a suspension and all class work or tests missed must be made up. If a student is sent to change clothing, the student will return to school in the school uniform. All students will wear uniforms beginning the first day of school. Violation of this policy for grade 6<sup>th</sup>-8<sup>th</sup> will result in an initial warning for the first two weeks of school and an SLE card thereafter. Students in grades K-5<sup>th</sup>, parents will be notified.

**HAIR GROOMING:** Style and cuts are to be in good taste, as approved by the administration. No hairstyle or color alteration allowed. Girls must keep hair out of eyes. Boys must have a traditional boy's haircut over the ears, off the collar, and out of the eyes. The hair may not be shaved or cut very short on the sides or neck and left long on top. It must blend smoothly.

**OUTER WEAR:** **Dennis uniform bottoms/dresses and all tops with OLPH are required.** Only OLPH **sweatshirts** may be worn on campus/in class. **Jackets/coats** worn as outerwear on cold days (not OLPH) are allowed, but must not to be worn in the classroom or in the church. Skirts and dresses for girls must have black shorts underneath such as bike shorts.

**SHOES:** Shoes must be tennis shoes with rubber-soles and laces (Velcro for K-2<sup>nd</sup>). No boots allowed. Shoelaces must be tied snugly with the bow visible on the outside. **White Crew socks** (mid-calf) must be worn with all shoes. Girls may wear white knee high socks. Shoes must remain on feet at all times.

**HATS:** Hats/caps are not to be worn inside any building on campus. Hats must be OLPH affiliated.

## **PHYSICAL EDUCATION:**

Students in grades 6<sup>th</sup>-8<sup>th</sup> are required to wear the assigned PE uniform--

gray OLPH T-shirt and navy OLPH mesh shorts. OLPH sweats may be worn. All clothing should be plainly marked with the child's name and the PE uniform should fit properly (not too tight or too short).

**FREE DAY DRESS:** No tank tops, crop tops or tight fitting tops. Absolutely no cleavage or undergarments should be showing. No inappropriate words on t-shirts. Shoes must be appropriate for school; no flip-flops and shoes must have backs. Shorts must be walking length (3 inches above knee or just below your fingertips when your arms are at your side). No yoga pants or jeggings. PE shorts are okay. If clothing/grooming is deemed inappropriate by the administration, student will be required to change or be sent home.

**THEME DAY DRESS:** *Bottoms must be school uniform bottoms* (Skorts, skirts, shorts, PE shorts, slacks.) Top should fit the theme and following the Free Day Dress rules. If clothing/grooming is deemed inappropriate by the administration, student will be required to change or be sent home.

**SPIRIT DAY DRESS:** Must follow Free Day Dress – top must be an OLPH top (OLPH branded t-shirts or OLPH club shirts are okay).

**FORMAL DRESS:**

GIRLS: Dresses, with shoulders and backs covered, slacks or skirts. Dresses and skirts must be uniform length (no shorter than 3 inches above the knee). Shoes must be appropriate for school (no flip-flops and shoes must have backs and heels may be no higher than 2 inches). The waistline should remain covered at all times. Absolutely no cleavage or undergarments should be showing.  
\*May Crowning Court must wear white or pastel colored dresses.

BOYS: Dress slacks worn with a belt and button-down collared shirts that must remain tucked in during school hours. Ties may be required.

**REQUIRED CLOTHING FOR MASS DAYS:**

Non-OLPH jackets/coats must be taken off when inside church. Only uniform sweatshirts/jackets may be worn during Mass. Shirts and blouses must be tucked in (except girl's white blouse and boy's blue-white striped shirt.)

**GIRL'S UNIFORM SPECIFICS**

NAVY BLUE SHORTS *DENNIS ONLY\*\**(WALKING OR BIKE) ARE TO BE WORN UNDER ALL GIRLS' JUMPERS/SKIRTS AT ALL TIMES. BIKE SHORTS MAY NEVER BE WORN ALONE.

**PANTS:** Navy blue twill fabric pants (DENNIS ONLY\*\*).

- JUMPERS/SKIRTS:** Plaid jumpers (DENNIS ONLY\*\*) grades K-5, navy blue skorts (DENNIS ONLY\*\*) grades K-8<sup>th</sup>, plaid skirts (DENNIS ONLY\*\*) grades 6<sup>th</sup>-8<sup>th</sup>.
- HEMLINES:** No shorter than 3 inches above the knee and no longer than one inch below the knee. All skirts must be worn with DENNIS ONLY\*\* navy blue walking shorts or biker shorts underneath.
- SHIRTS:** solid white blouse (collared, long or short sleeved) or yellow, or navy polo white, light-blue shirts (long or short sleeved), white turtlenecks or t-shirts may be worn underneath. All shirts must be worn tucked in. All visible undergarments must be white.
- SHORTS:** Navy twill walking shorts (DENNIS ONLY\*\*).
- SOCKS:** Solid white knee-hi, or crew (mid-calf) socks; solid white, black, or navy blue tights (no pantyhose).
- SWEATERS:** Solid white, mayflower blue or navy blue long sleeved cardigan, vest, or pullover (DENNIS ONLY\*\*).
- SWEATSHIRTS:** Solid navy blue sweatshirts with OLPH logo (DENNIS ONLY\*\*).  
No other sweatshirts are allowed on campus.
- ACCESSORIES:** No jewelry except religious necklaces (crucifix/medal) and one ring. Girls may wear only stud earrings (one per ear). No Smartwatches. CLEAR FINGERNAIL POLISH ONLY – NO ACRYLIC OR FALSE FINGERNAILS. NO MAKEUP IS TO BE WORN. No un-natural hair alterations. Hair should be neat and out of the face.

## BOY'S UNIFORM SPECIFICS

- PANTS:** Navy blue twill fabric (DENNIS ONLY\*\*). Pants must be worn at standard waistline—not pulled down low on hips.
- SHIRTS:** Dennis blue pinstriped shirts (may be left un-tucked). Solid white, light blue, yellow, or navy polo shirts (long or short sleeved), white turtlenecks or t-shirts may be worn underneath. All shirts must be worn tucked in. All visible undershirts must be white.
- SHORTS:** Navy twill walking shorts (DENNIS ONLY\*\*).
- SOCKS:** Solid **white** crew (mid-calf) socks.
- SWEATERS:** Solid navy blue long sleeved cardigan, vest or pullover (DENNIS ONLY\*\*).
- SWEATSHIRTS:** Solid navy blue sweatshirts with OLPH logo (DENNIS ONLY\*\*)  
No other sweatshirts are allowed on campus.
- BELTS:** Black, brown or dark blue belts must be worn with pants/shorts in the 5<sup>th</sup>-8<sup>th</sup> grades. Belts are optional for grades K-4<sup>th</sup>. No large belt buckles are allowed.
- ACCESSORIES:** No jewelry except religious necklaces (crucifix/medal) and one ring. No earrings. No Smartwatches. No un-natural hair alterations. Hair should be neat and out of the face.

\*\*DENNIS UNIFORM COMPANY 1-800-473-8130

## **Health and Safety**

### **IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS**

Referenced in the ADMISSIONS section

### **EMERGENCY CARDS**

Each child must have a completed emergency form on file in the school office. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated on ALMA.

### **SCHOOL INSURANCE COVERAGE**

All OLPH students are covered by insurance for injuries incurred on the school grounds, during school-supervised activities, and to and from school and school-supervised activities. The registration fee includes coverage by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage. Insurance information is sent home the first week of school to familiarize parents with the coverage.

### **ILLNESS and NOTIFICATION**

- Parents should notify school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.
- A handwritten absence note from the student's parent or guardian is required upon the child's return to school.
- An absence of three or more days requires a doctor's note upon the child's return to school.

### **MEDICATIONS**

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking

medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours.

- If it is essential that medications be administered at school, these medications must be administered from the school office only.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
  1. A signed written statement from the parent or guardian of the child
  2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
  3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
  4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.

## **MEDICATION FORMS**

The school office can provide the appropriate medication forms that cover the above requirements. Forms are also available on our website at [www.olph1.org](http://www.olph1.org). These forms must be updated annually. A new form MUST be completed by the physician and parent each school year if the need continues.

## **ILLNESS at SCHOOL, INJURY, and FIRST AID**

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school may not leave the school on their own; parents (or other designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

## **STUDENTS with SEVERE ALLERGIES**

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
  - safe and unsafe foods and exposures
  - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
  - symptoms of allergic reactions
  - how and when to tell an adult he/she may be having an allergy-related problem
  - how to read food labels (if age-appropriate)

## **HEAD LICE**

Head lice (or pediculus humanus capitis) is a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands that pediculus humanus capitis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.
- The student and family will receive information about pediculus humanus capitis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

## **MANDATED REPORTING**

OLPH is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated "mandated reporters" by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police

department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

## **STUDENT THREATS OF HARM TO SELF OR OTHERS**

OLPH will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Office of Catholic Education, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student's suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis.
- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without possibility of returning to the school.

## **PARKING LOT SAFETY**

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side ONLY during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe*, as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.
- No traffic will be allowed on the playground during school hours except during the designated drop-off and pick-up times.



## **SEVERE ILLNESS OUTBREAK**

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Preschools may act independently from schools.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be cancelled and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.

## **Emergency Procedures**

### **EMERGENCY CARE PLAN**

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the automated ALMA system will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, OLPH has arranged safe a meeting place at the old Greenfrog Market at 258 Bernard, Bakersfield, CA.
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through ALMA emergency features and/or school emergency phone contacts.
- No student will be released until all OLPH students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

### **EMERGENCY DRILLS and EVENTS**

#### **FIRE**

Fire drills take place regularly. In an emergency the school will follow instructions from the Fire Department.

## **EARTHQUAKE**

An earthquake drill will take place periodically. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.

## **LOCKDOWN/ACTIVE SHOOTER**

Lockdown drills will take place periodically. In the event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via ALMA as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.

## **BOMB THREAT**

Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.

## **FLOOD**

The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via ALMA.

- For any other emergencies, the steps of the Emergency Care Plan above will be followed.

# **Student Discipline**

## **GENERAL POLICY**

The values of Catholic education are the foundation for all interactions and relationships at OLPH. A student is considered at all times and places a member of the OLPH student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic Christian values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct. OLPH reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school; such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

## **EXPECTATIONS**

Students at OLPH are expected to conduct themselves according to principles of Catholic Christian behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel;
- To cooperate positively with fellow students, teachers, and school personnel;

- To respect always the person and the rights of all;
- To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision);
- To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;
- To be responsible for the care of all materials loaned to the student for the course of studies during the year; and
- To respect parish and school property at all times.

## **ACADEMIC INTEGRITY**

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principle forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the Internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

### **Examples of Cheating and Plagiarism**

- Exchanging class information with other students, such as copying tests or homework.
- "Loaning" another student your work for them to copy.
- Logging in as someone else to AR, Google, etc. and doing their work.
- Putting your name on group work that you did not participate in.
- Writing on hands, using cheat sheets, or using a study guide during exams, etc.
- Passing off someone else's work as your own.
- Taking credit for something that is not your work.
- Not citing sources (website information) when using direct language from someone else's work.
- Paraphrasing or quoting information without citing a source.
- Simply cutting and pasting information.

### **How to avoid cheating and plagiarism**

- Always do your own work, never copy or submit other's work such as homework or tests.
- Ensure you understand the assignment so you are not tempted to cheat.
- Always complete and submit your work before discussing a test or homework assignment with anyone else. If you get ideas from others, you must cite them as a source.

- Never give out your username/password. If you feel others know your information you can have it changed.
- Always cite your sources and have a works-cited page, even when paraphrasing information.
- Keep a list of sources that you use so that you are always prepared to create your work cited page and cite sources.
- Always be a fully participating group member – if you feel like someone is not fully participating in your group, make sure that you tell the teacher before the project is due.
- If you are not sure how to avoid plagiarism or cheating, always ask a teacher.

### **Consequences**

- **1<sup>st</sup> Offense:** Student will receive a 50% reduction in the grade on the assignment. Parent will be informed.
- **2<sup>nd</sup> Offense:** Student will receive a zero on the assignment. Parent will be informed. In addition, student will have to write a report on plagiarism/cheating and serve detention.
- **3<sup>rd</sup> Offense:** Student will receive a zero on the assignment. Student will be on in-house suspension, and will not be able to participate in any school activities (sports, drama, dances, etc.) Parents will be informed.
- **THESE OFFENSES DO NOT CLEAR EACH TRIMESTER**

### **VANDALISM**

Students and their parent(s) are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken.

### **BEHAVIOR GUIDELINES**

Discipline at OLPH is essential for Christian development. Its purpose is to develop student responsibility and self-control, to build a sense of Christian community, and to provide an environment for life-long learning. To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Positive incentives will be determined by the classroom teachers and approved by the principal. Consequences will be administered when any individual fails to follow school rules and expectations.

Students' actions and attitudes should reflect a Christian ethic and be in accord with the moral and religious expectations contained in the philosophy and Student Learning Expectations of Our Lady of Perpetual Help Catholic School. Students are expected to be respectful and considerate of teachers and classmates. They are to be cooperative, industrious, and courteous at all times.

1. Students are expected to be respectful in Mass, assemblies, on field trips, etc.
2. Students are expected to be polite at lunch tables, in restrooms, in hallways, and at recess.
3. Students are expected to come prepared for school – on time, in uniform, with supplies, homework, and required signed tests and forms.
4. Students are expected to complete all work on time.
5. Students are expected to respect all adults and one another in actions and words.
6. Students are not allowed in any classroom without a staff member.

7. Students are expected to be respectful of the property of the school and others.
8. Students are not allowed to bring "toys" to school.
9. Students may not chew gum or "seeds" anywhere on campus. All food and beverages are restricted to nutrition areas.
10. Students are not allowed to bring electronic devices to school unless a signed form is on file.

## **RIGHT to SEARCH**

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to, a search of his/her person, automobile, clothes, bags, cell phone, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

## **INTERVIEWS by OFFICIALS**

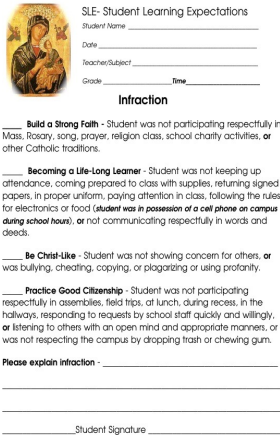
- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians. In all events, an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

## **DISCIPLINARY ACTIONS and SANCTIONS**

The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Minor Consequences for grades TK-5<sup>th</sup> are handled in their classrooms.

- Grades 6<sup>th</sup>-8<sup>th</sup> receive SLE (Student Learning Expectation) cards.



SLE- Student Learning Expectations

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Teacher/Subject \_\_\_\_\_

Grade \_\_\_\_\_ Time \_\_\_\_\_

**Infraction**

\_\_\_\_\_ **Build a Strong Faith** - Student was not participating respectfully in Mass, Rosary, song, prayer, religion class, school charity activities, or other Catholic traditions.

\_\_\_\_\_ **Becoming a Life-Long Learner** - Student was not keeping up attendance, coming prepared to class with supplies, returning signed papers, in proper uniform, paying attention in class, following the rules for electronics or food (Student was in possession of a cell phone on campus during school hours), or not communicating respectfully in words and deeds.

\_\_\_\_\_ **Be Christ-Like** - Student was not showing concern for others, or was bullying, cheating, copying, or plagiarizing or using profanity.

\_\_\_\_\_ **Practice Good Citizenship** - Student was not participating respectfully in assemblies, field trips, at lunch, during recess, in the hallways, responding to requests by school staff quickly and willingly, or listening to others with an open mind and appropriate manners, or was not respecting the campus by dropping trash or chewing gum.

Please explain infraction - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**LIFE LONG LEARNER SLE – (Academic)** Minor classroom infractions, such as tardiness, uniform infractions, unprepared for class, missing assignments, disrespectful to others in words or actions (minor offenses), non-participation (including being distracted by toys or other objects) will be logged on a “Student Learning Expectation Card”. Three infractions in the same trimester will result in an after-school detention.

**BEHAVIOR SLE – (Behavioral)** Some behaviors are considered more serious than others and will result in a Behavior SLE. These behaviors include: bodily contact, teasing, inappropriate language, and disrupting the class.

**Life Longer Detention:**

- 3 SLEs = In-house work detention
- 3 more SLEs = In-house work detention
- 3 more SLEs = Saturday detention

**Behavior Detention:**

- 3 Behavior SLEs = Thursday cleaning detention
- 3 more Behavior SLEs = Saturday detention
- 3 more Behavior SLEs = 1 Day in-home suspension and/or 1 or more days in-school suspension.

Detention count clears each trimester.

- Detention:
  - Students who have received a Detention Form will serve detention from 3:20-4:00 p.m. the following Thursday. Fourth through 8<sup>th</sup> grade students will meet in front of the 8<sup>th</sup> grade classroom. Kindergarten through 3<sup>rd</sup> grade students will meet in front of the 2<sup>nd</sup> grade classroom.
  - Detention Forms must be signed by a parent and returned to the principal within two days.
  - A student who receives three detentions in any given trimester will serve the third detention on the following Saturday from 9:00 a.m. until noon and will be assessed \$100.00 (payable on the day they serve) to cover the cost of the supervision. Parents are to sign the student in and out. If the student is late arriving or being picked up, a late fee of \$10 will be charged for any portion of the first 15 minutes and \$2 for each additional minute. Late arrival time will be made up.
  - During detention, a student may be assigned work to do around the campus.
  - Detention takes precedence over any co-curricular or extracurricular activity.
  - Failure to serve detention will result in additional disciplinary action.
- Serious Behavior resulting in automatic detentions:
  - Bodily contact (pushing, shoving, poking, tackling, fighting or any unnecessary roughness)

- Harassing, bullying, or any disrespect to others in actions or words
- Disrespect for anyone in authority (written, verbal, or gestured)
- Inappropriate language (written, verbal, or gestured)
- Cheating, plagiarism, forgery, stealing
- In a classroom without an adult present
- Damaging or inappropriate use of any school property (including playground equipment, restrooms, fencing/gates, PE equipment, books, desks, etc.)
- Other offenses deemed as serious by the administration
- Parent and student conference
- Denial of specified privileges
- Probation: The principal may place a student on behavioral probation; the student and parent will be notified in writing of the reason for probation, resulting consequences and/or restrictions, the period of the probation, and how the probation may be ended.
- Suspension (see below)
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

## **SUSPENSION**

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing. Suspension does not carry an academic penalty, and the student should keep up with classwork and homework.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

### **REASONS for IMMEDIATE SUSPENSION**

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension that may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
  - Refusal to obey school rules;

- Refusal to follow directions;
  - Refusal to answer when spoken to directly;
  - Giving sharp, rude answers in a disrespectful tone of voice;
  - Causing interruption in classroom procedures;
  - Cheating, plagiarism, or dishonesty of any kind;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
  3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;
  4. Injury or harm to persons or property, vandalism, or serious threat to same;
  5. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
  6. Hazing;
  7. Sale of any material on school grounds without proper authorization;
  8. Unauthorized absence or continued tardiness;
  9. Assault with, or possession of, a lethal instrument or weapon;
  10. Serious theft or dishonesty;
  11. Outrageous, scandalous, or seriously disruptive behavior;
  12. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
  13. Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement; or
  14. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

## **EXPULSION**

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, appropriate staff, and the pastor of the parish if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up the moment of withdrawal or expulsion.



## **DISCIPLINARY RECORDS**

Disciplinary records are private documents of the principal and are kept separate from the student's cumulative file and will not follow the student beyond enrollment at OLPH; they are not available to students or parents.

## **INFORMATION AND COMMUNICATION TECHNOLOGY POLICIES**

### **ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS**

OLPH recognizes that many different social networks exist on the Internet (Twitter, Facebook, and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

### **ETHICS AND RESPONSIBILITY**

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as School Advisory Board, Parent Club, Boosters Club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the

school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.

- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of OLPH, or Parish, or the Diocese of Fresno."
- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

## **PHOTOGRAPHS AND VIDEOS**

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

OLPH has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

## **DISCIPLINE FOR ABUSE OF ABOVE POLICY**

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

## **ACCEPTABLE USE of TECHNOLOGY for STUDENTS**

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all peripherals. No set of policies and procedures can provide rules to cover every possible situation. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets, the wireless network, the network, the Internet, and all peripherals.

### **SOCIAL MEDIA USE**

- School personnel may limit use of social networks at school.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, the Diocesan Online Social Media and Networking Policy for Parents and Students, and the Harassment and Bullying Policy.
- Students are reminded that they are always OLPH students, both on and off campus, and that ALL electronic content is both public and permanent.
- OLPH reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school.

### **USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL**

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device at school).
- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audits by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.

## **ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES**

- I will use my iPad and my other electronic devices in ways that are appropriate, educational, and meet OLPH expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that my iPad and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.

## **CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES**

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and OLPH administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from OLPH.

## **Harassment and Bullying**

OLPH affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct).

Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
  - B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
  - C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
  - D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
  - E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).
  - F. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.
2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor and the superintendent in cases of diocesan schools.
  3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:
    - A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly

inform the person engaging in such conduct that such conduct is offensive and must stop.

- B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken.
  - C. The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
  - D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
  - E. Once the facts of the case have been gathered, the principal, in consultation with the Pastor or Superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
  - F. If a party disagrees with the decision, he or she has the right to appeal the outcome to the Office of Catholic Education of the Diocese of Fresno. The OCE will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
- 4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
  - 5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

## **CONTROLLED SUBSTANCES**

OLPH emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide to or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of counseling” will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.
- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student’s belongings (backpack, bag, clothing, electronic device, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended

by the evaluation, random drug testing, and any other provision deemed necessary by the school administration.

- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school's controlled substance policy should be construed to mean that, as a result of this policy, OLPH has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

## **EXTRA-CURRICULAR ACTIVITIES**

### **SOCIAL EVENTS/DANCES**

OLPH sponsors supervised social events and dances to help students develop appropriate social skills in a Christian, Catholic context. Such events will be held on school or parish premises and are only open to students enrolled at the school. A fee may be charged. Rules and guidelines will be published prior to any event.

### **STUDENT PARTIES OUTSIDE of SCHOOL** (not sponsored by the school)

Parents who may sponsor dances and/or parties outside of school time are asked that, if the party is to be advertised at school (e.g., invitations handed out at school), such parties be inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

### **SCHOOL ACTIVITIES**

Students who participate in school activities after school hours must have an Event-Youth Authorization and Event-Youth Code of Conduct signed by parents on file with the appropriate teacher, coach, or school office. A 70 percent grade average in every subject must be maintained in order to participate in extracurricular activities. Students Participating in the after school programs are not permitted to leave the campus before, during, or after the activity until an adult picks them up.

### **STUDENT COUNCIL**

A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal.

### **SPORTS**

After school sports are open to boys and girls in grades 4<sup>th</sup>-8<sup>th</sup>. Students must maintain required attendance, academic, and conduct standards in order to participate. The athletic director is



dependent on parents to help with coaching and transportation. Coaches are required to stay with students until they are picked up, so please be prompt.

## **DRAMA**

Students in grades 4<sup>th</sup>-8<sup>th</sup> are eligible to join Drama. Sign-ups are held prior to auditions for performances. All Drama members must submit a "Letter of Intent," signed by both the student and the parent, to participate in the performance. The Drama advisors may terminate the students' participation at anytime if their academic performance is adversely affected, they are put on disciplinary probation, or their actions in Drama warrant removal.

## CHEERLEADING

Students in grades 4<sup>th</sup>-8<sup>th</sup> are eligible for spring cheerleading tryouts. Cheerleaders lead students in Friday spirit rallies and cheer at after school athletic events.

## **ATHLETICS**

Our Lady of Perpetual Help is part of the Christian Athletic League (CAL League). This is the league that governs and makes decisions for the schools that participate in it. The CAL league has adopted 3 leveled divisions for teams to play in, an A, B, and C division. The A division is to be a highly competitive league where more experienced students can challenge themselves and opponents through competitive play. Trying out for the A division is completely optional, all students will have a team to play on and no students will be cut. OLPH will play in the A and B divisions. Try outs are being held at Garces by qualified coaches and players. The decision to have an A team is built around the idea that many of these students will want to play at the high school level, and this is exposure will help prepare them for that journey. At that same time, a B division will also allow for those players with less experience to build their skills and prepare themselves for future athletic endeavors. This is new to our school and we appreciate your patience and understanding as we try and create and nurture the individual athletes and athletic experiences. We are part of a larger league, which makes decisions based upon majority rule, therefore, it is our goal to follow those decisions and allow the students the opportunity to play school sports.

## **ATHLETIC TEAMS**

Students in grades 5-8 participate in an after-school sports program. An athletic fee is charged per player, per sport. This fee covers the cost of tournament fees, equipment, uniforms, and referees.

## **PARTICIPATION on ATHLETIC TEAMS**

Students enrolled in 5<sup>th</sup> – 8<sup>th</sup> grade who are planning to participate in school sports are required to have a sports physical form completed annually by their physician. This form must be on file in the school office prior to the student participating in any sport game or practice. In addition each family is required to attend a seasonal sport meeting before the child can participate. Participation in after-school sports is contingent upon the following:

- Availability of qualified volunteer personnel
- Try-outs, if deemed necessary by the coach
- Payment of the athletic fee
- Parental permission emergency form
- Student's continuing satisfactory deportment both in school and on the team
- Physical examination form completed by physician, required yearly, prior to the beginning of participation in practice or competition.
- A student must attend at least half of the regular school day to participate in that day's practices or games.

### **CONDUCT of PLAYERS DURING GAMES and PRACTICES**

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent OLPH in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

### **REPORTING INJURIES and SPECIAL LIMITATIONS**

Parents and athletes must report all injuries to the coach as soon as possible. Before the sports season begins, parents should discuss with the coach any special limitations their child may have. Any sports limitations should be listed on the student's Medical Release Form on file with the school.

### **COMMUNICATION with COACHES**

- Players are to report all injuries to the coach as soon as possible.
- Students should express any concerns to the coach first before involving parents.
- If student concerns are not resolved after speaking with the coach, parents should contact the coach to express concerns.
- If resolution cannot be achieved, all parties should involve the athletic director.
- The principal should only become involved if none of these steps has achieved resolution. Decisions of the principal in athletic matters are final.

### **UNIFORMS**

Sport uniforms must be turned in within a week of the last game of the season. Uniforms must be laundered and bagged, and the bag should be labeled with the athlete's name. Uniforms may only be worn during games and not during practice.

### **TRANSPORTATION**

All drivers who are transporting students to sports events must follow all school volunteer driver regulations. All students who require a ride to any school-sponsored sport activity must have written authorization (school activity/field trip form) from their parents/guardians allowing them to ride with drivers the parents/guardians have authorized.

## **PARENT ACTIVITY CODE OF CONDUCT**

- Parents/Spectators have a responsibility to their children. They should be positive role models including showing proper sportsmanship at all times.
- Parents/Spectators have a responsibility to the coaches, to be supportive of their decisions.
- Parents/Spectators are expected to drop off and pick up their children on time for practice and games.
- Parents/Spectators have responsibility to other parents. Good plays should be cheered and disappointments deserve to be consoled no matter whose team it affects. Taunting is never acceptable.
- Parents have a responsibility to themselves. It is your responsibility to watch your child and other children participate, learn, and have fun. The joy and pride associated with watching children participate in activities should be experienced to the fullest.

## **TRANSFER, CUSTODY, AND STUDENT RECORDS**

### **TRANSFER of STUDENTS**

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the pastor, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

### **TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Parental interference in matters of school administration and abusive language toward principal, pastor, or teacher(s) are some of the reasons for recommending a transfer. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed.

### **TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS**

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss student performance, parent financial obligations, family involvement, etc.

## **CUSTODY OF MINORS**

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, principals should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized) .

## **RIGHTS of NON-CUSTODIAL PARENTS**

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS**

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's approval in writing or a court order. The new location must meet with the school's approval. Students must reside with a responsible adult of at least 25 years of age; this does not include a boyfriend or girlfriend of the parent or guardian.

## **ACCESS to STUDENT RECORDS**

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Permanent records may be withheld for non-payment of fees.
- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.

- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

## MISCELLANEOUS INFORMATION AND POLICIES

### ACHIEVEMENT AWARDS

VIRTUES IN PRACTICE AWARDS - Virtues in Practice is a program for children in grades pre-kindergarten through eight to grow closer to Jesus by imitating His life and virtues. It is set up in such a way that a whole school studies the same virtue each month, to provide a whole-school (and at home, whole-family) focus. The program covers 27 virtues over a three-year cycle, with 81 saints held up as models of the virtues.

For the 2019-2020 Academic Year, OLPH students will be learning about the following virtues:

September- Faith	October- Reverence	November- Stewardship
December- Generosity	January- Gratitude	February- Honesty
March- Mercy	April- Justice	May- Zeal

Each month, a Virtues-in-Practice (VIP) Awards Ceremony will be held after mass to recognize students in grades Kindergarten-Sixth who are exhibiting these Christ-like qualities in and out of the classroom.

To download the family guide to the program, please visit <http://www.nashvilledominican.org/>.

ACADEMIC AWARDS - Student growth and academic success will be acknowledged every trimester at a special Academic Awards Assembly that will be held in the Hall; please see the school calendar for specifics. Teachers will be awarding students who have met their goals in the Accelerated Reader and Rocket Math Programs. Students are also awarded for *Growth Mindset and Habits of Mind*. For the 2018-2019 academic year, students will be learning about –

1<sup>st</sup> Trimester – Striving for accuracy and precision: *Check it again!* A desire for exactness, fidelity, and craftsmanship.

2<sup>nd</sup> Trimester – Thinking and Communicating with clarity and Precision: *Be clear!* Striving for accurate communication in both written and oral form; avoiding over generalizations, distortions and deletions.  
3<sup>rd</sup> Trimester – Remaining Open to Continuous Learning: *Learn from experience!* Having humility and pride when admitting we don't know; resisting complacency.

Academic awards for K-5<sup>th</sup> are as follows:

K-2<sup>nd</sup> - Rocket Math, Super Kids, and Growth Mindset

3<sup>rd</sup>-5<sup>th</sup> - Rocket Math, Accelerated Reader, Growth Mindset

For more information on Growth Mindset and Habits of Mind, please visit <http://www.edweek.org/> or [http://www.chsvt.org/wdp/Habits\\_of\\_Mind.pdf](http://www.chsvt.org/wdp/Habits_of_Mind.pdf).

## **BIRTHDAY POLICY**

Birthdays will be acknowledged in their classrooms. Students should not pass out invitations at school for birthday events unless all students in that class are invited. Students are not allowed to decorate lockers for birthdays. Treats brought for birthdays should be enough for the whole class and will be distributed at recess/lunch. Students should not miss school for their birthdays or have events that require other students to miss school. Class work missed for such events will not be excused. Remember every minute of a student's time at school is important.

## **CELL PHONES**

Cell phones are not allowed on the OLPH campus. Students are permitted to bring their cell phone to school; however, they must have on file a Cell Phone User Permission form (*available on our web site or in the school office*) and check their phone into the school office upon arriving at school. The student can pick up the phone at the end of the day. If a student is staying after school they should pick up their phone and let the staff member in charge of the afterschool activity hold it until the end of the activity. Any student who fails to turn in their cell phone and is caught with it in their possession will have their phone confiscated.

**First Violation:** The student will be written up and the cell phone will be confiscated and given back only when the parent comes by to pick it up.

**Second Violation:** The cell phone will be confiscated and given back only when a parent pays a \$50.00 fine.

**Third Violation:** Forfeiture of the cell phone until the end of the last day of school given back only when a parent pays a \$50.00 fine. If not picked up the cell phone will be recycled.

**PLEASE NOTE: PERSONAL INFORMATION, SUCH AS A PHONE NUMBER, SHOULD NEVER BE SHARED FOR SCHOOL ASSIGNMENTS. STUDENTS CAN, AND SHOULD, COMMUNICATE THROUGH GOOGLE CLASSROOM.**

## **CLASSROOM SUPPLY LISTS**

Classroom supply lists can be found on our web site. Students/parents are expected to replenish these supplies when necessary throughout the year. Sometimes teachers may require additional supplies during the school year.

## **ELECTRONIC ITEMS**

No electronic games, cameras, Smartwatches, or other electronic items are to be brought to school unless approved by the classroom teacher for use in a classroom function. Any items confiscated will be returned to the parent at the end of the day. On a second violation the item will be confiscated and returned after a \$50.00 fine is paid. On the third violation the item will become the property of OLPH and returned to a parent at the end of the school year after a \$50 fine is paid. If not picked up the item will be recycled.

## **FOGGY DAYS**

Our Lady of Perpetual Help Catholic School does not delay school opening because of foggy weather conditions. Staff and students are expected at school as near to opening time as safety allows.

## **LOST AND FOUND**

Please check Lost and Found periodically for lost articles. Limited space allows keeping such articles for only a short time. **Items left after 14 days will be donated or thrown away.** *All articles of clothing, including lunch pails or bags should be marked with the student's name.*

## **LUNCH**

Lunch sessions are as follows: Transitional Kindergarten and Kindergarten: 11:00-11:45, Grades 1<sup>st</sup>-3<sup>rd</sup>: 11:30-12:15, Grades 4<sup>th</sup>-5<sup>th</sup>: 11:45-12:30, Grades 6<sup>th</sup>-8<sup>th</sup>: 12:50-1:20. Students may eat hot lunch or sack lunch in the cafeteria or in the outdoor nutrition areas. Hot lunches are \$4.00 for grades K-3<sup>rd</sup>. Multi-lunches must be purchased in advance, are non-refundable, and non-transferable. Upper grade lunch is \$4.50 for Grades 4<sup>th</sup>-8<sup>th</sup>. Multi-lunches must be purchased in advance, are non-refundable, and non-transferable. *Fast food lunch deliveries are prohibited.*

## **NON-CLASSROOM AREAS**

The custodian's room, supply rooms, teachers' lounge, staff work room, and Msgr. Rechenmacher Hall (cafeteria) are off limits to students. Students may go to these areas only if accompanied by a staff member. Students should not be in any classroom without a staff member.

## **NUTRITION AREAS**

Students may bring a snack to eat at morning recess. Students in grades 5<sup>th</sup>-8<sup>th</sup> may purchase snacks from the snack cart (1<sup>st</sup>-4<sup>th</sup> may purchase snacks on Fridays only). All eating and drinking of beverages other than water, at both recess and lunch, must be done in the Nutrition Areas. Nutrition Area rules include:

1. Students are not to stand, or sit on tables, or stand on benches.
2. The area is for eating, sitting and talking, etc.--no playing ball or other active play.
3. Paper and trash go in the gray/beige garbage bins. Recycling goes in the blue bins.

## **PARTY INVITATIONS**

Private party invitations are not to be distributed at school unless the entire class is invited.

## **PHYSICAL EDUCATION PROGRAM**

All students are required to participate in all exercises and activities planned for their PE class. Only those with a doctor's note or those who have returned from an illness with a note from the parent will be excused from play. Students are expected to show good sportsmanship in all areas of activity. Grades will be based on participation, enthusiasm, individual skills improvement, attitude, knowledge testing, and attendance. Students in grades 6<sup>th</sup>-8<sup>th</sup> are required to wear the assigned PE uniform--gray OLPH T-shirt and navy OLPH mesh shorts. OLPH sweats may be worn. All PE clothes are to be plainly marked with the child's name and the PE uniform should fit properly (not too tight or too short). *Students need to bring water bottles for hot days.*

## **PLAYGROUND RULES**

1. No throwing of woodchips or rocks.
2. No walking up the slide.
3. Students may get a turn on the swings by standing in front, out of the wood chips, and counting 30 swings (forward and backward motions equal one swing). This may be done only when all swings are in use. Sometimes kindergartners and first graders need help with this counting. Swings must be used in the proper manner—no twisting, jumping out, etc.
4. Touch football is not allowed at recess time. Footballs should not be thrown near the nutrition areas.
5. Only 12" or 16" softballs (NOT HARD BALLS) may be used on the school grounds before, during or after school. Baseball bats are to be used only during PE periods or when supervised by a teacher, aide, or parent.
6. Students must eat and drink only in the nutrition area during recess and lunch.
7. Chewing gum, sunflower seeds in the shell, and pistachios in the shell, are not allowed on the campus at any time.
8. No dangerous implements (knives, firecrackers, matches, guns--toy or otherwise) are to be brought to school.
9. Skates, skateboards, and scooters are not allowed on campus or in the parking lot.
10. When the bell rings, all students must freeze until given directions by the yard duty personnel. All ball playing ends from that point on. Students in grades 6<sup>th</sup>-8<sup>th</sup> will be written up if play continues after bell. Third offense will result in a detention.

## **SNACK CART**

The Snack Cart is out during recess (1<sup>st</sup>-4<sup>th</sup> grades Friday only). Healthy seasonal snacks are available for purchase (1<sup>st</sup>-4<sup>th</sup> must obtain an order form from their teacher).

## **SPECIAL SERVICES**

- SPEECH – Referral needed
- COUNSELOR – Referral from teacher or parent
- RESOURCE – Referral from teacher



## **UNIFORMS**

Representatives of the Dennis Uniform Company make uniforms in all regular sizes available at the summer and fall uniform sales at the school. Families are notified by mail of the date of the sale and the dates and times are listed online on the school calendar. Orders may be placed by phone by calling 1-800-473-8130 or online at [www.dennisuniform.com](http://www.dennisuniform.com). The OLPH School code for ordering uniforms is **LA00EO**. The school office has an order form listing sizes and prices. Uniform regulations may be found online under Uniform/Grooming Policy.

## **USE OF THE FACILITIES**

Our Lady of Perpetual Help Catholic School is a parochial (parish) school. Other than the offices, all facilities are available to any parish, school or C.C.D. organization. However, for the proper coordination of these limited facilities, the following rules must be observed:

- For the use of the **classrooms**: all regular meetings or events must be scheduled with the school secretary, and for the use of the **parish hall or the church** with the church office, to confirm availability before further planning proceeds.
- For use of a classroom, on a one-time basis, use-request forms are available in the school office and in the church office for the hall and the church.
- Diocesan liability insurance strictly forbids the presence of grammar or pre-school children in the parish hall kitchen.
- To arrange set-up of microphone, tables, and chairs in the parish hall, the person in charge of the event or meeting must make direct contact with Danny Noriega, or Joel Padilla, the OLPH custodians. Clean up afterwards is expected by the persons in charge of the event, unless special arrangements have been made before the event.
- Due to the multi-use of the facilities, especially the hall, no materials shall be left for storage without the permission of the custodians.

## **WEB SITE**

Useful information regarding school activities, the calendar of events, schedules, and forms are available on the school website at [www.olph1.org](http://www.olph1.org). This site is updated regularly. Basic information is open to the public.

# 2019-2020 Parent/Student Handbook Agreement

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the current Parent/Student Handbook on file and agree to comply with all policies, regulations, and directives stated therein as well as any updates and revisions made to the handbook during their time of enrollment. **Students may not attend classes or participate in any activities until this agreement is signed and returned.**

By enrolling in OLPH, all students and parents grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, parent and student also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

Please *print* Family Last Name: \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature** **Date**

\_\_\_\_\_  
**Parent/Guardian Signature** **Date**

**Student Signature(s)** (when age-appropriate): **Date:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Volunteer Agreement Form - Diocese of Fresno

Volunteer name (please print): \_\_\_\_\_

Parish / School location name: \_\_\_\_\_

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location named above, in the following capacity:

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the Parish/School location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.
2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School), nor will I be covered under the Parish's/School's workers' compensation insurance in the event I am injured while engaging in the volunteer services I will provide.

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: \_\_\_\_\_  
\_\_\_\_\_ Volunteer signature

Date: \_\_\_\_\_  
\_\_\_\_\_ Volunteer signature

Date: \_\_\_\_\_  
\_\_\_\_\_ Authorized Parish/School Representative