

Our Lady of Perpetual Help Preschool

Diocese of Fresno

Parent/Student Handbook

2021-2022



Welcome to O.L.P.H. Preschool

We are honored that you have chosen Our Lady of Perpetual Help Preschool for your child's early childhood educational experience. Our goal is to prepare young children for future school experiences by providing learning opportunities in all areas of development including: cognition, socialization, listening and language skills, fine and gross motor skills, and pre academics.

In our preschool classroom each individual is recognized as a child of God. For young children they experience God's love in their everyday environment by what they can hear, see and touch. Daily interactions with their teachers and peers are opportunities for them to express love and kindness and thus lay a positive foundation for faith formation. Listening to Bible stories, stories of children like themselves, and faith related songs are incorporated into our daily routine. The children are encouraged to "talk to God" as a way of praying in addition to learning some simple Catholic prayers and learning how to make the Sign of the Cross.

Our preschool staff is committed to providing a safe and nurturing environment for the children and their families. Our Catholic faith and values are an integral part of our classroom environment and we respect the differences in customs and traditions of each family. As parents you of course are your child's first teachers and know them best. When you have concerns or questions we hope that you will feel free to arrange for a time to discuss it with us.

Thank you for entrusting your children with us!

Theresa Amarante (director) tamaranteolph@gmail.com

Preschool Staff

Preschool Director

Theresa Amarante

2 yr. olds (Little Dolphins)

Eva Avalos/Beatriz Suarez

Pre-School (Busy Bees)

Maria Gayton/Liz Mebane

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Important Information Regarding Enrollment and this Handbook

SCOPE of this HANDBOOK

Enrollment at Our Lady of Perpetual Help Preschool is a privilege. Ongoing student status is subject to the school's developmental and behavioral standards which may evolve and change over time. Decisions regarding academic matters, 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 preschool director and/or 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 Our Lady of Perpetual Help Preschool 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 Our Lady of Perpetual Help Preschool 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

Our Lady of Perpetual Help Preschool reserves the right to amend or waive provisions of this handbook when deemed necessary by the school administration. 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 will be notified in a timely manner. This handbook exists to foster the efficient operation of Our Lady of Perpetual Help Preschool. 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 Our Lady of Perpetual Help Preschool.

The contents of this handbook are to be accepted by the parents/guardians 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 Our Lady of Perpetual Help Preschool ***if the parent/guardian expects the student to remain in good standing with the school.***

GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at Our Lady of Perpetual Help Preschool 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, conduct, 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 conduct 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 conduct requirements and financial obligations. ***The school reserves the right to refuse registration or re-registration.*** When the school administration deems 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 administration 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 Our Lady of Perpetual Help Preschool. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at Our Lady of Perpetual Help Preschool 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 school administration 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., fundraisers, field trips, etc.).

6. ***The school administration 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 preschool (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 administration 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 Preschool

MISSION STATEMENT

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

"Therefore, imitate God like dearly loved children. Live your life with love, following the example of Christ, who loved us and gave himself for us. He was a sacrificial offering that smelled sweet to God."

EPHESIANS 5:1-2

STUDENT LEARNING EXPECTATIONS (SLEs)

All children develop differently and at their own pace, so it is our responsibility to provide your child with the tools that he/she needs to be successful. Learning goals for each child are based on assessment of individual needs and interests.

Community Care Licensing (CCL)

Our Lady of Perpetual Help Preschool is licensed under the name "Diocese of Fresno Education Corporation" in accordance with applicable provisions of the Health and Safety Code of California, and its rules and regulations; the California Department of Social Services. The licensee shall ensure compliance with all applicable laws and regulations specified under child care centers general licensing requirements regulated by Division 12, State of California.

NONDISCRIMINATION POLICY

Our Lady of Perpetual Help Preschool 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. Our Lady of Perpetual Help Preschool 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 OCE.

SCHOOL GOVERNANCE

Our Lady of Perpetual Help Preschool is a Diocesan Administered Parish School. The Superintendent, in collaboration with the Pastor, is the chief Administrator of Diocesan Administered Schools.

PRINCIPAL

The school principal is delegated by the Pastor in a Pastor Administered Parish School or by the Superintendent in a Diocesan Administered Parish School to serve as the educational leader of Our Lady of Perpetual Help Preschool is 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 Our Lady of Perpetual Help Preschool

PRESCHOOL DIRECTOR

The Child Care Director shall be responsible for the operation of the center, for compliance with regulations, and for communications with the Principal, Diocese of Fresno, and Community Care Licensing (CCL); has authority to acknowledge receipt of center deficiencies and to correct deficiencies that constitute immediate threats to children's health and safety (CCFL 101215.1c). Child Care center personnel shall be competent to provide the services necessary to meet the individual needs of children in care (CCL 101216).

ADMINISTRATIVE TEAM

The preschool director of the facility is part of the Administrative Team. The function of the preschool director includes assisting the principal in specific delegated functions and to be available to staff and parents/guardians who have concerns regarding the center programs, health or safety issues, co-workers, etc.

Personnel Requirements

Child care center personnel shall be competent to provide the services necessary to meet the individual needs of children in care and shall at all times be employed in numbers sufficient to meet those needs (CCL Policy 101216). The faculty and staff are selected by the preschool director and principal in

consultation with the pastor of a Pastor Administrated Parish School, or the Superintendent of a Diocesan Administered Parish School. A directory of faculty and staff may be found on the school website.

Calendar 2021-2022

August 2021

Wednesday August 11th First Day of Preschool (Noon dismissal)

Thursday August 12th (Noon dismissal)

Friday August 13th (Noon dismissal)

September

Monday September 6th Labor day (No school)

October

Friday October 29th Celebrate Halloween

November

Friday November 19th Thanksgiving Feast

November 20-28 Thanksgiving Break

Monday November 29th School resumes

Friday December 17th Pajama Day (Noon dismissal)

Christmas Break December 18- January 2nd

Monday January 3rd School resumes

February

Friday February 4th Olympic Day

Friday February 14th Celebrate Valentine's day

Monday February 21st President's day (No School)

March

Wednesday March 2nd Ash Wednesday

April

April 9-18th Easter Break

Tuesday April 19th School resumes

May

Friday May 6th Celebrate our Moms

Friday May 27th Celebrate our Dads

June

Friday June 3rd Last day of school (Noon dismissal)

Daily Schedule

7:30-8:30 *Arrival, Sign-in, Table Activities, Freeflow, Inside/Outside

8:30-8:40* Clean up/Handwashing

8:40-9:00 * Grouptime: Devotion/Movement/Calendar/Story

9:00-9:30 *Bathroom/Diapering (Toddlers)/Outside Play

9:30-10:00 * Wash Hands/Prayer/Snack

10:00-11:00 * Learning Activities: Math/Language/Literacy/Art

11:00-11:15 *Clean up/Religion/Music

11:15-11:30 * Outside play

!1:30-12:00 * Hand Washing/Prayer/Lunch/Bathroom/Diapering

!2:00-2:00 *Resting Time

2:00-2:20 * Bathroom/Diapering/Handwashing/Snack

2:20-2:45 *Table Activities

2:45-3:00 *Outside Time/Dismissal

3:00-5:30 * After School Extended Daycare

Admission, Registration, and Financial Policies

PARTNERSHIP of SCHOOL and FAMILY

Our Lady of Perpetual Help Preschool works with the parents in the faith formation of their children and continues the faith 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 faith-formation activities subject to the restrictions by the Church.

Acceptance to Our Lady of Perpetual Help Preschool is a privilege, not a right. Parents have a right to apply to Our Lady of Perpetual Help Preschool for admission of their child (ren), 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 Our Lady of Perpetual Help Preschool 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 Our Lady of Perpetual Help Preschool follows:

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

ADMISSION PROCEDURES

1. The child's authorized representative will complete a written agreement form for the child. This document will be maintained at the preschool center and will be available for review (CCL Policy 101219).

2. Prior to, or within 30 calendar days following enrollment of a child, the licensee shall obtain a written medical assessment of the child. This medical assessment enables the licensee to assess whether the center can provide necessary health-related services to the child (CCL Policy 101220).
3. Prior to admission to a child care center, children shall be immunized against diseases as required by the California Code of Regulations, Title 17, commencing with Section 6000 (CCL Policy 101220). The required immunizations for admission to and attendance for 18 months to 5 years are (CCL Policy 101220.1):
 - a. Polio (3 doses)
 - b. DTP, or combination of DTP and diphtheria-tetanus toxoids (4 doses)
 - c. Measles, rubella, and mumps (1 dose of each separately or combined on or after the 1st birthday)
 - d. Hib (required for children who have not reached the age of 4 years months -n 1 dose on or after the 1st birthday)
 - e. Hepatitis B (3 doses)
4. Questions regarding immunizations should be directed to the school administration. The following website provides thorough information: www.shotsforschool.org
5. The following information, which is to be required under sections Title 22, California Code of Regulations must be completed and current:
 - a. Identification and Emergency Information (LIC 700)
 - b. Child's Preadmission Health History (LIC 702)
 - c. Child's Preadmission Health Evaluation (Physician's Report LIC 701)
 - d. Consent for Medical Treatment (LIC 627)
 - e. California School Immunizations Record (blue card, PM 286)
 - f. Centrally Stored Medication and Destruction Record (LIC 622), if medications are needed.
 - g. Signed and dated receipt of Notification of Parent's Rights (LIC 995)
 - h. Personal Rights; signed and dated (LIC 613A)
 - i. Acknowledgment of receipt of licensing reports (LIC 9224), if applicable.

PROBATIONARY ADMISSION

All students are admitted to Our Lady of Perpetual Help Preschool on a probationary basis. Probation covers conduct as well as general participation. The school administration may terminate enrollment at any time. Our preschool staff make every effort to meet the educational, physical, and emotional needs of each child in our care. On some occasions it may be determined after observation that a child is not able participate nor benefit from our program. In instances where our staff are not able to meet the child's needs a meeting with the parents will be arranged to determine what resources are available to better serve their needs.

AGE for ADMISSION

2-5 Years of age

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 (if applicable).

APPLICATION PROCESS

New [preschool](#) student applications are accepted online on the school website and require a \$70.00 application fee. Applications are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by mail/e-mail regarding acceptance or non-acceptance.

APPLICATION INTERVIEWS, TESTING, or SCREENING

REGISTRATION FEE

This fee helps offset various costs including standardized testing, student insurance, parent club membership, field trip fees, classroom party expenses, a yearbook, and textbook use.

- 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.
- The registration fee for continuing students is due no later than 3-31-21 priority status for any student is forfeited if the registration fee is not received by the due date.
- ALL financial obligations for the previous school year, including fees due for 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 Catholic preschool within the Diocese of Fresno must have paid all fees at the previous preschool prior to registration at Our Lady of Perpetual Help Preschool

TUITION:

Please refer to our website olph1.org & click on the preschool link and then to enrollment forms for up to date tuition information.

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

- One payment: Anytime 2021 (full payment may be made no later than Aug 2021)
- Two payments: August 2021 & December 2021
- Ten payments: August 2021 – May 2022; fees for 2021-2022 school year will be due in March)

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

WITHDRAWAL

Two weeks' notice by parents/guardians is required before the withdrawal of a student. An exit interview must also take place with the [preschool director and/or](#) principal. Tuition is prorated by day. All other fees/obligations will not be prorated. The registration fee is non-refundable.

Communication

SCHOOL CONTACT

School Office: (661) 327-7741 ext 213

Office Fax Number: (661) 716- 1005

Website Address: olph1.org

PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the emergency card [in the preschool](#) office.

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 [conduct](#) situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

COMMUNICATION from the SCHOOL

- Email is the school's primary mode of communication. Lunch and snack menus will be sent home weekly and are posted on the parent information board.
- Class Dojo is the classroom teacher's primary mode of communication.

CONTACTING TEACHERS

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

DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, extra clothes, or bedding, must be made in the preschool 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 preschool office for any student; such items will **not** be delivered to the classroom but may be picked up by a parent.

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 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.

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 school administration. 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 school administration must be informed prior to this contact. Every effort must be made to resolve the issue at this level.

- The final appeal at the local level is to the principal. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- After consultation with the pastor, it is the responsibility of the principal to render the final decision.
- 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 themselves, 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

- All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of Our Lady of Perpetual Help Preschool 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 preschool director 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, at 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.
- Save Environment training: A link is available to take this online training for identifying and preventing child abuse and neglect. Volunteers will submit a copy of the certificate of completion to the school office. Volunteers should contact the school office for assistance or more information. This training must be renewed every 5 years.
- Completed TB Questionnaire
- Signed Volunteer Agreement Form
- Driving and Insurance Requirements:
 1. 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.
 2. 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.
 3. No vehicle larger than an 8-passenger vehicle may be used.
 4. The number of persons in a car should not exceed the number for which the car was constructed.
 5. All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate 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. 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 a child passenger restraint system.

6. 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.
7. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
8. 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 Our Lady of Perpetual Help Preschool they are required to wear the school uniform on all trips away from school unless the school administration decides otherwise.

Curriculum

Our Lady of Perpetual Help Preschool 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 Our Lady Perpetual Help Preschool are developed and implemented in cooperation with the Office of Catholic Education of the Diocese of Fresno. The curriculum is carefully coordinated from preschool through eighth grade. Teachers and school administration review and evaluate textbooks cyclically and sequentially according to specified curriculum areas to ensure that Diocesan standards are met. All subjects will remain aligned to the California Preschool Learning Foundation and Diocesan Religion standards. Further specifics regarding the curriculum can be provided by the preschool director and/or principal.

The lessons in our curriculum include intentional play and high interest activities that engage students while meeting their educational goals. This curriculum is aligned with standards set forth by the National Association for the Education of Young Children, Headstart, Our Lady Perpetual Help Preschool provides learning opportunities in all areas of development including: cognition, socialization, listening and language skills, fine and gross motor skills, and pre academics.

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.

The School Day

SCHOOL and OFFICE HOURS

Our preschool is open from 7:30-5:30 Monday thru Friday

CLOSED CAMPUS

Our Lady of Perpetual Help Preschool is a closed campus. The person who brings the child to, and removes the child from, the center shall sign the child in/out. *The person who signs the child in/out shall use his/her full legal signature and shall record the time of day* (CCL Policy 101229.1).

ARRIVAL

DROP-OFF and PICK-UP PROCEDURES

All children must be signed in and out each day. The person who signs them in must write the time of arrival and print their name clearly and then sign their name. The person who picks up your child must be an adult at least 18 years of age and must be on your designated pick up list. If the staff has not met the person picking up your child before they will be asked to show a picture i.d. Your child's temperature will be taken upon arrival and recorded on the sign in sheet.

NAPS

All children shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the preschool (CCL Policy 101230).

- A napping space and a cot or mat shall be available for each child under the age of five.
- No child shall be forced to stay awake or to stay in the napping area longer than the normal napping period.

DISMISSAL being delivered or picked up

- All students must be picked up promptly.
- 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 approval list to come pick up the child; law enforcement may be called.

Appearance and Student Uniform Requirements

INTRODUCTION

Student dress, grooming, and personal cleanliness impact the image of Our Lady of Perpetual Help Preschool. 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 Our Lady of Perpetual Help Preschool 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.

BASIC UNIFORM *Preschool Boys: White, yellow, light blue, or navy blue polo style shirts are to be worn as well as navy blue shorts or pants.

*Preschool Girls: White blouses, or white, yellow, light blue or navy blue polo style shirts are to be worn as well as navy blue shorts, skirts, jumpers or plaid Dennis uniform jumpers.

Health and Safety

IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS procedures

EMERGENCY CARDS

Each child must have a completed emergency form (LIC 500) on file in the preschool office. These forms must be kept up to date. Any change in address or phone number must be reported to the preschool office to ensure timely contact should a student become ill or hurt.

SCHOOL INSURANCE COVERAGE

All Our Lady of Perpetual Help Preschool 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 preschool office personnel on the first day of a child's illness.
- Parents should notify the preschool 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 (and without the use of fever reducing medications).
- 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 preschool 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 (LIC 9166).
- Prescribed or over-the-counter medications must be brought to the preschool office by the parent in the original container.
- If it is essential that medications be administered at school, these medications must be administered from the preschool 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 (CCL Forms). 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 another 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 administration 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 administration, 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 pediculosis) is a common occurrence in preschools. When it is identified, procedures that follow must be taken. The school understands that pediculosis 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 pediculosis 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

Our Lady of Perpetual Help Preschool 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

Our Lady of Perpetual Help Preschool 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 preschool 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 school administration 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 school administration, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the school administration 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 school administration 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.
- 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 the K-8 school's campus.
- 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, an automated alert 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, Our Lady of Perpetual Help has arranged a safe haven at The Dollar General Parking Lot on Alta Vista.
- 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 emergency features and/or school emergency phone contacts.
- No student will be released until all Ourcatholicpreschool 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. The school will follow instructions of the Fire Department.
- EARTHQUAKE
An earthquake drill will take place periodically after fire drills once the students return to class. 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 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 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.

- 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 Our Lady of Perpetual Help Preschool. A student is considered at all times and places a member of the Our Lady of Perpetual Help Preschool 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, 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. Our Lady of Perpetual Help Preschool 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 Our Lady of Perpetual Help Preschool 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.

BEHAVIOR GUIDELINES

- 1) Be safe by keeping your hands and feet and objects to yourself.
- 2) Be respectful and kind to others.
- 3) Be responsible for your play area.
- 4) Be a good listener, especially to your teacher.

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

School Administration and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal. The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent and student conference
- Denial of specified privileges
- Probation: The school administration 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 school administration. 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 school administration. 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 school administration, the following offenses committed by students are potential reasons for immediate suspension which 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;
 - giving sharp, rude answers in a disrespectful tone of voice;
 - causing interruption in classroom procedures;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Injury or harm to persons or property, vandalism, or serious threat to same;
4. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
5. Hazing;
6. Unauthorized absence or continued tardiness;
7. Assault with, or possession of, a lethal instrument or weapon;
8. Serious theft or dishonesty;
9. Outrageous, scandalous, or seriously disruptive behavior;
10. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
11. 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

EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the school administration. 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 school administration, 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 to the moment of withdrawal or expulsion.

DISCIPLINARY RECORDS

Disciplinary records are private documents of the school administration and are kept separate from the student's cumulative file and will not follow the student beyond enrollment at Our Lady of Perpetual Help Preschool they are not available to students or parents.

Information and Communication Technology Policies

ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

Our Lady of Perpetual Help Preschool 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 Our Lady of Perpetual Help Preschool, 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 school administration, 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.

Our Lady of Perpetual Help Preschool 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 the Policy above

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

- Use of social networks at school may be limited by school personnel.
- 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 Our Lady of Perpetual Help Preschool students, both on and off campus, and that ALL electronic content is both public and permanent.
- Our Lady of Perpetual Help Preschool 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 audit 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 electronic devices in ways that are appropriate, educational, and meet Our Lady of Perpetual Help Preschool 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 electronic device 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.
- I will take proper care of my electronic device.
- I will never leave the electronic device unattended, and I will know where it is at all times.
- I will protect my electronic device by keeping it stored in the provided case at all times.
- I will never loan out my electronic device or give my password to other individuals.
- I will not let anyone else use my electronic device other than my parents or guardians.
- I will charge my electronic device's battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my electronic device since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my electronic device or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the electronic device, or do anything to permanently alter the electronic device in any way.
- I will not remove or deface the serial number or other identification on any electronic device.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the electronic device, case, and power cords in good working condition.

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 Our Lady of Perpetual Help Preschool administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from Our Lady of Perpetual Help Preschool.

Harassment and Bullying

Our Lady of Perpetual Preschool 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. **Preschool** 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 school administration, 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 school administration, 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 school administration or to a member of the school staff, who will then report it directly to the school administration. 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 in preschool 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 school administration, in consultation with the, Principal, 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

Our Lady of Perpetual Help Preschool 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-alikes, 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, Our Lady of Perpetual Help Preschool has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

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

Parents who may sponsor 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 are inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

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 school administration in consultation with the principal, 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 school administration 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 school administration, 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 school administration will contact the school administration 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, school administration should ask one other adult (e.g., pastor, teacher, secretary) to witness the presentation of the authorization unless the school administration 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.

Miscellaneous Information and Policies

CLASSROOM PARTIES/BIRTHDAYS

Birthdays will be acknowledged in the classroom. Treats may be brought in to celebrate your child's birthday however they must be commercially prepared. i.e. bakery or store bought. Unfortunately due to health & safety concerns at this time no homemade goodies are permitted.

LOST and FOUND: Please make sure all your child's outerwear as well as their extra clothes for their cubbies is labeled with their name. We make every effort to keep track of your children's belongings however, sometimes items are misplaced. Any lost unlabeled items will be placed in a bin for 30 days and then donated after that time.

LUNCH PROGRAM Children can bring their lunch from home or may purchase a hot lunch for \$2.50 on most regular school days. To see the menu & purchase lunch for your child in advance you can go to our website olph1.org

2021-2022 Preschool Parent/Student Handbook Agreement

[Please detach, sign, and return by on or before first day of school!]

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 Our Lady of Perpetual Help Preschool, 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 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

Volunteer Agreement Form Rev. 11/2018

