



OUR LADY OF PERPETUAL HELP SCHOOL

Student / Parent Handbook

**New and Revised
August, 2009**

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Introduction

This table has been organized to make it easier for you to find the information that you are looking for. *Section Headings* are in uppercase and are listed alphabetically. *Topic Headings* that pertain to a particular section are in the smaller title case, and then listed alphabetically within, the *Section*.

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A WELCOME MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Our Lady of Perpetual Help School is a Parish school that is a Christ-centered, child-centered and family sensitive school. It is our wish to enable our parents to join with us to empower our students to enjoy optimum success in all of our school programs.

This handbook is designed to be a ready reference so that students and parents alike will know about the rules, procedures, and policies about which they need in order to have a successful school year. It serves as a summary of that to which parents agreed by seeking entrance to our school for their children, and by signing their tuition contract.

It is so very important to keep this Parent / Student Handbook in a convenient location. It is necessary for parents to read and thoroughly discuss the contents of this handbook with students. When all of the contents of this handbook have been read and discussed, please complete, sign, detach and return the Parent's / Student's Agreement page. These signed pages will be kept on file for the year as evidence that students and parents have received, understand, and agree to abide by these policies, procedures, and rules.

The Principal reserves the right to amend this handbook at any time, if the need arises. Any amendments will be identified as such, and will be sent to the families in the published Bi-weekly Parent Bulletin / Newsletter. It is advisable in these cases to keep such bulletins in the back of this handbook since they will automatically become a part of it.

One more very important note: During these troubled times our hearts go out to several of our good families that have been affected by the economic recession or illness or other tragedy. They desperately need tuition assistance to keep their children here. By helping them and their children to remain at OLPH you are doing God's work and also helping the school to continue our programs.

Anyone who is financially able, and who wishes to, may make donations for tuition assistance at any time. Please see me directly, so I may personally thank you. Such donations are tax deductible, and will be memorialized in any manner stipulated by the donor.

May the Holy Spirit be with us and guide Our Lady's parish school family.

Sincerely in Christ,

Mrs. Laurie Moore
Principal

CONTACT INFORMATION

Our Lady of Perpetual Help School

6686 Streeter Avenue Riverside, California 92504

Phone: 951.689.2125 Fax: 951.689.9354

WEB Page: <http://www.olphriverside.com/school/index.cfm>

Accredited by the Western Association of Schools and Colleges and the Western Catholic Educational Association

PERSONNEL

Pastoral Coordinator	Dr. Sarah Elder, PhD
Principal	Mrs. Laurie Moore
Preschool Director	Ms. Laura Madigan-Hopper
Administrative Assistant	Mrs. Sharon Ryan
Administrative Assistant Bookkeeper	Mrs. Jane Huffman
Library / Office	Mrs. Maria Lopez
Maintenance	Mr. Robert Miechowicz
Kindergarten	Mrs. Kathryn Lord
Teacher Assistant - Kindergarten	Mrs. Rose Soto
Grade 1	Mrs. Lynn Castaneda
Teacher Assistant - Grade 1	Mrs. Gloria Sanchez
Grade 2	Mrs. Maria Sintek
Teacher Assistant - Grade 2	Mrs. Rosie Jenkins
Grade 3	Mrs. Donna Nurre
Grade 4	Mrs. Anne Tenango
Grade 5	Ms. Karen Warner
Grade 6 (Gr. 7, 8 Mathematics)	Mrs. Sue Marostica
Grade 7 English (Gr. 6, 7, 8 Literature; 8 th Art)	Mr. Thomas Strickland
Grade 8 (Gr. 6, 7, 8 Science; Gr. 7, 8 Geography; Gr. 7 Journalism Gr. 8 Speech and Economics; Gr. 7, 8 Spanish)	Mrs. Rosemary Hall
Grades K - 8 Computers	Ms. Alice Domogalla
Preschool 3 Year, 4 Year Old, and Pre-K	Mrs. Laura Madigan-Hopper
Preschool 3 Year Old Program	Mrs. Liliana Cordova
Preschool 4 Year Old Program	Mrs. Tammy Gonzalez
Preschool Teacher Assistant, and Kindergarten Extended Care	Ms. Kathryn O'Neil
Gr. 1 to 8 Extended Care Director	Mrs. Elaine Hodge
Gr. 1 to 8 Extended Care Aides	Mrs. Rose Soto

MISSION STATEMENT

The mission at Our Lady of Perpetual Help School, a ministry of Our Lady of Perpetual Help Parish, is to provide quality education in a loving Christ-centered environment. Our Lady of Perpetual Help School strives to open wide the doors to Christ so that the lives of the children and their families are filled with hope.

PHILOSOPHY OF OUR LADY OF PERPETUAL HELP SCHOOL

Our Lady of Perpetual Help School is a student centered Catholic Faith Community in alignment with the Diocesan vision where teachers as facilitators of learning, work with parents in their role as primary educators. Our Lady of Perpetual Help School is also an active ministry of Our Lady of Perpetual Help Parish. The Pastoral Coordinator of the parish works in conjunction with the Principal, staff, school board, and the Parent Teacher Organization to establish mutual trust, support, and dedication to the common goal of providing quality religious and academic education for our children.

The desired outcomes for students at Our Lady of Perpetual Help School are summarized in the Schoolwide Learning Expectations. These provide for the holistic development for each individual. The understanding of Religious content and spiritual formation empowers students to internalize moral values, practice self-discipline, demonstrate good citizenship and cooperation, and exercise social responsibility. In this way, Our Lady of Perpetual Help School prepares students for life as members of a family, the Church, and civic, economic and global communities.

The academic program at Our Lady of Perpetual Help School provides for age appropriate mastery of content, and the achievement, development and practice of basic skills. Students' learn critical thinking skills and habits for lifelong learning and foster healthy physical development.

Our Lady of Perpetual Help School students appreciate the cultural diversity and recognize the dignity of all the members of the school community. The administration, teachers, and parents of Our Lady of Perpetual Help School work together to help the children realize their full potential in God's world. Our Lady of Perpetual Help School has established a clear statement in its Mission and Philosophy. The Principal initiates annually, the review and revision of the schools Mission and Philosophy statements with the faculty and staff. After input is given and revisions are made, a final draft of the Mission and Philosophy is published in the parent teacher handbook, available on our website, www.olphriverside.com, as well as all promotional brochures.

Revised 2009

SCHOOL-WIDE LEARNING EXPECTATIONS

School-Wide Learning Expectations- Grades K Through 3

1. The Our Lady of Perpetual Help student is a faithful and active Catholic who:
 - A. Is kind and helps others
 - B. Follows God and Jesus
 - C. Learns the Commandments and Sacraments
 - D. Goes to church and prays

2. The Our Lady of Perpetual Help student is a creative and critical thinker who:
 - A. Uses what they already know to do their work
 - B. Thinks while trying to solve a problem
 - C. Is able to create things using their imagination
 - D. Always does their best work

3. The Our Lady of Perpetual Help student is an effective communicator who:
 - A. Says nice things
 - B. Shares and writes their thoughts
 - C. Learns to use the computer
 - D. Listens to others

4. The Our Lady of Perpetual Help student is a life long learner who:
 - A. Is eager to learn new things
 - B. Works well with people from all cultures
 - C. Can be a leader and a follower
 - D. Knows how important it is to make good choices
 - E. Is able to work on their own

5. The Our Lady of Perpetual Help student is a globally aware citizen who:
 - A. Can work and play in different ways
 - B. Know about the World around them
 - C. Takes care of the earth and all of Gods creatures
 - D. Shares with the community and people in need

6. The Our Lady of Perpetual Help student is a well rounded individual who:
 - A. works and plays nicely together
 - B. Knows the importance of good health habits
 - C. Plays fair
 - D. Is proud of themselves
 - E. Enjoys art and music

School-Wide Learning Expectations- Grades 4 Through 8

1. The Our Lady of Perpetual Help student is a faithful and active Catholic who:
 - A. Demonstrates Christian values
 - B. Practices Christian service
 - C. Has knowledge of Church teachings and practices
 - D. Actively participates in the prayer life of the school and community

2. The Our Lady of Perpetual Help student is a creative and critical thinker who:
 - A. Is able to access and integrate prior knowledge and utilizes it
 - B. Is able to solve problems, using logical reasoning skills
 - C. Is able to create through processes that are unique and original
 - D. Is able to achieve on a level that is compatible with their full potential

3. The Our Lady of Perpetual Help student is an effective communicator who:
 - A. Articulates thoughts and ideas with confidence
 - B. Is able to write clearly, legibly and efficiently
 - C. Uses technological tools to communicate
 - D. Demonstrates active listening skills

4. The Our Lady of Perpetual Help student is a lifelong learner who:
 - A. Has the curiosity to acquire knowledge on a daily basis
 - B. Interacts with a culturally diverse community
 - C. Is able to work cooperatively accepting other ideas and suggestions
 - D. Has the ability to set goals and appropriate choices
 - E. Demonstrates self-directed study skills

5. The Our Lady of Perpetual Help student is a globally aware citizen who:
 - A. Demonstrates the ability to adapt to a changing environment
 - B. Is aware of current events and world affairs
 - C. Shows stewardship for the earth and respects all life
 - D. Is a peacemaker in a culturally diverse community

6. The Our Lady of Perpetual Help student is a well rounded individual who:
 - A. Possesses the ability to engage in cooperative learning and play
 - B. Exhibits good health habits and hygiene
 - C. Demonstrates knowledge of basic athletic skills and sportsmanship
 - D. Develops a positive self-image
 - E. Is an individual who appreciates aesthetic values

ADMISSION POLICIES

Admission Policies- Non-Discrimination

Mindful of its primary mission as an instrument of the educational ministry of the Catholic Church and as a witness to the love of Christ for all people, Our Lady of Perpetual Help School admits students of any race, color, racial and / or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to its students. The school does not discriminate in the basis of race, color, racial or ethnic origin neither in the administration of educational policies, admission policies and scholarship programs, nor in athletic and other school administered programs.

Admission Policies- Age of Admission

A child must be five years old on or before October 15th of the year entering kindergarten, and six years old on or before October 15th of the year entering first grade

Students may be admitted to Our Lady of Perpetual Help School after:

1. Submission of latest report card and standardized achievement test scores;
2. Parent / student entrance interview with the Principal or his / her designee;
3. If applicable and by appointment, placement test to determine skill level;
4. Recommendation from the student's immediate former school;
5. Completion of all registration forms and the Tuition Contract, as well as payment of all registration and other fees;

This school gives preference in admission to Catholic students of member families of Our Lady of Perpetual Help Parish; secondly, to Catholic students of member families of other Catholic Parishes; thirdly to non-Catholic students.

Students are admitted on probation for their first year, and a probation agreement is included in the registration forms to be signed by the parents. Admission to all grades except Junior High is granted after the above procedures (if there is room in the classes) needed.

If any class is full, the child's name will be placed on a waiting list upon request, and parents will be notified when space is available.

Admission to Junior High (Grades 7 or 8) is granted to students, who are transferring, in good standing, from another Catholic or Christian, private school only. New eighth grade students are admitted only on very rare occasions.

Our Lady of Perpetual Help Preschool is a licensed facility through the Department of Social Services of the State of California. Therefore, while it operates under the administration of the school, and through the school office for other administrative procedures, admission to Preschool is accomplished completely through the Preschool Director and procedures particular to the Preschool. The Preschool license limits the size of its classes. Students entering the Three Year Old program must be three by October 1st for admission to Our Lady of Perpetual Help Preschool; parents must contact the Preschool Director at 951.689.3008.

Admission Policies- Re-Admission

By the middle of March, families currently enrolled will receive an *Intent to Register Form*, which must be returned to the school office including your returning and any new student(s), no later than April 15th. It is critical for the financial future of the school that we fill all of our classes, if possible. Since these forms are mainly for knowing how many students will be returning, no fee money is associated with them.

Some classes are already full for the next year or may fill up during the summer registration period, therefore it is critical that students intending to return next year get these *Intent To Register Forms* back to the office no later than April 15th or a place for your child cannot be guaranteed, as it may have been given to a new enrolling student.

Failure to follow these procedures to re-register during this period shall create a vacancy, which can be filled by the admission of new students during open enrollment. Enrollment is open during the months of April through September, first to the Parish Families and then to others beyond the Parish.

Upon the receipt of these forms, a *Registration Packet* will be sent to the families accepted for re-admission to the school provided all financial obligations and compliance to school policies and regulations are in good standing.

Admission Policies- Re-Admission Policy

On approval of Administration, the student will be invited back for the next school year based on:

1. Academic performance
2. Spiritual participation
3. Completion of Service Hours Program (SHP) obligations and tuition and fees paid up-to-date
4. Appropriate behavior / conduct

Admission Policies- New Admission

Registration for new students shall be according to the procedures listed above in Admission Policies. Registration and other fees for new students are payable upon notice of acceptance. Except for serious reasons, considered by the Principal on a case-by-case basis, registration or other fees are non-refundable and are payable in full at final registration. Families registering more than one student and / or having difficulty with the payment of fees by the deadlines must seek a conference with the Principal immediately, so that payment terms may be arranged.

CONTRACTUAL OBLIGATIONS

Our Lady of Perpetual Help School operations are financed totally through the tuition and fees paid by parents combined with the fund-raising projects throughout the school year and the service hours of the parents (see the Service Hours Program (SHP)). The cost to educate each student at Our Lady of Perpetual Help School exceeds \$6,000 per year, and tuition and fees only cover a fraction of that cost.

Therefore, the fund-raising efforts and Service Hours Program (SHP) of the school community are essential to keep the school doors open. It is impossible to operate the school without the full cooperation of each family in honoring all of its financial obligations to the school in a timely manner. In addition, all efforts of the administration, faculty, and parents must continue to find further sources of support to keep the programs of the school in operation and up to date.

Each parent or guardian who enrolls a student or students in Our Lady of Perpetual Help School accepts and signs a *Tuition Contract* which constitutes an agreement to pay all tuition and fees and commits the family to the fund-raising options and service hours that they will accomplish during the school year.

This contract also commits the family to abide by all of the school policies and regulations, including without limitation, those in this handbook, and those governing the collection of all tuition, fees, fund-raising obligations, and parent service hours' obligations, accrued fines and extended care fees.

Preschool contracts are binding in the same way and include the obligation to abide by all of the policies and regulations particular to, and disseminated by, the Preschool office or its licensing agency.

Parent cooperation in adhering to the contractual agreements and the policies and procedures outlined in this handbook is a condition for continued enrollment in the school.

TUITION POLICY

School tuition payments cover a 12 month period from June through May or a 10 month period from August through May. Tuition payments are due according to the date on your tuition contract.

1. Tuition payment not received by the due date will be considered late and a late fee will be charged for extra billings regarding delinquent tuition.
2. An extension of time may be given by sending a letter to the Principal explaining the reason for the delay and giving a date as to when payment can be expected.
3. Eighth grade students whose tuition has not been paid by the graduation deadline shall not receive diplomas. They also will not be allowed to participate in the various graduation activities.
4. There will be a \$20.00 charge for returned checks.
5. Parents will accept and sign a *Tuition Contract* agreement each year before the child / children are officially accepted.

There are three options for the manner in which parents may pay their tuition, and these are indicated on the back of their tuition contract.

Option "A" is one payment in full of all tuition, and fees due on Registration Day. Parents choosing this option are credited with all of their service hours for the new school year.

Option "B" is two payments, the first due on Registration Day, and the second due on the day school reopens after the Christmas Break. Each payment equals 50% of payment in full for tuition and fees. Parents choosing this option are credited with half of their services hours for the new school year.

Option "C" is the Diocesan Automatic Deduction Plan. For this parents complete the required form and chose a deduction to be made on the 5th or 20th of the month. There is no fee for this program. Non-sufficient funds at the time of the deduction will result in bank fees. Other school late fees will also accrue. Tuition may be paid through the Diocese with a credit or debit card.

Any check issued to the school for any other school accounts (such as, extended care, fundraising, scrip, etc.) that is returned by the bank, will accrue a \$20.00 service charge payable to the school. After two returned checks, parents will be asked to make all payments via money order or cash.

Although tuition assistance is not available at Our Lady of Perpetual Help School we do have programs to which we can refer you, which may be of help.

1. A scholarship account is maintained at the Diocese to be used for children who suffer the death or sudden catastrophic illness of a parent during the course of the school year.
2. Once a year during late January, applications for the Diocesan Endowment Scholarships are announced. The amount of these scholarships is for partial payment for one student, and is not meant for full tuition and fees. Families in good standing with service and support of school programs, and who are in need may apply. They must also be recommended for this assistance by the Principal. Families must have established this with at least one year of attendance in the school.
3. Occasionally, donations are made for tuition assistance. The same qualifications for being considered apply to those funds as well.

ATTENDANCE POLICIES

Attendance for the full day of instruction every day of the school year is crucial to the success of every student so they can avail themselves of the full benefit of instruction and class activities. The school day at Our Lady of Perpetual Help School begins with morning assembly at 7:45 a.m. and ends at 2:30 p.m., Monday through Friday. Students are required to report in on time to attend morning assembly with their class. Students arriving at school during morning assembly should wait in the breezeway until asked to join their class. These students will not be considered officially tardy, but should not make this a regular practice. Students reporting to the classroom after morning assembly are considered tardy.

Tardiness interferes with a student's progress and is an injustice to the teacher and the other members of the class because of the disruption that a late arrival may cause to the class. Students arriving late (after morning assembly) must report first to the office to sign in and receive an admission slip to be presented to the teacher. Students must present a reasonable explanation for the tardiness at this time. Students arriving after morning recess will be counted 1 / 2 day absent.

If a student is absent from school, parents should telephone the school office by 8:30 on the morning of the absence to report it. Parents who do not call the school office by that time will be contacted by the school to locate their child.

A student who is absent (or who arrives after morning recess) is required to present a written excuse explaining his / her absence upon returning to school.

If the student was under the care of a physician during the absence because of a communicable disease, he / she must present a clearance to return to school signed by the physician before he / she can be readmitted to class (See Medical Requirements).

Students absent for more than 21 consecutive days, during the school year, may not be promoted to the next grade.

All assigned work must be completed by the student who was absent for all of days that he / she was absent. Assignments may be picked up from the office only if the parent has called for them by 10:00 a.m. of the day of absence. Such assignments and materials must be picked up from the office by 3:30 on a full day and by 12:15 on a minimum day. Siblings or neighbors who also attend the school may be designated to pick up the work. The office must be notified of this when the work is requested.

RELEASE FROM SCHOOL

No student is permitted to leave the school grounds at any time during school hours, nor will they be released from class without a written request, signed by the parent, stating the reason. Before leaving the school, the parent or responsible adult designated by the parent, must report to the office to pick up the student and sign the child out. The responsible adult must be listed on the emergency card. Doctor or dental appointments should be arranged after school hours whenever possible. It is now required by law that students returning to school from a doctor or dental appointment must bring with them a written note from the doctor's or dentist's office. Otherwise, the child is not legally excused and is counted absent during his / her time away from campus. All students returning from appointments must report to the office to sign in and obtain an admission slip to present to the teacher.

Emergency dismissals during the day may be made at any time by the Principal or his / her representative when a serious condition such as sickness, accident, emergency home conditions, etc. warrants it. If a student becomes ill or is injured during school hours, every effort will be made to contact the parents. No student will be permitted to go home until this contact has been made.

If it is impossible to contact the parent, contact with one of those listed on the family emergency card, who is authorized to pick up the child, will be attempted until someone is reached. If no authorized person is available, the Principal will arrange *for* emergency treatment or transport to emergency treatment facilities if it is necessary.

If an emergency, such as a natural disaster occurs outside of school hours, parents should listen to the radio for instructions on school closures. As a general rule, Our Lady of Perpetual Help School will follow the same procedures as the Riverside Unified School District. If the emergency occurs during school hours the school will dismiss students to parents or authorized persons following the school emergency preparedness procedures (See Health and Safety Policies.)

OFFICE PROCEDURES

The school office is open Monday through Friday from 7:00 a.m. until 3:30 *p.m.* *for* any school business including tuition payments and extended care bills.

APPOINTMENTS

It is the goal of the Administration and faculty to keep line of communication open and to give ample time to all parents. To help implement this goal, we ask that you **CALL THE SCHOOL OFFICE TO ARRANGE AN APPOINTMENT** to meet with the Principal or faculty members. This will ensure that the individual will be there and will have time to meet with you.

The Principal is usually available Monday through Thursday for conferences starting at 10:00 a.m. through 3:00 p.m. Teachers are available for conferences with parents starting at 2:45 p.m. through 3:15 p.m. or from 7:15 a.m. until 7:30 a.m. before school. If these appointments times are not convenient for parents, special arrangements may be able to be made. Please do not telephone the teachers at their homes or on their cell phones. If an emergency does arise, parents are to call the office and the Administrative Assistant will have the teacher return the phone call to the parents as soon as it is possible. Teachers may not leave their classrooms during instruction time to schedule conferences or for telephone conferences.

OFFICE TELEPHONE

Children may not use the phone in the office unless it is an emergency. School telephone lines must be kept available for school business; therefore students may use the phone in the office only for emergencies and with permission of an office staff member. Students are not allowed to have cell phones on campus.

Arrangements for after school social activities, rides home with friends, forgotten lunches, homework, P. E. clothes or other materials do not constitute emergencies and should ordinarily be taken care of outside of school time or by thinking responsibly before leaving for school in the morning.

Students in extended care will have access to the extended care cellular telephone for emergencies. That number is published yearly on extended care home / school communication.

CELL PHONES

Students may not have cellular telephones in school. If a student is found with a cell phone it will be confiscated and kept for a parent to pick up in the school office. The second violation will result in confiscation and the phone will be returned at the end of the school year.

Students may need to come to the office for various reasons in the course of a school day. Students should remember that they should not leave class during instruction unless it is for an emergency, and should visit the office during their break times. When students come to the office, they should not be disruptive of office business and should be polite to adults who may be there and to the office staff.

SCHOOL VISITORS

Parents are encouraged to visit the school often, but are to check in at the office before entering any classroom during school hours. For safety reasons, the doors that open onto the parish parking lot in the Grade 2 to 6 wing are closed and locked at all times during school hours. No one may use these doors during the school day to enter classrooms or to deliver items to the classroom from 7:15 a.m. until 2:30 p.m. or until the children no longer occupy the rooms.

Any forgotten items which parents wish delivered to students should be brought to the office. This prevents classes from being interrupted at crucial times. Parents or others, who are on campus to volunteer, should report to the office to sign in and obtain a "Volunteer" badge to wear while they are on campus. Volunteers must sign out and turn in the badge when leaving campus.

Persons other than the custodial parent(s) or legal guardian(s), agencies or organizations desiring to contact individual students during school hours must receive the permission of the Principal and must report to the school office to sign in and receive a Visitor badge. This permission will not be given without the consent of the custodial parent or legal guardian unless Child Protective Services, or law enforcement, is the agency involved

The Principal will not leave the student alone with anyone who is not a legal guardian even if they are law enforcement officials, medical or counseling personnel not employed by the school unless the situation demands it and the child is comfortable by themselves.

Parents having difficulties or concerns with students other than their own may not take up the issue(s) with these students directly. Any concerns of this nature must be directed to the Principal or Vice Principal.

CUSTODY OF MINORS

The school may not be used by a non-legal guardian for the exercise of visitation rights. A non-legal guardian is defined as any individual who does not possess court appointed custody of the child. In cases of disputed child custody, the school must be provided with court documents explaining the authorization and rights of the non-custodial parent(s) to the child during school hours. Any denial of non-custodial parent(s) to visit the student or the school must also be documented by court papers. Any changes to court documents, which are on file at the school, should be updated when these changes occur. These documents are reserved in a confidential file by the Principal are not part of the student's permanent records.

STUDENT RECORDS AND ACADEMIC INFORMATION

There are several types of student records reserved in the school offices. These include permanent academic records, attendance records, copies of Sacramental records, registration forms, family school financial records and contracts, discipline records, health records, emergency cards and the parent's / student's agreement from this handbook. Teachers reserve records of student work and behavior, absence excuses, permission slips for field trips and other communication from parents on file in their classrooms for the balance of the school year at which time these classroom records are destroyed.

Students' parents or legal guardians have the right to inspect all of their child's records in the presence of the Principal or his / her delegate. However, behavior records (e. g. counselor's reports) should be inspected only in the presence of a person qualified to interpret the reports. Parents wishing to inspect student records should submit the request in writing to the school office 24 hours in advance.

Student Record Information - Privacy

The student's name, address, telephone listing, date and place of birth, grades and standardized achievement test scores, Sacramental information, dates of attendance, schools previously attended and annual school photographs are included in the permanent record information. If the school plans to release any of the above information for any reason, it must provide the parents with some opportunity to request that some directory information not be released without their consent. This is ordinarily done at final registration.

The school is not permitted and will at no time furnish any list of students' names and addresses for commercial purposes. The school will not release students' names, addresses or telephone listings to any individual without the permission of the parents or guardians. All of the above mentioned personal contact information includes electronic addresses or student information / records of all kinds - email, websites, blog, chat rooms, etc. and these are considered as confidential as other contact information.

No student will be photographed or videotaped without the permission of the parents, except for the purpose of the yearbook or like internal school publications or projects. A general permission slip to this purpose is sent to all families at the beginning of each school year, and is kept on file for the duration of the school year.

Student Record Information - Release To Schools

Upon school transfer, An official transcript of student records is normally mailed to the receiving school, but may be delivered by a school official only. They are never given to a parent or student for delivery to a school. Unofficial copies of a student's records may be given to the student's parent or guardian upon request. For these unofficial copies only, the school may request a fee of \$5.00 to cover reproduction costs. The original or a copy must be retained by the sending school. Transcripts may not be withheld because of tuition delinquency unless the parents have signed a tuition agreement by which they have explicitly waived their rights.

Student Record Information - Non-Custodial Parents

This school abides by the provisions of the 1975 Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy.

Student Record Information - Challenging Contents

Challenges to the content of the record may deal only with the correction of data in the student record, not with substantive decisions on academic grades. These challenges are to be settled through proceedings on the local school level. Policies for such challenges are as follows:

- A. The parent of the student may file a written request to the Principal to correct or amend any information in his / her child's permanent record, which he / she alleges to be inaccurate, unsubstantiated, or a conclusion drawn outside of the observer's area of competence.
- B. If the decision is not to amend according to parental request; the parents shall be informed of their right to place in the student's records a statement commenting on the information in the records and / or the parental reason to disagree with the decision. If the contested portion of the record is released, the parental comment must also be released.

Discipline records may include copies of behavior referrals, detention notices, dress code violation forms, suspension notices, academic or behavior probation forms, anecdotal records of non-support or violations of school rules and policies by students or their parents and expulsion documents. These are reserved in a confidential file by the Principal and are not part of any student's permanent records. Discipline records are not released without serious reasons, such as a request by the Pastoral Coordinator or Diocesan Superintendent of Catholic Schools or a court subpoena. Parents will be notified of any such release of discipline records.

Health records are also reserved in the office as are required by the State of California (See Medical Requirements.) Emergency card information for each student is kept on file in the school office. Parents are asked to update this information each year in order to insure the safety of their children.

Financial records of all school accounts and Tuition Contracts are reserved in the business manager / bookkeeper's office. Scrip participation amounts are recorded and kept by the Scrip chairperson and copies are turned in to the office monthly. Extended Care accounts are kept by the Extended Care director and copies are turned in to the office monthly. Identifying information, student attendance and financial records are kept on a computer database by the business manager / bookkeeper.

Other family records reserved in the school office include copies of Volunteer information that is submitted yearly, and fingerprint clearance, as well as drivers' licenses and insurance information for drivers of field trips. These records must be kept current each school year. These records also include completion documentation of the Diocesan Safety and Code of Personal Conduct courses. These records are kept in the custody of, and are for examination of, the Administrative Assistant or the Principal only.

USE OF SCHOOL FACILITIES

Since Our Lady of Perpetual Help School is a ministry, which is integral to the Parish it serves, other ministries of the Parish also use the facilities of the school often according to the Parish Calendar. These other Parish ministries share in the stewardship of all Parish facilities of which the school is a part.

It must also be recognized by all parishioners that the parents of the students who attend school bear a heavy financial investment in the facilities and property of the school and of the property of their children, which is housed there.

Any and all groups or organizations, who wish to use the Our Lady of Perpetual Help School facilities or grounds, are bound by the applicable rules, policies and procedures of this handbook

Any part(s) of the school facility, which is unlocked for use, must be locked after use.

For security reasons, Parish and other groups using the school facilities must obtain and return keys from the school or rectory office in a timely manner before and after each use. Fairness to other groups who need a limited number

of keys should be considered by all. **School keys may not be retained by any individuals except school or parish employees. Replacement cost will be assessed for any lost keys and for lock repair or replacement.**

Adult supervision of children using any school facilities or grounds is required at all times. No children are permitted in classrooms without an adult present. No eating or drinking may take place in the classrooms. Restrooms should be monitored..

HEALTH AND SAFETY POLICIES

Health and Safety Policies- Medical Requirements

The area of health regulations is one of the few areas where private schools are bound by the same regulations that apply to state schools. All health and safety policies for Our Lady of Perpetual Help School are born out of common sense with the utmost well being and safety of Our Lady's children at their core.

Health and Safety Policies- Immunizations

All children must present an immunization record. At registration time, an immunization record showing the month, day and year the child received each of the required immunizations must be presented. California law requires specific health screening procedures for all students entering school for the first time. No child may be admitted as a student in a school unless she / he have been immunized against diphtheria, pertussis, tetanus, polio, mumps, and measles (both Rubella and Rubeola). All students entering Kindergarten must be immunized for Hepatitis B and chicken pox (varicella). All seventh grade students (new and existing) must be immunized for Hepatitis B and have had their second MMR immunizations. There must be a doctor's verification of the record. If the immunization records are not updated, by law the child must be excluded from school. (Health and Safety Code Sections 120325-120380 (formerly Sections 3380-3390); California Administrative Code, Title 17, Sections 6000-6075)

Health and Safety Policies- TB Test

A TB Test is also required for Preschool through 8th grade for all new students.

Health and Safety Policies- Medical Exemptions

The law allows (a) parents / guardians to choose exemptions from immunization requirements based on their personal beliefs, and (b) physicians of children to elect medical exemptions. The law does not allow parents / guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem.) See the back of the blue California School Immunization Record (CSIR) (PM 286) for instructions and the affidavit to be signed by parents / guardians electing the personal belief exemption. For children with medical exemptions, the physician's written statement should be stapled to the CSIR. Schools should maintain an up-to-date list of pupils with exemptions, so they can be excluded quickly if an outbreak occurs.

Health and Safety Policies- Vision Screening

The school also provides vision screening for lower grades and new students annually. Parents are advised if more extensive vision tests are indicated. In addition, specific grades are screened for Scoliosis.

Health and Safety Policies- Physical Examinations

A physical examination is required sometime during the 12 months prior to a child entering the first grade. This is a Child Health and Disability Prevention (CHDP) requirement. Our Lady of Perpetual Help School recommends that all kindergartners receive this physical examination before entering. While physical examinations are not officially required for students to participate in after-school athletic programs, it is strongly recommended that students have one or at least be checked and cleared by a physician regarding any potential physical limitations before signing up for participation.

Health and Safety Policies- Student Illness

While consistent attendance in school is crucial for optimal student progress and growth, attending school ill is just as detrimental to that progress. Please use discretion when deciding to send a child to school when he / she is ill, especially if there is a fever present. A child should not return to school until 24 hours after his / her temperature has returned to normal. Students who become infected with a communicable disease (Flu, Measles, Mumps, Chicken Pox, Head Lice, Mononucleosis etc.) must present a physician's clearance to return to class which states that the contagious stage of the disease is over. (See Attendance Policies)

Health and Safety Policies- Special Circumstances

In cases of special temporary health, physical, legal, or other circumstances, the school will consult with the Office of Catholic Schools, the policies of the Education and Welfare Corporation, and local school district and community resources to determine the best course of action to support the student and family, as well as the school population.

Health and Safety Policies- Medications at School

If it is necessary for a student to take medication during the school day, an official medication form completed by the child's physician and signed by the parents must be submitted to the office. All medications must be kept in the *school office* (even over the counter types). (See section below.) It is the parents' responsibility to monitor the amount of regular medication that is necessary to be kept on hand for their child in the school office so that a required dose is not missed. It is the child's responsibility to report to the office at the correct time for required medication. The child will sign the medication log book and record the time each time the medication has been taken. Parents should inform the teacher about the times a student in their class must report to the office to take a medication.

Parents should also inform teachers, at the beginning of each year, of any chronic medical or physical condition or impairment, which may affect their child's performance in school. These conditions include, but are not limited to, vision or hearing impairments, orthopedic problems, allergies, asthma, hypoglycemia, diabetes, cardiac conditions, diagnosed ADD or ADHD which is being treated, migraines, epilepsy, sleep or eating disorders, need for frequent trips to the restroom or any others.

Health and Safety Policies- Medication Policy

1. Schools may not furnish any medications.
2. All medications require physician and parent / guardian authorization.
3. All medications must be secured in the school office or other designated location. Use of an epi-pen necessitates a 911 call. Because of the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without the epi-pen or inhaler on their person, consideration will be given to a variance if the physician and parent document the following:
 - a. Risk of not carrying medication.
 - b. The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.
4. Authorization forms should be maintained in the binder with the medication log. Authorization forms will be added to the student file when no longer in use.
5. Medications will be administered by adult office personnel as approved by the Principal.
6. The medication log is to be maintained until three years after the student leaves the school. The form will be incorporated into the student's permanent file upon transfer or graduation.
7. Each school should develop a list of students requiring medication every day, all year long.
8. Medications should be brought on fieldtrips when necessary.
9. INSULIN administration is a parental responsibility.
10. All medications are to be returned at the end of the school year.
11. Parents are responsible for picking medications up from the *office* at the end of the school year, and for assuring that medications have not expired.

Health and Safety Policies- Medication Administration Procedures

1. Parent or guardian brings the medication to the office.
2. Authorization forms are reviewed for completeness (faxed forms from the physician or prescription are acceptable. Staple the prescription to the authorization form)
3. Assure that medications are in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over the counter medications should be in original sealed packages with directions for administrations.
4. Store medications in a secure location (i.e. Ziploc baggie, tool box, etc) labeled with the child's name, dosage, and time to be given.
5. Assist and observe the student with taking the medication (some students may use a nebulizer for asthma medication). If a student doesn't come for a scheduled medication, send for the student.
6. Notify the parent or guardian if a student requires an "only if needed medication" while at school.
7. Notify the parent or guardian of any missed dose while at school.
8. If the child uses an inhaler and has no relief or is having severe breathing problems notify the parent / guardian immediately and consider calling 911.
9. Document the medication administration in the medication log. If students are required to initial that they have received the medication then it will be co-signed by office personnel.

Health and Safety Policies- Safety Regulations

Normal, safe operations of the school are the responsibility of every member of the school community. Many school rules, which are included in the school discipline code, come from safety regulations and therefore are covered in this section of this handbook. Since prevention is preferable to dealing with the consequences of poor safety practices, any safety risk, which is noted that is not covered in this handbook, should be brought to the attention of the administration in writing as soon as possible.

Health and Safety Policies- Supervision of Students

Students must be properly supervised by an authorized adult at all times while they are at Our Lady of Perpetual Help School and during all school sponsored activities. Proper supervision of children entails not only a physical presence with them, but also a conscious mental presence with them as well. A general rule is that the younger the child, the greater the responsibility for supervision. Authorized adult supervision is defined as that given by school personnel in accordance with the assigned duties in their job descriptions or that given by school-assigned adult volunteers.

Adult volunteers are parents / guardians, or other individuals who have met the following requirements:

1. Reached the age of 18 years,
2. Completed and submitted the annual volunteer questionnaire according to requirements of the Diocesan Department of Human Resources, and
3. Completed required DOJ and FBI fingerprint clearance (livescan), and completed the required Diocesan safety and code of Pastoral Pastoral Coordinator conduct courses.

Volunteers provide specified services for Our Lady's children according to the mission and philosophy of the school and responsive to the directives of administrators and / or designated staff members. Students are required to listen to, obey and respect all of their supervisors, whether school personnel or volunteers, at all times for their own safety. As a model to Our Lady's children, parents / guardians are required to treat and to speak to or about all volunteer / student supervisors with respect as well.

Supervision of students commences on school days with Before School Extended Care at 6:30 a.m. and continues until 6:00 p.m. when After-School Extended Care closes (See the Extended Care section for information about students left at school after 6 p.m.). While the school is sensitive to the problems of working parents, no parent / guardian may expect or assume that school personnel, who arrive early or stay late to work in the school, will supervise children who are dropped off earlier or who remain later than the hours of extended care.

Therefore, no student may arrive at school before 6:30 a.m. or may stay on school grounds after 6:00 p.m. If parents arrive before 6:30 a.m. with their children, they must remain with them until Morning Extended Care opens. Since darkness is a consideration for a good part of the school year both before and after school, parents should be vigilant that no child has to wait for them in the darkness.

Students who participate in after-school sports programs are under the supervision of their coaches from the end of classes until 15 minutes after the practice or other related activity has finished. After that time, each student that has not been picked up by a parent / guardian or other authorized adult (on the family emergency card), will be escorted to After-School Extended Care by the coach. If a practice or activity does not begin right after normal class hours, students must report to After-School Extended Care and will be signed out by their coach before the scheduled practice or activity. Between the end of school and the beginning of sports practices, there is no charge for After-School Extended Care. There are no exceptions to these procedures.

Students who are staying after school for any other extra-curricular activity, who are in tutoring sessions, or who are serving detention, must be picked up immediately after these activities. Students remaining after the activity is over, will be escorted by the supervising teacher or volunteer moderator to After-School Extended Care. Since the school provides extended care service for all families, teachers or other school personnel, volunteers or parents / guardians who happen to be on campus, are not permitted to provide childcare in any classroom or other school area before or after normal school hours or outside of normal school activities. Any child who is present in the school buildings or on school grounds at prescribed times will be placed in extended care and parents / guardians will be billed.

All children attending school community-sponsored family functions outside of prescribed times should remain with their parents / guardians during the entire event. No children are permitted to be in any school building or to play on school grounds with or on any school equipment, without supervision by a school-authorized adult.

Students may never walk home or take a city bus from school without prior written notice to the school office provided by their parents / guardians. Walking or riding the bus to or from school is not recommended especially during the winter months when dawn occurs later in the morning and darkness occurs early in the evening. Repeated violations of these student supervision regulations on the part of students or parents / guardians will result in disciplinary consequences and may result in students being asked to withdraw from school.

Volunteers' presence in the school is one of the most valuable safety assets of the school. Safety vigilance is the responsibility of any volunteer who is present on campus at any time when the children are present. Any volunteer who witnesses any unauthorized person on school grounds during the school day should direct them to the office, or off campus immediately. Any conduct that is unsafe or harmful to any student or adult on campus should be reported to the office immediately. Any safety hazard on campus or nearby should be reported to the office immediately.

Health and Safety Policies- Student Insurance

The student accident insurance program provides coverage for hospital, surgical, and medical expenses incurred as a result of a student injury during normal school activities. The insurance plan covers accidents, which occur on school property one hour before school commences, until one hour after dismissal on days that school is in session. Should accidents occur, parents will be notified immediately. Insurance claim forms are available in the school office. If a student or parent is injured during any school activity, 911 will be called if it is warranted, and parents, guardians will be contacted immediately.

Health and Safety Policies- Personal and School Property

Neatness in the classroom and on the playground is important to safety and hygiene. No eating or drinking is permitted in the classrooms at any time. (See Playground and Lunch Table Safety section for rainy day eating arrangements.) During school time, with the permission of the classroom teacher, containers of water only may be kept and used by students in the classroom. These containers should be leak proof and may not contain any other fluid except plain water. Other types of drinks may stain carpeting and / or draw insects. (No frozen water bottles may be kept at the students' desks because the condensation affects the care of the carpeting.) Because of the problem it poses on floors, furniture, sidewalks, etc., chewing gum is not permitted at any time on school property.

Any student's personal property, as well as all of his / her books and school supplies, must be kept neatly and safely inside of the student's desk, book bag / back pack and / or magazine storage box (if one is required by the teacher) or in a shelf or cupboard space ("cubbie") designated by the teacher. Except for one allowable magazine storage box, which should be placed neatly, right beside the chair portion of the desk, no items may be kept on the floor of the classroom either under the desk or in any walking spaces of the classroom Floors must be kept free of litter, books, or other materials at all times. No backpacks / book bags, lunch containers, etc. may block the aisles between student desks at any time.

At the end of the school day, nothing may be left on the floor or on top of a student's desk. All books and personal property should be stored in the desk, book bag / back pack, in the assigned "cubbie", or magazine storage box which is then stored out of the way for the night. Custodians will not clean the classroom if students do not clear the floor of all litter and / or if they do not store books and belongings properly before leaving. Also, our school is used by other Parish ministries, groups or organizations in the evenings and on weekends. Therefore, for security reasons, magazine storage boxes, book bags back packs, clothing or other personal items left at school at night, must be placed on a shelf of the classroom, or be placed in a closet or cupboard designated by the teacher for storage everyday. ***Students, who leave personal items in school, without storing them safely, do so at their own risk. The school is not responsible for finding or replacing any item, which is lost or damaged.***

Any personal items and / or clothing, which are brought or worn to school, should be marked with the student's name and grade. This means school uniforms including P. E. clothes, sweatshirts, sweaters and jackets and all school supplies. Lost articles are kept for a period of time on the Lost and Found rack in the breezeway. If they are not claimed after their presence has been advertised, they will given away or disposed of in whatever way seem appropriate. Any small item that is turned into the office will be kept for a period of time and then will be disposed of accordingly also.

Neatness on the playground is very important for safe play. Litter from snacks and lunch must be placed in trashcans provided throughout the campus. This includes before and after school. Safety as well as pride in the appearance of the school and grounds, responsible Christian stewardship and concern for our environment, demand this care by every member of the school community. This concern is part of the total school philosophy.

Health and Safety Policies- Playground and Lunch Table

Students are to play with their own classmates only in their own designated play areas. Students are not permitted to play any game, which involves hitting, knocking down (tackling), pushing or tripping another student. At all times, Christian values and sportsmanship should be observed during play time and in any dispute during a game or conflict resolution during play. When an accident occurs and any student is injured he / she should report to the school *office* for first aid. If a student is seriously injured, and cannot report to the office by him or herself, another student should not attempt to move the injured student, but should go to the nearest supervising teacher or adult volunteer or to the office for help. Other students should stay clear of the injured student.

If a ball goes over the outside playground wall during play or on to the roof, students may not go after it, but should report it to the nearest supervising teacher or adult or to the office.

The following areas of the campus are not safe for play and are therefore off limits to all students, at all times:

1. on or near the outside playground wall,
2. near the maintenance room behind the computer lab,
3. behind the baseball diamond storage shed,
4. near the large metal storage containers or prefabricated out-buildings,
5. anywhere in the parking lots, or any driveways,
6. under the stairs of the ministry center or behind the building in the south driveway.

Classroom doors are locked during recess and lunch. Students may not enter a classroom at any time unless the teacher or other designated adult is there. Classroom doors on the parking lot side of the grade 2 - 6 building are to be kept closed and locked at all times while students are in the classrooms.

Restrooms are not play areas; students must not loiter there during recess or lunch. Students should use the restroom with the same civility as they would the restroom in their own home. Vandalism (including willful damage to the plumbing), urinating on walls or on the floor, throwing wet paper so that it adheres to the ceiling or the walls, or littering is very unsafe, uncivilized, and unhygienic. Such misconduct will result in disciplinary consequences and / or retribution for damages.

Students should remember to use the restroom if needed during recess or lunch break so that they do not need to leave the classroom during instruction or work time. Students should not wait until the end-of-recess or lunch bell rings to use the restroom. When the bell rings, students should walk to their line immediately. Students should not run on the walkway areas outside the classroom doors and care should be taken not to loiter near a classroom door that may open suddenly.

Correct and polite eating manners should be observed at the lunch tables. Students should eat their lunch, allow others to eat theirs and may not play at the lunch tables. Students should remain seated at the lunch table until they are excused to the playground by the lunch supervisor. No student will be excused until their eating area is clean. Students may not eat while sitting on the benches outside of rooms 7 or 8 at lunchtime. Students may not sit or stand on the lunch tables at any time. Students may not throw food or trash. Students may not tamper with another student's lunch at any time. Students may not communicate in any way with passers-by or throw anything outside of the school fence that is along Streeter Avenue while in the lunch area or at any time.

When it is raining or otherwise adverse weather prevents outside play at recess when students may eat a snack, they will eat their snack on the bench outside the classroom and have their break time in the classroom. At lunchtime on rainy or otherwise adverse weather days, students will eat in the classroom. Special care should be taken to obey the safety and neatness rules above and when they are excused from the tables, students should return to the classroom for the remainder of the lunch period. **On these days, extra volunteer supervision help will be needed. Any parent / guardian who are able will be greatly appreciated if they report to the office for assignment to classrooms for the lunch period (11:30 a.m. to 12:00 p.m. / 12:00 to 12:30) on adverse weather days.**

Health and Safety Policies – Personal Student Transportation Items

Parents are responsible for seeing to it that their children get to and from school safely and on time. The decision, therefore, as to whether a child should ride a bicycle to school or not is left to the parents. If a student rides a bicycle to and from school, the following applies:

1. Children who ride bicycles should be carefully instructed regarding traffic rules and safety precautions. These have been and will continue to be reviewed periodically at school, but parents should be certain that their children are fully aware of safety rules.
2. It is strongly recommended that students younger than 4th grade not be permitted to ride bicycles to school. The degree of muscle coordination of children of this age is not sufficient to guarantee safety in the heavy traffic situation around our school.
- 3 Bicycles should be registered and licensed before being brought to school. This is a state law.
4. Bicycles may never be ridden on school grounds. Upon entering the parking lot, the student must walk his / her bicycle to the racks and lock it in place. Bicycles that are not locked may be impounded by school authorities. Our Lady of Perpetual Help School is not responsible for bikes that are stolen from school grounds or are damaged while on school grounds.
5. Skateboards, roller blades, hee-lies, shoes with wheels or lights are not allowed on school grounds at any time.

Health and Safety Policies– Traffic Procedures

Due to the volume of traffic in the parking lot and the presences of the students among vehicles before and after school, the cooperation of all of the members of the school community is crucial for the safety of Our Lady’s children. A map indicating the traffic pattern for safe drop-off and pick-up of students is available in the office. The plan was developed in the consultation with the Riverside Police Department.

Health and Safety Policies– Morning Drop-Off

There is no modification to the parking lot procedures before school in the morning from the past except to ask for heightened cooperation of all drivers. Parents / guardians bringing students to school in the morning by car must enter the parking lot by traveling north on Streeter Avenue and **turning right only from Streeter into the parking lot**. Care must be taken to avoid the “No Stopping at Any Time” zone on Streeter, right in front of the Parish hall, if they must wait on the street before turning into the driveway.

Once in the Parish / School parking lot drivers should follow the car pool line proceeding around the Parish hall to the right and then left to the “coned-off” area adjacent to grades 2-6. In the morning students may be dropped off in this area, remember to pull as far forward toward grade 5 as possible. This is essential in the afternoon so that cars will not extend out on to Street Avenue for too long. After dropping off or picking up students, all traffic must exit the parkign lot on to Central Avenue, right turn from right lane, or left turn from left lane.

Parents / guardians who want to accompany their children into the schoolyard for any reason may proceed straight into an available parking space. **There is no parking beside Room 1 or in the rows adjacent to the car pool line**- the ones closest to the school as these are reserved for faculty and staff (except for cars displaying disabled placards in the disabled parking spaces) – or on Streeter Avenue. Students may not be dropped off or picked up on Streeter Avenue.

Students and parents must enter the school grounds via the walk-in, video secured, gate nearest the breezeway. The gate video monitored opening procedures begin at 7:00 am. No one may walk through the parking lot across the car pool line. All pedestrians in the parking lot must cross to the school at the marked crosswalk by Room 5. The student Safety Patrol will be available to assist small student to the gate and to direct traffic through the car pool line. Parents / guardians are requested to follow their directions with courtesy, and to instruct their children to do so as well.

Parents using before school extended care may enter into the south driveway near the preschool building. They should enter, turn around (watching for pedestrians), park, walk their children into the building via the door under the stairs, and sign them in, and then exit through the same gate. Extreme care should be taken since there is not a lot of room for cars. **THIS IS THE ONLY TIME WHEN THIS GATE CAN BE USED.** At 7:00 a.m., that gate will be closed, and the main school gate will open. After 7:00 a.m. parents must park in the main parking lot but students must still report to Extended Care until released at 7:15 a.m. Any student found on campus without the supervision of a teacher or volunteer before 7:15 will be sent to extended care and parents will be charged. Repeated infractions in this regard will result in disciplinary action.

Health and Safety Policies– After School Pick-Up

Students will wait for cars in the outlined area adjacent to the Gr. 2 to 6 building. Parents should pull as far forward as possible toward Gr. 5 before waiting for students to load. Parents having a reason to come into the school as above, should park in the available spots. Also, if all students in a car are not ready to load quickly, parents are asked not to remain in the car pool line. Instead, drivers should pull into a parking space to wait for stragglers so that the line may proceed. During excessively hot weather and on rainy days, students will wait inside rooms 2 - 6.

Children may not play in the drop-off or pick-up areas and should watch for their cars so that they do not hold up the car pool line. Children waiting for the parents to conduct their business after school should remain with their parents or report to extended care. Children may never play in unauthorized and / or unsupervised areas

especially in or around the traffic before and after school. In all parking lot procedures, Christian courtesy and Christ-like modeling

Health and Safety Policies– Crossing Guard

An adult crossing guard is provided in conjunction with the City of Riverside at the corner of Streeter and Central Avenues. He / she is on duty from 7:15 to 8:30 a.m. before school and from 2:00 to 3:30 p.m. after school, to assist children who walk to school across the intersection. Before and after this time no assistance is available. Students must have a signed note in the office giving their parents' permission to walk home.

Health and Safety Policies- School Emergency And Evacuation Procedures

As in all things, the care, safety and welfare of Our Lady's children and faculty / staff are the primary concern during any emergency at school. The concerns of parents / guardians / families are also considered very important. Four years ago the School Advisory Board made it their annual project to renew and revise our Emergency and Evacuation Procedures. The following year the Diocese issued a template plan used in all of the schools, which is posted in all of the classrooms along with a map of the emergency evacuation route and the classroom fire extinguisher.

In the event of an emergency, it should be understood that children are as safe at school as they are at home. School buildings are designed with safety in mind and are inspected monthly by our maintenance man for safety hazards. To date, the school has passed all inspections by the fire department, the health department and Diocesan insurance / risk management and asbestos offices. All faculty / staff have completed, and renewed on schedule, First Aid and CPR courses. Each faculty and staff member has an assigned duty to serve the children during the execution of the emergency plan. Members of the parish staff are also prepared to assist if a need arises.

Our Lady of Perpetual Help School is equipped with provisions, which will last 72 hours in the event that the students will be under the care of the school after a natural disaster. This includes nutrition, water, first aid supplies, extra drums of water and other materials and supplies. These supplies are renewed when needed (some have expiration dates) and all donations of emergency supplies to the school are always welcome. Each year during April (the designated Student Safety and Preparedness Month), a list of needed emergency provisions will go home. Students regularly practice what to do during an emergency during the regular or monthly emergency drills. Parents should discuss with their children the proper conduct during such drills and during emergency procedures.

As stated above, Our Lady of Perpetual Help School has a disaster plan, which will be put into action in case of such an emergency. A disaster occurring during regular school hours or extended care will require full cooperation of parents / guardians and students as follows:

1. Students should remain calm, listen carefully and follow all of the directions of faculty / staff and volunteers.
2. Parents / guardians should not telephone the school; telephone lines will be needed for emergency communications.
3. Parents / guardians should not drive to school for at least one hour after an earthquake or other disaster; streets and parking areas around the school should be kept as clear as possible for emergency vehicle access.
4. After that time, parents may come to pick up their children. A single pickup area will be designated and indicated by directional signs. Please do not enter the campus via any other access point (such as over fences or walls). Parents / guardians or authorized persons should be prepared to present a picture ID in order to pick up children. Do not take children without signing them out through the designated pick-up point.
5. Parents / guardians, who live near the school campus or are in the vicinity of the school at the time of a disaster, are asked come after your home is secure, to school to help if it is possible.

The school will retain the children until a parent / guardian, or his / her designee, is able to reach them for up to 72 hours. After 72 hours, any children still being held at the school will be transferred to the nearest Red Cross Relief Center. Be sure to keep family emergency release data updated, on the annually updated emergency card, with all possible individuals who may be authorized to pick up your children. Please include cell phone contact numbers.

Students will be released only to those specified by you on those documents. A release log will be signed by the person taking your child and a location indicated where the child will be taken after pick up from school.

Other man-made emergencies, which might occur during school hours (fire, civil unrest, bomb threat, etc.), are also provided for in the school's disaster plan. If a "lock-down" of the school becomes a necessary measure, students and parents / guardians should follow procedures # 1, 2 above. In that event, parents / guardians should listen to the news to hear when release of the students can be safely accomplished. After the area around the school is safe, the same release procedures above will be followed. If evacuation of the campus becomes a necessary measure, the children will be taken to the nearest secure area which can contained and controlled safely (ex. Sears rear parking lot). Parents should follow #1 - 4 above. Release of the students will take place (from the evacuation area) as above. In all cases of emergency, it is crucial that every member of the school family remain calm. Parents should be alert to communication concerning these revisions. The PTO will initiate the phone tree procedures when called for.

While supplies as listed above are present in the school for all students each family is responsible to send an Emergency Preparedness Comfort Pack with each child in attendance at the school. Teachers are instructed to store these in the classroom and return them at the end of each school year for use at home during the summer.

Health and Safety Policies- Student's Emergency Preparedness Comfort Pack

Refreshed and renewed, individual student comfort packs should be sent as close to the beginning of each school year as soon as possible, since there is no way to predict when such items may be needed. Students at all grade levels must bring one, even though, during ordinary times, older children may think that they are not necessary. The purpose of these packs is as much psychological as it is practical. Parents should make sure all of the required items are included, but should not load it with items not on the following list.

Health and Safety Policies- Comfort Pack Contents

In an appropriate sized freezer-type zip lock bag, with the child's name and grade permanently marked on the outside, the following items should be placed:

1. A family picture or pictures of each member of the family including pets.
 - A. On the back of the picture that contains an image of the child, print the students name, address, phone contact numbers (including cell phones), and blood type.
 - B. Laminate all pictures.
2. A note of comfort from each parent / guardian in a sealed envelope that will not be opened unless there is an emergency. The note may, but is not limited to, include the following:
 - A. I am thinking about you and I love you.
 - B. I will be there to get you as soon as it is safe for me to do so.
 - C. Please remain calm, stay safe, do as you are told - you are in a safe place there at school.
 - D. We will all get through this emergency if we remember to stay calm, and be good to all of those with whom we are waiting.
3. Three days worth of medicine doses (in the original prescription bottle) that your child takes at home in a separate plastic bag marked with the child's full name and grade. Instructions about dosages should be included in the bag. These medicines will be retained in the office.
 - A. There is no need to include medicine that is normally taken during school hours as this is already stored in the office with appropriate documentation (See Medications In School, above).
 - B. No over the counter medications without a doctor's note may be included.
4. Comfort food - a snack that will take some time to finish such as an all day lollipop, hard candy, etc.
5. A foldable cover for the head such as a light scarf, a soft billed baseball cap, a foldable sun hat, etc.
6. A Small toy or game.
7. A pencil and a small (no larger than 3" X 5") note tablet.

Health and Safety Policies- Students Comfort and Activity Needs While Waiting For Parents

Crayons, coloring books, word game books, colored pencils, markers, small tablets, clay, yarn, small stuffed animals or puppets (new condition), playing cards of all sorts.

Health and Safety Policies- Child Abuse

Any school employee who suspects that a student's physical, mental, or sexual health or well-being is being adversely affected by abuse or neglect, is legally responsible to contact Child Protective Services. It is not the responsibility of the school employee to prove that the student has been abused or neglected. Neither shall the school employee contact the student's family to determine the cause of the suspected abuse or neglect. This is done with total confidentiality and only the person calling may choose to tell the Principal.

Failure to report to the proper authorization may result in a misdemeanor charge punishable by fine or imprisonment (California Penal Code). Such report is made without incurring civil or criminal liability unless the person making the report "knew the report was false".

Health and Safety Policies- Staff / Teacher / Volunteer Abuse

Christian principles and education law dictate that no parent, guardian, or other person may verbally or physically abuse any, teacher, employee or authorized school volunteer, in the presence or hearing of other such school personnel, or students, either on school premises or at some other place where the teacher, employee, or volunteer is required to be, in connection with assigned school activities. If any person does this, consequences will result. Such consequences may include, but are not limited to, summoning law enforcement, suspension from school activities, and / or expulsion from school.

Such harassment is contrary to the Christ-centered objectives of the school's philosophy and total school program. Furthermore, the Principal reserves the right to bar from campus, or any school sponsored activity, any individual who verbally or by his / her actions, exhibits behavior that is contrary to the Catholic Christian character of the school, or is a poor example of decency or moral human behavior, to Our Lady's children.

Health and Safety Policies- Bullying, Harassment And Violence

All persons have a right to be treated with dignity. Therefore, any demeaning behavior such as harassment or bullying of students or personnel of the school is prohibited. The definition of bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Harassment is the act of repeating such behavior or other annoyance persistently upon the same victim over a period of time, sometimes to the point of wearing them out by frequent attacks.

This includes any conduct containing sexual suggestions that would be offensive to a reasonable person. Off color, offensive ethnic, or otherwise demeaning or bullying jokes, or other inappropriate language. Sexual propositions, innuendos, looks or gestures, and inappropriate physical contact are behaviors constitute sexual harassment. Any allegations of any kind of bullying or harassment will be treated seriously and promptly investigated.

Likewise, any violence, either threatened or perpetrated, will be dealt with the same serious manner. Once it has been determined that the presence of a student or adult poses a safety threat for others in the school, that individual will be removed from the school setting. A student of Our Lady of Perpetual Help School is that at all times. Any student who engages in conduct, whether inside or outside of school time, that is detrimental to the reputation of the school, or is bullying or harassing in nature, (including through electronic communication) may be disciplined by school officials.

The development of Christian character in Our Lady's children depends on parental support, total cooperation and consistent, open communication between school and home. A request to transfer of a student to another school on the grounds overt or persistent uncooperative parental behavior is covered in the Handbook of Policies of the Diocesan Office of Catholic Schools, 5220 as follows:

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

After reasonable effort to elicit the minimum parental cooperation, the Principal may recommend the student transfer. Documentation for this action and of all consultation with parents on the matter must be retained on confidential file. Parents have the right of appeal.

VANDALISM

Acts of intentional vandalism including, but not limited to, graffiti, egging, damaging or destroying of school, church, or private property, including vehicles in the school / church parking lots will be considered as criminal act and reported to law enforcement officials.

TECHNOLOGY AND THE INTERNET

Technology now makes available services for students that were previously unimagined. Correct and safe use of technology and the Internet is a concern that needs to be addressed. Students must be responsible in their share use of school computers and other technological equipment, and for accessing only appropriate web sites both in school and at home. Students may not submit, as their own work, material from any technological source, just as they may not submit as their own, any material from a book. Students and parents will sign an agreement to properly use computers each year.

Therefore, according to Our Lady's policies for correct and safe use of computers, especially the Internet, students may not:

- Send, display, or download offensive messages or pictures;
- Use, type or otherwise communicate obscene language;
- Harass, bully, insult, or threaten any other individual;
- Damage computer systems or computer networks;
- Violate copyright laws or submit documents from the Internet as his / her personal work;
- Use another person's sign-on and / or password or trespass in someone else's folder, work, or files;
- Intentionally waste limited resources
- Use the network for commercial purposes
- Reveal a personal phone number, name or address of one's self or another.

The computer lab is under the direct supervision of the Technology Coordinator of the school. No student may use the lab unless under the supervision of the Technology Coordinator or her / his designee. Computers in the classrooms are under the supervision of the homeroom teacher and must only be used as specified or directed by her / him. All use of the Internet in the school will be monitored by a faculty member and will be for learning purposes only, not for entertainment.

COMMUNICATION VENUES

It is important that parents / guardians take an active role in their child's education at Our Lady of Perpetual Help School. They are encouraged to keep a cooperative line of communication open between the teachers of their student(s) and themselves. We provide many different venues to facilitate parent / school communications.

Communication Venues- GradeLink®

GradeLink® is our swiftest and most advanced technological communication link from the school to the parents. GradeLink® allows parents to track their student(s) academic progress at any time from any computer in complete privacy. At their discretion teachers may also send upcoming assignments on the GradeLink® grading program. The information on GradeLink® is updated weekly by the teachers. Each family will receive a password

for each child that will allow you to access your child's individual record and information. You may customize your own advanced communication preferences whereby email alerts will automatically be sent to you at multiple computers home, work etc. for events that you choose. At this GradeLink® does not facilitate communications from the parent to the teacher.

Communication Venues- Web Page

Please Visit our School Web page at: <http://www.olphriverside.com/school/index.cfm>

Communication Venues- Written Communications

Written communication, although slower and less reliable, is also important, however, parents should remember that a teacher may not have the time to respond in writing the same day a note is sent. Teachers will respond as soon as they possibly can. Parents who suspect a problem in school concerning their child should not wait for notification from a teacher. They should initiate contact to prevent problems from becoming serious.

Communication Venues- Formal Parent / Teacher Conferences

Parents / guardians have the right to expect the school to confer with them about the progress of their children. In order to serve the student better, teachers have the right to expect an opportunity to confer with the parents / guardians. For this reason, a formal parent / teacher conference time is set aside at the end of the first academic trimester. In addition to this conference time, parents are encouraged to check with the teacher periodically during the school year. Parents are also recommended to check student's academic progress frequently on the GradeLink® computer program to monitor their students' progress.

Should trimester failure seem likely, parents will be notified in advance along with methods to assist the student to improve or other actions which may be advisable.

Communication Venues- Back to School Night

Back to School Night is the first general PTO / School Advisory Board meeting in September. **All parents / guardians are expected to attend.** This is an orientation meeting designed to inform and to help parents understand the requirements and expectations of their student's classes and the direction in which the school is moving. It will also help parents understand more fully their responsibilities as parents / guardians of a student enrolled in Our Lady of Perpetual Help School.

Communication Venues- School Advisory Board Meetings

The tuition contract provides that parents will also attend a minimum of 3 other School Advisory Board meetings during the school year. Occasionally, guest speakers are invited to present current educational, parenting or religious topics to the parents. Annually, a school financial report is presented. Annual PTO events are social, community-building events, usually associated with holidays, or fundraising, are gatherings to which the entire school family is invited. These events do not suffice as attendance at School Advisory Board attendance. Sometimes additional special orientation meetings are also called for parents / guardians of Preschool Parents, Kindergarten Parents, and Junior High Parents and Students.

Communication Venues- Sacramental Preparation Meetings / Classes

Sacramental Preparation meetings / classes are required for parents of students who will receive the Sacraments of Reconciliation and Eucharist for the first time. These are scheduled during a child's 2nd grade year or the second year a student, whose parents / godparents desire it for them, attends the school.

Communication Venues- Science Camp Meetings

Science Camp fund-raising and orientation meetings are scheduled for the end of the students' 5th grade year though the trip is in the Spring of 6th grade. In order to ensure students' optimal progress at these particular levels and / or to prepare for these special activities, these grade specific meetings are mandatory for parents / guardians.

Communication Venues- Classroom Visits

Parents are welcome to visit and observe the classrooms at any time provided they have checked with the school office in advance, signed in and received a visitor's badge. No parent may enter a classroom during school hours from the parking lot entrance. Parents should remember that these visits, although encouraged, should be productive to their child's needs and progress and should not be disruptive to the activities or instruction of the rest of the class.

Communication Venues- Open House

During the school year open houses will be scheduled. At these community social events, although student work is usually displayed indicating student progress, parents / guardians should not seek conferences with the teacher at that time, but may sign up for appointments for a future date. This is because, on these evenings, the teachers wish to be equally available to greet all of the students' parents / guardians.

Communication Venues- Student / Parent Handbook

This Student / Parent Handbook is the primary communication tool to apprise parents / guardians of the policies, procedures, regulations, responsibilities, philosophy and programs of the school. Parents / guardians are to read and discuss its contents with their student(s). By signing the Parents' / Students' Agreement parents, guardians and students agree to support and conduct their school life according to its provisions.

Communication Venues- Parent Bulletin / Newsletter

For more immediate communication, the Parent Bulletin / Newsletter, is sent home with students Bi-Monthly on Monday or first school day of the week unless otherwise noted. This communication along with flyers and other notices and statements is the administration's primary way to inform the parents / guardians of the news of the school community, upcoming events, changes in school policy or rules and other matters of importance. This is and the school's WEB SITE are the school's only way of communicating with the parent body at large.

Parents / guardians have the responsibility of asking their children for this bulletin / newsletter and for reading it each time it is sent. Bulletin envelopes must be signed, dated and returned each week. If an envelope is lost, the parent bulletin will still be sent, but parents run the risk of not getting all of the items, which accompany it. Therefore, in case an envelope is lost or damaged, a new one can be purchased for 75¢. Parents who maintain a timely 100% return rate of their bulletin envelope will receive 4 service hours.

Communication Venues- Monthly Calendar of Events and The Hot Lunch Menu

A monthly calendar of events and the hot lunch menu is sent with the bulletin each month for the coming month. Parents / guardians should be advised that dates on the monthly calendars sometimes supersede dates on the yearly calendar, which is distributed at registration time in July for the coming year (See the appendices for the current yearly calendar.).

FACULTY MEETING DAYS

The Diocese of San Bernardino Office of Catholic Schools regulates the number of faculty meetings and days of in-service for faculty / staff, which are non-school days for students. These days (or half-days) are scheduled on the yearly and monthly calendars and should be noted by parents / guardians. On faculty meeting days, school will dismiss at 12:00 noon. Parents / guardians are responsible to arrange for their child's transportation accordingly. Students not picked up by 12:15 p. m. will be sent to and charged for extended care. No exceptions.

As stated in many ways in this and other sections of this handbook, the cooperation and consistent communication between home and school and the participation and support of the parents / guardians in the life of the school is not only important to the progress of the students but is fundamental to the survival of the total school program.

PARENT PARTICIPATION EXPECTATIONS

Parents, teachers and students are all members of the total school community. With the help of parent volunteers and parent participation in school functions, all members of the school family will benefit. The very survival of the school depends on the support of the whole school community. Each family is expected to be involved according to their ability. Our Lady of Perpetual Help School is a cooperative enterprise for the religious and academic development of its children in which every family in the school community has a vital role to play.

The school's primary expectation of the parents / guardians is an active and supporting role in the religious formation, which the school seeks to develop in the children.

The school believes itself to be a partner to parents in this, since it subscribes to the principle that the Faith and its Values are acquired from the parents more effectively than they are taught in school. The school continues and reinforces what has already begun in the Catholic Christian home.

Parents / guardians can help the religious formation of their child by:

- Celebrating Mass together on Sundays and Holy Days
- Taking time to talk to their children about God and their own faith; giving example of living the faith in speech, action, attitudes and service
- Taking time to pray and read the bible together
- Taking time to be informed about the religious concepts the children are learning
- Continually reaching out to develop their faith life

Parents / guardians are expected to support the well-rounded academic development of their child by:

- Communicating openly and consistently with the teachers; using the *GradeLink*® program, to have a consistent understanding of academic progress
- Ensuring good attendance and on-time arrival at school
- Modeling a personal love of learning by incorporating a quiet time of reading or studying into their own daily lives
- By taking time to read to, and / or be read to by, their child
- Supporting rather than challenging school assignments that are given
- Reviewing, but not doing, their child's homework consistently
- Providing a routine, place and time for study at home
- Being realistic in providing some, but not too many, extra-curricular activities outside of school
- Monitoring time and content of television viewing, computer use, and music listened to by their child
- Offering to help in their child's classroom with class activities when it is possible
- Engaging their child in discussion about what they are learning, school activities, current events and places in the world that they learn about
- Encouraging use of the public and school library
- Giving their child opportunities to practice math every day
- Insisting on adequate sleep hours and a good breakfast on school days
- Planning relaxing family activities for weekends and holidays
- Praising good effort more than intelligence when a student is successful
- Encouraging more effort and allowing some discomfort and consequences for wrong choices, and no excuses for failure after poor effort

The school's secondary expectation of the parents / guardians is an active and supporting role in the school life and financial well being through service and fund raising activities.

Tuition and fees cover slightly more than 40% of the cost of education at Our Lady of Perpetual Help School, especially in these economically challenged times. Since the difference between the school's income from tuition and fees and the expenses for the daily operation of the school is so considerable, the school depends greatly on fund-raising and the Service Hour Program (SHP).

The Scrip program, and a combination of the Gift Wrap, Entertainment Books, Frozen Cookie Dough, Easter Egg, and Candy Sales programs, and the Fiesta, although not the only possibilities, are the major money raising activities of the school year. Proceeds from these activities are essential to keep tuition rates and fees increases as reasonable as possible.

There are Parent Teacher Organization (PTO) fundraisers that are in addition to the above mentioned required contractual commitments.

Participation in these major school fund-raisers and the Service Hours Program (SHP) is required of all (Preschool through eighth grade) parents / guardians, who wish their children to attend Our Lady of Perpetual Help School.

The PTO also sponsors a major project for improving the school each year. The parents serve and contribute to these projects to accomplish a goal agreed upon by the administration and PTO Executive Board. Though not mandated, all parents and teachers belong to the body of the PTO and should therefore participate in the fundraisers for the annual project.

There are other fundraisers associated with student participation during the year in which parents / guardians are asked to participate, according to their ability, including, but not limited to, the annual book fair, Denim Days, etc. Every dollar earned lessens the fund-raising burdens on everyone.

According to the Tuition Contract, all families must commit to one option from each of the following sections:

SCRIP PROGRAM OPTIONS

1. A minimum of \$400.00 per month (\$4000.00 / year) in scrip purchases (If scrip minimum purchase is not maintained by the first deadline in Option B, families will automatically revert to Option B.)
2. A donation of \$400.00 (due December 1st, and due May 1st) or
3. An additional of \$40.00 per month in tuition payments.

Scrip newsletters and order forms will accompany the Parent Bulletin regularly. Periodically, letters will be sent to remind parents / guardians of their participation to date and their requirements. These will be the only notices of a delinquency if one exists.

FUND-RAISING OPTIONS

Each fundraising option is designed to generate a total of \$300.00 profit for the school per family.

1. Full participation in the Gift Wrap and other major sales - fund-raisers;
2. An addition of \$20.00 per month to tuition payments.
3. Single parents must raise \$150 in profit

If there is any family for which the fund-raising obligations are a hardship, they should contact the Principal as soon as possible for any possible adjustment. Any considerations are on a case-by-case basis. Parents / guardians should remember that extended family members may help with scrip and fundraising obligations.

SERVICE HOURS PROGRAM (SHP)

The parents / guardians of grades Preschool - 8 students are required to participate in the life of the school through the Service Hours Program (SHP). The SHP requires that 40 base hours be served plus an additional 4 hours required expressly for the Annual Fiesta, for a total of 44 hours. This has not changed. The SHP allows the school to avoid costs for providing the many services that for Our Lady's children that would otherwise price our school out of the reach of many families.

Several options are provided to meet the SHP requirements of the Tuition Contract as follows:

1. Serving the full 44 hours including the 4 for the Fiesta (22 hours for single parent families). (Note: Only actually working 4 hours at the Fiesta will satisfy the 4 hours of SHP required expressly for the Annual Fiesta.)
2. Parents / guardians may opt to buy their 40 base service hours at \$10.00 / hour or a total of \$400.00 (\$200.00 for single parent) for the year at the beginning of the school year (the 4 hours required for Fiesta may not be bought),
3. By purchasing the full amount of scrip required per family, per year, the family is automatically credited with 7.5 service hours. Once the family has reached their \$4,000.00 contractual requirement of scrip, they can buy up to 12.5 more service hours @ \$200.00 of scrip purchased / hour.
4. At the discretion of the Financial Manager or Principal, SHP hours may be credited for donations of equipment such as audio-visual equipment, books for the library, materials requested by the teachers for classes. **All equipment or books must be in new or very good condition, and good working order.** Office supplies (such as paper for duplicating) or emergency supplies and new office or computer hardware may also be credited for service hours. If approved by administration, they should be recorded in the SHP Hours Book in the school office.
5. Any family that recruits a new family to the school will be credited with 10 service hours when the new family starts school.
6. Parents / guardians are credited with 1 hour for each School Advisory Board, PTO, grade-level, or OLPH Parish Ministry meeting or event, which they attend.
7. Parents who maintain a timely 100% return rate of their bulletin envelope will receive 4 service hours.
8. Any reasonable alternative assistance to a school program of time or equipment will be considered by the administration to satisfy the SHP requirement. Parents / guardians should ask in the office if they are in doubt.

In order to receive credit for your SHP hours, **you must record them** in the SHP Book in the school office during the year no later than May 1st. SHP account shortages as of May 1st, will be added to your tuition account as of June 1st at a rate of \$10.00 / SHP hour.

Volunteer sheets are available to sign up for service at summer registration or at "Back-to-School" Night. Requests for service are made at various times throughout the year via the Parent Bulletin when needs arise.

Please Note: Active parental support in the above areas is considered to be so important to the growth-producing climate of the school community, that parents who do not give evidence of fulfilling all of these above responsibilities, in addition to being billed for unserved hours, may not be allowed to re-register their children in Our Lady of Perpetual Help School.

SCHOOL ADVISORY BOARD

The School Advisory Board advises and assists the Principal as representatives of the parents and the Parish community in decisions relating to the general operations of the school. The School Board is consultative to the Principal. Parents are given the opportunity to nominate and elect the members of the School Advisory Board for overlapping terms of three years. Meetings are held every month from August to June. Babysitting is offered for open meetings of School Board.

PARENT TEACHER ORGANIZATION (PTO)

The PTO is the community building and fund-raiser organizing body of the parent community. Its officers work closely with the Principal and obtain approval for fund-raising projects prior to the start of the project. **While every effort will be made by the Principal to use Funds raised by PTO fundraisers for the intended project, the Principal has the final determination of where they will be allocated.**

It is an important unit for fostering a positive supporting home-school relationship that creates active interest in school life. Parents are given the opportunity to nominate and elect the executive officers of the PTO every two years. Three to four meetings are held each year, which are community-building events. Before major fund-raiser projects or these community events, the PTO officers hold planning / organizational meetings.

VOLUNTEERS

Volunteers may directly assist teachers in their work with students or assist in extra-curricular activities, office work, and lunch or playground supervision. Each volunteer shall be under the direct supervision of a specified member of the school faculty / staff. Volunteers must complete a volunteer packet annually, take the Diocesan Safe Environment / Code of Pastoral Coordinator Conduct Course, and must obtain Live Scan fingerprint clearance before beginning volunteer service with Our Lady's children. These procedures are overseen by the Principal's Administrative Assistant and packets can be obtained in the school office.

ROOM PARENTS

Each year two or more parents may act as room parents with approval of the Principal and the teacher involved. This can fulfill hours requirements. New room parents attend a "Room Mother Tea" in September for orientation and planning of the year with their teachers. Room parents are given a handbook outlining the activities, responsibilities in which they will be involved by the Head Room consultation with the faculty.

BUDDY FAMILIES

During their first year of attendance at Our Lady of Perpetual Help School, each family is offered the assistance of a veteran family to help them through their first experiences at their new school. Questions or concerns, which new parents may have, are always welcome in the office, but occasionally they may want the perspective of another parent. Veteran families may volunteer to provide this service for a new family on registration day in the summer, or on "Back-to-School" Night. If a family has referred a new family to the school they may serve as a "Buddy" Family for them.

INSTRUCTIONAL PROGRAM

Instructional Program - Daily Schedule

<u>6:30 - 7:15</u>	<u>Morning Extended Day Care</u>
<u>7:15 - 7:45</u>	<u>Arrival of Students / Classrooms open</u>
<u>7:45 - 8:00</u>	<u>Morning Assembly</u>
<u>10:00 - 10:15</u>	<u>Morning Recess / Nutrition Break Grades K & 2-4</u>
<u>10:15 - 10:30</u>	<u>Morning Recess / Nutrition Break Grades 1 & 5-8</u>
<u>11:30 - 12:00 Grades 2 – 4</u>	<u>Lunch</u>
<u>11:30 - 12:15 Kindergarten</u>	<u>Lunch</u>
<u>12:00 - 12:30 Grades 1 & 5–8</u>	<u>Lunch</u>
<u>2:30</u>	<u>Dismissal</u>

After 2:45 pm, all remaining students will be placed in Afternoon Extended Day Care.

The minutes of instruction for each subject area (see Curriculum) at each grade level are mandated by the Diocesan Weekly Time Allotments Curriculum Guidelines of the Office of Catholic Schools of the Diocese of San Bernardino. Each teacher creates the weekly schedule for his / her class based on those time allotments and the above daily schedule.

Instructional Program - Curriculum

Age appropriate instruction is given at all grade levels, or those indicated, in the following subjects:

Religion

Mathematics

Reading / Literature (Phonics, Vocabulary & Spelling)

English (Grammar & Writing)

Penmanship

Science

Social Studies

Computer Science

Junior High Electives

(Journalism, Current Events, Speech, Economics & Spanish)

Fine Arts (Art & Music)

Physical Education

Curriculum may be defined as "all of the guided experiences of the child under the direction of the school". It includes the content of the courses of study. It also embraces the development of the whole child insofar as this is within the scope of the school. The school will assist the child in forming right understandings, attitudes, and habits, not only in connection with subject matter areas, but also in each and every school experience.

Our Lady of Perpetual Help School is committed to providing students with the opportunity for building a strong foundation in the basic academic skills retaining the very best of a traditional academic curriculum and implementing only the most sound of compatible modern curricular innovation. Curriculum is consistently derived from Diocesan Curriculum Guidelines, California State Curriculum Frameworks, and the scope and sequence of each textbook series used as a basic text. Curriculum is differentiated in accordance with the individual needs of each student as far as it is possible in a mainstreamed regular classroom structure, which is particular to our school. The academic year is divided into trimesters. Performance evaluation is indicated via the Diocesan report card (See Grade Interpretations.).

Instructional Program- The Religion Program

The Religion program is the curricular area, which makes a Catholic school unique among schools and is consequently given special consideration here. The educational mission of the Church and the reasonable expectations of parents require that as a Catholic school, Our Lady of Perpetual Help School is distinguished by an atmosphere and a formal program which relates to religious beliefs and practices with the normal development and education of the children. Therefore, regular religious instruction is integrated into every part of the total educational program for all students at all grade levels.

Student progress in acquiring an intellectual grasp of the Religion course of studies at each grade level is evaluated (tested and graded) and reported according to much the same procedures established by the Diocese and school for other subjects in the curriculum.

Parents / guardians are urged to exercise their right as the primary educators of their child by becoming as involved in the religious formation process as they are able. This can be done by regular attendance and participation with their child in the liturgical activities of their parish, taking time to talk with their children about of their Religion classes, deepening their own faith and understanding by participation in educational and ministerial programs for parents and adults in their parish, and by participation in the Sacramental, and family life instruction of their child.

Regular planned liturgical and paraliturgical experiences are integrated into the school program. Weekly all school Masses are part of this. This is for the instruction and deepening of the faith life of the school community, and is not meant to supplant in any way the liturgical life of the parish at large. Parents / guardians and parishioners are invited to participate in all of the liturgical and paraliturgical activities of the school.

Instructional Program- Individualized / Modified Curriculum

Individualized / modified curriculum is designed when children are identified as having possible special academic / behavioral needs by the teacher, parent or Principal. An individualized curricular program is planned and adapted / modified according to the child's performance level, classroom observations, and, if necessary, state special education, or the school's, specified test / evaluation results. Parents, teachers and Principal meet to examine, discuss and authorize / sign the individualized / modified curriculum plan for the student. This plan includes any testing or performance evaluation and reporting of progress, which may be modified for these students as well.

Students, who are evaluated as having major academic / behavioral special needs, beyond reasonable accommodations possible in Our Lady of Perpetual Help School, may be counseled to transfer to special education programs / services available only in the state schools in accordance with federal and state special education law. The school Modified Inclusion Plan follows the guidelines of the Diocesan Modified Inclusion Handbook.

Instructional Program- Testing

The Riverside Publishing, Iowa Test of Basic Skills (ITBS) is administered to Grades 2 through 8, and Cognitive Ability Tests (CogAt) in accordance with Diocesan requirements, during the first trimester of the academic year.

These standardized tests measure the aggregate academic achievement of the student prior to the time of the test and their ability. Results are analyzed in detail and used to update and / or adjust curriculum planning for the current academic year according to the itemized core curricular needs of the particular class. Longevity studies of test scores are also analyzed by the administration and faculty to ensure student progress. Parents receive a copy and explanation of the testing report for their student(s). Every effort should be made to avoid absence, tardiness or medical / dental appointments during the testing period, which is typically the last week of September through the second week of October. The Diocese has recently changed testing policy and students no longer are able to make up missed tests.

Instructional Program - Homework

Homework has an essential role in the educational program. Under ordinary circumstances, homework may be assigned by the teachers each night, from Monday to Thursday, to students in Grades K - 8. At some grade levels and for some subjects where classes meet less than daily, homework may be assigned on any day of the week to be completed by the next class session. Ordinarily homework is not given on Fridays, or on the day before a holiday or vacation, unless it is make-up work or a long-term project.

The purpose of homework is threefold:

- To reinforce concepts and skills that have been presented in class,
- To foster the student's creativity and discipline through enrichment research projects,
- To train the student to work independently and to accept responsibility for completing an assigned task.

The allotted homework time by grade levels is as follows the Diocesan Curriculum Guidelines:

Kindergarten	15 to 20 minutes	Grades 5- 6	60 to 75 minutes
Grades 1 – 2	20 to 30 minutes	Grades 7 – 8	75 to 120 minutes
Grades 3 – 4	45 to 60 minutes		

Parents / guardians are encouraged to supervise homework and to check it for completion according to the student's planner / assignment book, which are purchased through the school office. Parents / guardians may help when necessary but not do the homework for their child. Parents often initial the assignment book after examining completed assignments. This communicates to the teacher that they are involved in their student's learning and are cooperating with the curricular program of the school.

It is at the discretion of the teacher at each particular grade level as to whether late homework is acceptable, unless caused by absence. The grade / value of homework or late homework is that set by the teacher. Making up homework which has been missed during absence should be accomplished as soon as possible, (one day / each day of absence) provided to the student during the absence. Parents / guardians may request the assignments and materials. In this case, it will waiting in the school office by the end of that school day.

GRADE INTERPRETATIONS AND REPORTING SYSTEMS

In 2008-09 the *GradeLink*® grade reporting program was implemented at Our Lady of Perpetual Help School, to enhance our grading system communication with parents. Each student is given a user name and a password to access their grading report. Parents are encouraged to monitor their students' progress at anytime.

Academic grades are based solely on the scholastic performance of the student. Report cards are distributed three times per academic year, at the end of each trimester, and are designed by *GradeLink* ® to inform parents / guardians of the scholastic and behavior progress of their child. Mid-Trimester progress reports are distributed after the sixth week of the trimester. After accessing the *GradeLink* ® program, any question concerning a report card notation, or progress report should be directed to the teacher through the proper methods of parent - teacher communication.

All progress reports must be returned signed by the parent / guardian. Students with grades of F in any subject are ineligible for extracurricular activities. While first trimester report cards are given at Parent / Teacher Conferences at the end of the first trimester (late November or early December), the rest are sent home in a sealed envelope addressed to the parent / guardian for confidentiality.

Grade Interpretations and Reporting Systems- Kindergarten

Kindergarten students receive a progress report appropriate to the specialized Kindergarten curriculum and the notations are designed to give parents / guardians clear indications of the progress of the student during each interval between reports. The marking interpretations are indicated on the progress report. Each trimester, Kindergartners receive the Diocesan Kindergarten Report Card.

Grade Interpretations and Reporting Systems- Grades 1 and 2

Students in Grades 1 and 2 receive the Diocesan "Primary Report Card with the following *Marking Code Options*

O	Outstanding	G	Good	NI	Needs Improvement
VG	Very Good	S	Satisfactory		

Grade Interpretations and Reporting Systems- Citizenship Awards

Students in grades K through 2 may earn Citizenship Awards, which are given at the Honors Assemblies following each trimester report card. The criterion for a Citizenship award is that there be no grade less than "S" on the student's progress report (Kindergarten) or report card (Grades 1 and 2) and minimum behavior grade of "VG".

Grade Interpretations and Reporting Systems- Grades 3 through 8

Students in Grades 3 through 8 receive the Diocesan "Middle / Upper Grade Report Card" with the following *Grading System*:

A	97-100	C+	81-83
A-	93-96	C	78-80
B+	90-92	C-	75-77
B	87-89	D	69-74
B-	84-86	F	68 & Below

Grade Interpretations and Reporting Systems- Effort and Conduct.

The Diocesan Report Card assigns a grade in Effort and Conduct of:

"O"	Outstanding,
"S"	Satisfactory
"U"	Unsatisfactory

Grade Interpretations and Reporting Systems- Honor Roll

Honor Roll students' grade point averages (GPA) are calculated using the following equivalencies:

A or A-	4.0
B+ or B or B-	3.0
C+ or C or C-	2.0
D	1.0
F	0

Honor Roll requires a GPA of 3.5 or above and a "General Study Skills" or Effort and "Responsible Behavior" or Conduct Grade of "O" or "S" on the report card. Honor Roll Certificates are awarded during Honors Assemblies after each trimester report card has been distributed.

Grade Interpretations and Reporting Systems- National Junior Honor Society Membership (High Honors)

Grade 7 - 8 High Honors, or membership in the National Junior Honor Society, Our Lady's Chapter, requires a GPA of 3.7 or above and no other mark less than "O" on the report card. A candidate must be invited to apply for membership and is accepted for induction into the Society by a Faculty Council all of whom base their selection on the GPA and a criteria-based rating of the candidate's essay submitted to the moderator of the school Chapter. Finally, candidates who have been

selected are approved by the Principal for induction into the National Junior Honor Society. Formal Induction Ceremonies are held after the first and second trimesters.

GRADING CRITERIA

Grading Criteria- For Middle / Upper (Grades 3-8)

A student who earns an "A, A-":

1. Does more than the required work
2. Is actively contributory to oral class discussion
3. Fulfills all assignments carefully and hands them in on time
4. Is neat and accurate in all written work
5. Works efficiently during class and wastes no time;
6. Is enthusiastic and interested in work
7. Applies skills learned to daily work and shows evidence of proofreading
8. Uses new and interesting vocabulary in both oral and written work
9. Is acutely attentive to instruction and oral student presentations

A student who earns a "B+, B, B-":

1. Often does more than the required work
2. Is usually actively contributory to oral class discussion
3. Fulfills assignments carefully and hands them in on time
4. Is usually neat, careful and accurate in all work
5. Uses better than average vocabulary in oral and written work
6. Usually applies skills to daily work
7. Is usually attentive during instruction and oral student presentations

A student earns a "C+, C":

1. Does only what is required
2. Pays attention during class
3. Does most assignments with average neatness and accuracy
4. Volunteers for oral class discussion occasionally
5. Uses average vocabulary in oral and written work
6. Hands most assignments in on time

A student earns a "C-, D":

1. Seldom does what is required or does below average work
2. Hands in work that is late or incomplete
3. Is slow in following directions
4. Is poorly attentive during class
5. Attends school irregularly or is often tardy
6. Demonstrates below average oral and written expression
7. Is careless with written assignments
8. Often comes to class without supplies or books

A student earns an "F":

1. Does little or no required work
2. Always hands assignments in late or not at all
3. pays no attention during class
4. Never participates in class activities
5. Frequently comes to class without supplies or books
6. Shows very minimal effort

Grading Criteria- for Primary Grades (1-2)

O	95 – 100	NI	Need Improvement
VG	90 – 94	CP	Continued Progress
G	80 – 89	NE	Not Evaluated
S	70 – 79	NA	Not Applicable

O for Outstanding - This represents superior work. The student does more than comply with all assignments showing exceptional creativity, neatness, thoroughness, and accuracy in all work. The student is enthusiastically attentive and participatory during class often helping the progress of the lesson for others.

VG for Very Good - These represent excellent work. The student complies with all assignments, is neat, thorough and accurate in all work. The student is enthusiastically attentive and participatory during class.

G for Good - This represents above average work. The student complies with all assignments and is usually neat, thorough and accurate in all work. The student pays attention and participates well during class.

S for Satisfactory - This represents average work. The student complies with all assignments with average neatness, thoroughness and accuracy. The student pays attention and participates occasionally during class.

NI for Needs improvement - This represents below average work. The student shows poor compliance with assignments, many being incomplete. The student pays poor attention and participates little during class.

Grading Criteria- for Conduct / Effort, at All Grade Levels:

"O" represents exemplary Christian behavior, willingness to serve the class and community, and respect for all adults, each other, and for all classroom and school rules. It also means that maximum effort has been demonstrated in all school activities.

"S" represents satisfactory Christian behavior and respect for adults, each other and for all classroom and school rules. It also means that satisfactory effort has been demonstrated in all school activities.

"U" represents unsatisfactory Christian behavior and a lack of acceptable respect for adults, each other and / or classroom and school rules. It also means that little or no effort has been demonstrated in school activities.

Appropriate class participation is a major component of this grade.

"M" Modified Curriculum - This mark indicates, at any grade level, that a student is achieving with continued progress (CP) and was evaluated according to an individualized adapted / modified curriculum plan. This mark is usually accompanied with a conference or with anecdotal records of a student's progress. Such procedures are used primarily for students with special academic needs for whom regular grading is not an accurate or effective method of reporting progress. An M with an NP means that no progress has been noted.

Grading Criteria- Conduct Grades

Conduct grades are based solely upon compliance with the Discipline Code. Although personal study habits are often related to it, classroom or playground behavior does not affect grades for academic performance. Attendance in school every day and punctuality in arrival indicate effort also, as it affects student performance greatly. Effort grades directly affect grades for academic performance. However, a student may be evaluated as demonstrating excellent effort while achieving average grades. A student may also be evaluated as demonstrating poor effort while achieving good grades. More positive recognition should be given to the student who shows excellent effort than to the one who just gets good grades without much effort.

Grading Criteria- Promotion / Retention

Students of Our Lady of Perpetual Help School are promoted when they have attained the minimum knowledge specified in the school curriculum for their particular grade level, or when they have satisfactorily achieved the objectives of an individualized adapted / modified program agreed upon by the school and their parents.

Promotion is not automatic and may be conditional. If promotion is conditional, depending on the completion of summer studies, documentation of the required work must be provided to the school in order for promotion to be granted. Any decision concerning non-promotion of a student shall be made after considering the student's emotional, physical, social, intellectual and academic development.

Minimum procedures for academic retention must include:

1. Consultation between teachers and Principal as early as possible;
2. A conference with the parents during the second trimester to advise them of the possibility of retention and to discuss possible remedial action;
3. Follow-up conferences with the parents to evaluate the academic progress of the student;
4. Evaluations and reports to parents indicating (F) failure to achieve minimum objectives in basic subjects.

When a student is moved to the next grade level over the advice of the professional staff of the school, parents / guardians will be required to sign a statement to document that they realize that the transfer is against the professional advice of the staff. Students who enter the next grade level under these circumstances at the school will remain on probation during subsequent attendance at Our Lady of Perpetual Help School.

No student shall be retained more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school. A student may not be retained more than once during his / her elementary grades to remain at Our Lady of Perpetual Help School. It is recommended that students past the First Grade, who need to be retained, do so at a school other than Our Lady of Perpetual Help because of the social / emotional / psychological ramifications of retention for the child in a small school environment.

GRADUATION

Students, who have fulfilled and complied with all of the academic and behavioral requirements with a GPA of 2.0 or greater, for 8th Grade, are eligible for graduation from Our Lady of Perpetual Help School. These students should demonstrate fulfillment of the Schoolwide Learning Expectations, preparedness for high school and an image consistent with the values and attitudes instilled in them during their participation in the educational programs of the school. Students must show a spirit of positive cooperation during their attendance at Our Lady of Perpetual Help School especially during their culminating, graduation year.

Occasionally, if a student does not comply with the above eligibility requirements, that student may be chronologically promoted to ninth grade, but may either be prohibited from participating in the graduation ceremony, or may participate receiving only a certificate of attendance in the diploma cover. A student who is on academic or behavioral probation is an example of such a student. Students who are in danger of not graduating, for either academic or behavior reasons will be notified in a timely manner so that measures may be taken to correct the problem. Parents / guardians must have all tuition accounts and outstanding fees paid in full by 1 June, before the final report card or diploma of graduation can be issued.

The graduation ceremony is sponsored by the school as a thank you to the parents for their years of service to Our Lady of Perpetual Help School. It is a celebration of the student's accomplishments with a Mass in the Parish church. During the week prior to Graduation, the school honors the graduating class at a school Mass planned by 7th grade, followed by a breakfast hosted by their prayer partners - the Kindergarten.

FIELD TRIPS

Field Trips are designed to afford curricular experiences, which cannot be accomplished within the confines of a normal classroom situation. Teachers complete a detailed lesson plan for each field trip. No student has an absolute right to a field trip. Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements. Students who are disruptive to the purposes of the field trip, or who otherwise behave in an unsafe or unacceptable manner on the field trip will be returned to school immediately. Students who, for any reason, are not permitted, by their parents or by the school, to attend a field trip with their class must attend school as usual during the time of the field trip or they are considered truant. Some field trips, when available, are activities brought to the campus. The same rules for participation apply.

A field trip fee is required for most field trips to cover admission to the venue and / or the rental of the bus if one is used. The fee, if one is required should be returned with the signed official permission slip. All efforts to keep field trip costs to a minimum are made by the school.

Field trips are permitted under the following conditions as prescribed by the Diocesan Handbook of Policies, and with the approval of the Principal:

1. Parents are informed well in advance, students are prepared, and specific goals and cooperating agencies are ready. Adequate chaperones must accompany the group. Siblings of students or other children who are not students of Our Lady of Perpetual Help School may not accompany the group or chaperone.

2. The trip must have some clear educational or cultural value or purpose. There should be a follow-up activity, project or report on the experiences gained from the field trip.

3. A signed permission slip using only the official Diocesan standard form is necessary before a student can participate in the field trip. No alterations may be made to the wording, or meaning of the statements, of the standard Diocesan form. The school will accept no other written or oral form of permission for a student to participate in a field trip. Telephone permission is never acceptable. (A copy of the official Diocesan standard form is inserted in the appendices of this handbook so that if a student forgets to bring the form home, a parent can copy the proper form, complete and sign it and send it to school by the date assigned. The school FAX number is 951.689.9354.)

4. Rented buses will be the normal mode of transportation. However, very nearby destinations may permit walking or transportation by automobile. Any drivers of automobiles must be 21 years of age or older. Drivers must have a completed "Driver Information Sheet" and a copy of their valid drivers' license and proof of insurance on file in the school office. Only one form is necessary per year with a minimum required insurance coverage of 100 / 300 thousand. Drivers must have undergone Live Scan fingerprint clearance and should have the Diocesan Volunteer packet including Safe Environment and Code of Pastoral Conduct completed and verification on file in the school office prior to the field trip.

5. No stops may be made on the route to and from the field trip destination. Specific permission of the Principal is required for any intermediate stops that are planned as part of the field trip.

6. Normally, the teacher contacts the school office upon arrival at the field trip destination. If, because of traffic or any other reason, there is a delay in the return to school after the prescribed time, the school office must be notified of the delay and the approximate time of return. The school office should be notified immediately of any emergency, which takes place during the course of the field trip.

7. Students may take only items that are predetermined by the teacher to be necessary for activities on a field trip. Students should not take excess amounts of money or personal valuables with them on a field trip. Any amounts of money or personal belongings, which a student takes on a field trip, are the sole responsibility of that student. The school will not reimburse for, replace or find lost or damaged personal valuables, which were taken on a field trip.

TEXTBOOKS AND THE SCHOOL LIBRARY

Most textbooks and library books are the property of the school. Lost or damaged books must be reported and paid for immediately. All textbooks must be kept covered at all times. They should be guarded from damage by being transported to and from school in some form of book bag or backpack.

The school Library aims to provide materials through which students may acquire information and enjoyment through reading. Its growth is made possible through the federally funded Title VI program, Scholastic Book Fair Fundraising, individual and personal memorial donations, as well as school financing. It is staffed by a part-time librarian and volunteer parents / guardians and grandparents.

Classes normally visit the library weekly, as planned by their teacher. At that time, they may check out and / or return books according to the system determined by the librarian and their teacher. Stories are read to the students of Kindergarten and First Grade during their library time. Library books which are lost or severely damaged must be replaced through payment for the book. The library will assess fines for overdue books.

COUNSELING

Helping Our Lady's children with problems, which affect their performance in school, has always been a service provided for students and their parents / guardians by their teachers, the Principal, the Vice Principal, and the Priests of the Parish. At times, however, more in-depth counseling for a student may be needed. For this reason, Our Lady of Perpetual Help School makes available the services of Caritas Counseling, a Catholic counseling service operating in the Diocese, to help students through personal crises and school related problems. Caritas Counseling performs team crisis and grief counseling for the school, if a need arises, upon request by the Principal.

If any information shared by a student with a teacher, Principal or counselor is a disclosure of immanent risk to life, health or safety for that student or others, the information will be shared with correct individuals and / or agencies so that immediate and appropriate action can be taken and proper help sought.

HEALTH / SEX EDUCATION

Regular health education includes nutrition and growth, drug awareness, family life and HIV education. These and other health issues are integrated into the religion, physical education and science curriculums. Parents / guardians are notified when family life education, a part of the religion curriculum, will begin during the course of the year. Because its scope involves some sex education, parental permission may be refused for a child to participate in this part of the religion class. Students not having permission to receive this instruction will be removed to other classrooms during these sessions.

EXTRACURRICULAR ACTIVITIES

Extra-curricular activities are offered at Our Lady of Perpetual School so that students have a variety of outlets for talents and skills that they are not able to use during the regular curriculum. These activities offer opportunities for students to give service to the school, parish or community at large, to exhibit leadership qualities, to learn and practice responsibility and to practice Christian socialization and sportsmanship.

Certain academic and conduct standards must be maintained in order for any student to participate in any extra-curricular activity. Any student participating in an extra-curricular activity must maintain an academic GPA of 2.0 or higher, may have no "F's", and no conduct or effort grade lower than an "S" on any progress report or report card. The student is suspended from the extra-curricular activity until the next progress report or report card whichever occurs first. At the beginning of the year, participation is based on the final grades of the previous academic year. Any student on academic or behavioral probation may not participate in any extra-curricular activity.

School rules apply during all school related activities including extracurricular activities. Any student who acts contrary to school rules or is guilty of misconduct during participation in extra-curricular activities may be asked by the moderator to withdraw from the activity. *The administration reserves the right to discipline its students for off-campus*

behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes but is not limited to cyber-bullying.

For a student to participate in activities after school hours or on the weekend, the student must be present at school on Friday or the day of the after school event. Only the Principal may grant exemptions to this policy for just cause.

Extra-curricular activities available for students at Our Lady of Perpetual Help School are as follows:

Extracurricular Activities- After-School Sports

The after school sports program is conducted under the supervision of the school athletic director and a staff of volunteer coaches in conjunction with the Inland Catholic Schools League. Students in Grades 5 - 8 may go out for a variety of sports' A and B division teams offered by the league. Students in Grade 4 who meet height and weight requirements may be eligible for play in the B division if numbers are needed to provide a full roster. Students and sponsors share the cost of league fees, which are assessed and pay for the use or replacement of uniforms, as well as the school's share of expenses for referees and venues.

Extracurricular Activities- Altar Servers

Boys and girls from Grades 5 – 8 (4th graders in the spring) are eligible to be Altar Servers for OLPH parish. This program is conducted by a deacon of the parish and a parent volunteer.

Extracurricular Activities- Children's Choir

The School offers students opportunities to participate in a school choir. Practices are weekly after school. Students from Grades 1 to 8 are eligible. The Choir sings for school and some parish liturgies.

Extracurricular Activities- Christmas Pageant

All grades from preschool to 8th participate in the annual Christmas pageant. This program is offered as a Christmas Gift to the parents / guardians of Our Lady's Children. School faculty, students and volunteers create costumes, props and scenery.

Extracurricular Activities- Class Parties

Room-parents and teachers work together to hold class parties at Halloween (also a costume parade on this holiday), Christmas and Valentines Day. All parents / guardians of the students contribute food items and treats for these parties.

Extracurricular Activities- Birthday Parties

Birthday parties are celebrated in Preschool, Kindergarten and First Grades only. These parties consist of a snack allowed by the teacher. No elaborate party favors or gifts should be involved. Outside party invitations to individuals are not permitted to be passed out at school unless the entire class is being invited and then only with the permission of the teacher.

Extracurricular Activities- Drama Club

The drama club is moderated by faculty and parent volunteers and holds meetings each week, or on a schedule determined by the moderator. Students in all grade levels are eligible for participation in drama club. They perform skits of Bible stories at morning assembly and sponsor productions during the year --The Christmas Pageant and the Talent Show in the spring in cooperation with the music and classroom teachers from Preschool through Grade 8.

Extracurricular Activities- Drum Line

The drum line is moderated by parent volunteers and holds practice each week, or on a schedule determined by the moderator. Interested students in grades 5-8 try out for the drum line. They perform at school sponsored functions during the school year.

Extracurricular Activities- Missions Program

The missionary aspect of Christian life is presented to students through participation in the Holy Childhood Association. Students at all grade levels contribute during Advent and Lent to the HCA. At Christmas, other charitable activities are sponsored in the school such as the "adopt-a-family program".

Extracurricular Activities- Parish Pantry

Students in all grades, Preschool to 8th, donate dry and canned food items for the pantry all year as a school wide service project to Our Lady of Perpetual Help parish. Each year a goal is set. At Thanksgiving the school children contribute to the Thanksgiving baskets prepared by Catholic Charities who sponsors the parish pantry.

Extracurricular Activities- Riverside County Spelling Bee

Students in Grades 4 - 8 compete first in their classes. Class winners compete in the school spelling bee. Winners of the school spelling bee compete in the Diocesan spelling bee. The winners of this event compete in the County Spelling Bee. The school spelling bee is usually held in early February and the County bee is usually in the late spring.

Extracurricular Activities- Safety Patrol

Students in Grades 6 - 8 may participate in safety patrol. These students assist faculty / staff and volunteers with traffic flow for carpool drop-off and pick-up, especially helping younger students to their classes in the morning and to load into cars in the afternoon.

Extracurricular Activities- School Dances

Three times a year, school dances are held for the Junior High students. Faculty / staff chaperone these events held in the early evening. Students contribute snacks and drinks and share the cost of the D. J.

Extracurricular Activities- Student Council

Students are elected to student council offices in the spring of the year before the year they serve. Officers may be in Grades 5 - 8. Classroom representatives are elected by their class at the beginning of the school year. For participation in this activity, a GPA of 3.0 must be maintained. These students provide leadership and service for the student body. The student council also runs a small Student Store, which sells some school supplies and snacks at recess.

Extracurricular Activities- Talent Show

Students from any grade, preschool through 8th, may audition and perform in the Talent Show, which is usually held at the March PTO event. Performers provide their own instruments and / or costumes and props. Auditions screen any acts that are not appropriate for a Catholic elementary / junior high school. In -N-Out Hamburgers or a local fast food establishment provide supper for the spectators.

Extracurricular Activities- Yearbook Committee

This committee of students creates the annual yearbook. Students from Grades 6 - 8 may work on this committee, which meets deadlines for publication putting together the various sections of the book under the supervision of teachers and volunteers.

DISCIPLINE CODE

Discipline at Our Lady of Perpetual Help School is viewed as an essential aspect of Christian Development. Its purposes are:

- To implant in the students, a sense of Christian self-discipline through training in obeying rules and guidance in making correct choices;
- To provide a school and classroom atmosphere, which is conducive to learning and, in general, ensures the undisrupted and safe operation of the school's educational programs;
- To educate students to an appreciation of the importance of developing responsibility and self-control; and
- To help build a sense of community through mutual respect, cooperation and an appreciation of the personal gifts and differences of others.

In all matters of discipline the school administration - Principal, Pastoral Coordinator and Vice Principal - are the authority at the school level. Teachers establish classroom rules and handle discipline at the classroom level. The Principal / Vice Principal enforces the discipline and uniform dress code in the school in cooperation with the teachers.

Discipline Code- Student Responsibilities

It is the responsibility of the student to make correct choices regarding his / her conduct while on school grounds. Students also have the responsibility to ask for clarification if a rule is not clear. Fundamentally, it is the responsibility of the student:

- to comply with the rules of the school and classroom;
- to pursue the prescribed course of study for his / her grade level using maximum effort;
- to respect and respond courteously to the authority of school personnel and volunteer assistants;
- to respect and use school property correctly;
- to comply with the school uniform / dress code; and
- to refrain from any action which is gravely detrimental to the physical, emotional or spiritual welfare of the students or their property.

Discipline Code- School Rules

Though it is impossible to list every circumstance that gives rise to a school rule or every behavior that will result in disciplinary action, this handbook highlights the following so that students are aware of general expectations and have some idea of the types of behavior that may warrant disciplinary action. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his / her discretion.

Rules are made to have some rational legitimate educational or formative purpose and for the safe and orderly operation of the school. School rules include the following:

1. Students and parents will respect teachers, school personnel (either paid or authorized volunteer) or any other representative of the school authority.

Some examples of infractions of this rule, which may result in disciplinary action, are:

- answering back
- refusing to accept correction or to respond to a question
- showing temper or a negative attitude
- open and persistent defiance of the authority of the faculty / staff
- failing to follow instruction promptly and thoroughly
- persistent failure to follow a school or classroom rule
- persistent violation of the uniform / dress code
- leaving campus or being in a restricted area without permission
- parents speaking to other parents children regarding discipline

2. Students shall be on-time and prepared for class and shall refrain from any action, which may disrupt instruction or class activities.

Some examples of infractions of this rule, which may result in disciplinary action, are:

- entering or leaving the room other than quietly or without permission,
- habitually asking to leave the classroom without a valid reason to do so
- failing to raise a hand and wait to be called on before speaking,
- talking out during instruction or when it is another's turn to speak
- annoying others or in any way distracting them from their work,
- failing to work constructively / cooperatively during group work,
- violating test procedures set up by the teacher during a test,
- cheating on a test or copying another student's work,
- leaving one's desk without permission,
- persistent inattention during lessons,
- habitually failing to follow directions the first time they are given
- failing to finish assignments on time,
- failing to make up homework missed because of absence,
- passing notes or throwing things in the classroom,
- not having books, materials or supplies needed for lessons ready,
- bringing toys or other prohibited items to school **,
- leaving one's litter, books and belongings on the floor,

**Prohibited items include any toy or item that is not designated as necessary school supplies by the teacher. Students may not bring any toy or other item, which may be used as, or resembles, a weapon. Students may not bring to school any electrical or electronic device other than one of which the only function is mathematical calculations, and that only if and when it is required by the teacher (e.g. cell phones, I-pod, hand held computer, PDA, electronic games, electronic watches for more than telling time, etc.).

Students may not have in school, any toxic fluid or spray such as perfume, hair spray, liquid paper, breath spray, nail polish, toxic glue, paint or marker. Students may not bring to school any inflammatory item such as matches or lighters.

Students may not have in school any printed or other material that is contrary to Catholic philosophy. Any item above or any other that is considered contraband will be confiscated and will need to be retrieved by the parent / guardian from the Principal. Disciplinary action may be taken for repeated contraband items.

3. Students must respect school and private property and use all facilities of the school with care.

Some examples of infractions of this rule, which may result in disciplinary action, are:

- Defacing, writing on, carving or otherwise purposely gouging desks, tables, benches, chairs, walls or textbooks (Damage to school property must be repaired or paid for by the parents / guardians of the child who is responsible for the damage.),
- Any sort of intentional vandalism including but not limited to graffiti, egging, damaging or destroying of school, church, or private property including vehicles in the school / church parking lots. This is considered a criminal act and will be reported to law enforcement officials.
- Losing or making any school item or facility unusable by others (Replacement or repair of such items or facilities will be the responsibility of the parents / guardians of the student last using the item or facility.),
- Failure to keep textbooks covered (Any defacing or damage to books will be charged to the parents of the student assigned to use the particular book. Students will not keep damaged books.),
- Failing to keep one's desk and the area around it in order,
- Refusing to help clean up litter at the lunch area or on the playground,

4. Students will practice courteous Christian social habits in their relationships with other students.

Some examples of infractions of this rule, which may result in disciplinary action, are:

- Name calling, bullying or any other form of verbal or physical abuse,
- Fighting in any form,
- Not keeping one's hands, arms, feet or objects to one's self,
- Using profanity, swearing or any speaking in a vulgar manner,
- Threatening or harassing another student in action or speech

Rules for safe playground, lunch table and restroom behavior as well as the care of books, personal and school property, the prohibition of the use of bikes, skateboards, in-line skates or heellies on school grounds and traffic and parking lot safety are discussed in the "Health and Safety Policies, Safety Regulations" section of this handbook. Those regulations and any others enumerated there should be considered as an important and equally enforceable part of the school Discipline Code.

Discipline Code- Consequences for Violation Of Rules

When a student is repeatedly disruptive to the operation of the school or class, the school staff will consider the variety of factors involved when considering a course of action. Some approved disciplinary measures include, *but are not limited to*: conference with the student, conference with the parents / guardians, assignments of special tasks, denial of privileges (such as field trips), detention, Saturday School, probation, suspension in school or at home and expulsion.

Parents / guardians are encouraged to be proactive rather than reactive to their child's infractions of school rules by discussing correct behaviors for school on a consistent basis. Parents / guardians are informed of infractions of school and classroom rules and are expected to reinforce disciplinary action taken by school personnel. Any question or request of due process should be directed first to the teacher who gave the consequence. If a satisfactory resolution cannot be obtained at the teacher level then the consequence may be appealed to the Principal with the teacher. *Discussion with other parents or with other students, of actions taken on behalf of a child can only be considered as disadvantageous and non-supportive of the school.*

The procedural order for enforcement of rules and the imposition of disciplinary consequences are as follows: (Variations in the following procedural order may occur depending on the seriousness and / or nature of the Infraction of the rules at the discretion of the Principal and / or Vice Principal):

1. A Written reprimand is sent to the parents (Note to parents or "Conduct Referral" slip) or verbal contact is made.
2. The student is retained for detention after school - 30 minutes for students in Grades 4 - 8 or 15 minutes for students in Grades K - 3 with 24 hours notice to the parents via a "Detention Notice" slip.
3. A phone call is made to parents / guardians if the "Detention Notice" is not returned on time.
4. Parent - Teacher Conference is held (the student's presence may be required).
5. Parent - Teacher - Principal Conference is held (the student's presence may be required).
6. Parent / guardian is called to pick up the student for the remainder of the school day.
7. Saturday School (8:00 - 12:00 noon) is imposed after 4 detentions in one trimester (parent / guardian will be required to attend with the student).
8. In- school or at-home suspension from school of 1 to 5 days is imposed following Diocesan procedures. Communication or other contact with classmates is not permitted for the duration of the suspension.
9. Behavioral Probation is imposed by the Principal or Vice Principal. Participation by the student in any extracurricular activities is suspended during the probationary period.
10. A meeting with Principal, Pastoral Coordinator, Vice Principal, parents / guardians and the student is held to discuss possible expulsion or voluntary withdrawal of the student from school.

At any time during the above procedures a behavioral modification program can be imposed by the school in cooperation with the parents / guardians. In cases where there is a danger of expulsion or request for voluntary

withdrawal, if a decision is made for behavior counseling and / or modification by an outside source, parents must provide verification of the process taking place within two weeks.

DEFINITIONS

The following definitions particular to the Discipline Code of Our Lady of Perpetual Help School are derived from the Diocesan Handbook of Policies.

Definitions- Detention

This is a period after normal school hours when students are given the opportunity to serve time wasted by their violation of school rules. During detention students sit still and reflect on correct or proper behavior and on why it was not a good choice to do what they did to earn the detention. At the end of the session, the student will do a written exercise based upon the reflection. If a student is serving detention for missing assignments, these must be made up outside of any school-time activity, on the student's own time at home.

Definitions- Probation

First year students are placed on behavioral and academic probation for the duration of two trimesters. That type of probation is not considered a disciplinary measure. Behavioral or academic probation, which is a disciplinary measure, may be imposed on any student after that as follows:

- A formal probation is imposed by the Principal in consultation with the Vice Principal, a probation contract is drawn up which enumerates the requirements of the student and the school for the duration of the probation;
- A conference with parents, student, teachers, Vice Principal and Principal is conducted at the onset and conclusion of the probationary period. At the end of the initial conference, the probation contract is signed by the student, parents / guardians, Vice Principal and Principal;
- A written record of all conferences and probation are kept in the student's behavior file along with the probation contract.

Definitions- Suspension

A student may be placed on suspension, on site or at home, for serious misconduct during school activities or for continued misconduct after having been placed on behavioral probation.

Official suspension may take various forms. In all cases, the student will be given oral or written notice of the charges against him / her and a fair hearing where he / she may present his / her side of the story. Parents / guardians are notified. A conference with parents, student, Vice Principal, Principal and other appropriate school staff is arranged where a written notice of suspension is signed by the student, parents / guardians, Vice Principal and Principal. This notice is kept in the student's behavior file along with notes from the conference. The notice is again signed by the Principal and Vice Principal to release the student back to class at the end of the suspension period.

Definitions- Expulsion for Disciplinary Reasons

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for a repetition of conduct for which the student has been suspended for one or more times. Expulsion, the permanent termination of a student's enrollment, is a sanction that is invoked as a last resort for a clear and serious cause.

With the exception of the most serious circumstances, the following steps shall be taken and documented by written communication between the school and the family, probation, conference(s) with parents / guardians, student, teacher(s), Vice Principal and Principal, suspension or suspensions, conference(s) with parents / guardians, student, teacher(s), Vice Principal, Principal, and expulsion. The Pastoral Coordinator and superintendent of Catholic schools may be consulted and will be informed.

Definitions- Grounds for Suspension or Expulsion

Grounds for suspension or expulsion are not to be applied automatically. There are nevertheless, acts, which constitute good cause for suspension or expulsion from school when the conduct committed by a student while under the jurisdiction of the school or school attendance. Among these offenses are the following:

- Actions gravely detrimental to the moral and spiritual welfare of other students;
- Incurable or disruptive behavior, which impedes the progress of the class;
- Assault, battery, or any threat of force or violence directed toward any school personnel, student, or other persons on school property or during school related activities;
- Possessing a weapon or any instrument looking like a weapon real or fake;
- Habitual or persistent violations of school regulations;
- Use, sale or possession of narcotics or alcoholic beverages including any product containing narcotics or alcohol;
- Smoking;
- Malicious damage or destruction of real or personal property at school; 9. Theft, extortion, arson;
- Habitual truancy;
- Hazing, bullying or harassment;
- Harmful misuse of the internet causing risk to self, others or school.

Definitions- Withdrawal for Academic Reasons

Certain students may be given a recommended transfer on grounds other than discipline. The following procedures apply to students clearly unable to profit from schoolwork by reason of ability or emotional instability.

- Consultation between teacher(s) and Principal as early as possible;
- conferences held with parents / guardians to advise them of the difficulty;
- follow-up conferences held with parents to evaluate progress;
- final decision made by the Principal in consultation with the Pastoral Coordinator.

Definitions- Expulsion for Academic Reasons

If the parents / guardians of a student will not accept a recommended transfer after all the procedures cited for such recommended transfers have been completed, the procedures for expulsion in disciplinary cases shall be followed.

UNIFORM REQUIREMENTS AND DRESS CODE

The primary purpose of the uniform dress code is to assure that the students of Our Lady of Perpetual Help School are neat, clean, well groomed and dressed appropriately for all school activities in the spirit of Christian modesty. Another purpose is to ensure the safety and identity of our students as members of their Catholic Christian Community of Faith.

Students are expected to be in full uniform at all times, except on designated non-uniform days or if they have a note from their parents / guardians stating a reasonable excuse. All uniforms must be clean, properly fitted and in good repair.

Parents / guardians are responsible to see that their children are dressed in accordance with this code from September to June. It is the responsibility of the parents / guardians to see that students do not come to school in violation of these regulations. Parents / guardians will be called to come pick up students in violation of dress code or to bring them appropriate clothing if the need arises.

Uniform Requirements and Dress Code- The Uniform

Boys

- Navy blue cotton twill pants
- Optional navy blue walking shorts
Above the knee length only
- White short sleeved polo shirt
- White short sleeved polo shirt with logo *
- Navy blue short sleeved polo shirt with logo *
- School sweatshirt with logo*
- Gray hooded sweatshirt with logo*
- Navy blue cardigan*
- Navy blue heavy jacket **
- Navy blue, black or white socks
Socks must be visible over the shoe top
- Navy blue, black, brown or white athletic shoes
Limited decorations, matching shoe laces
No lights or wheels
- Belts must be worn by boys in grades 3-8
Correctly sized belts must be worn with twill pants or shorts with belt loops

Girls

- Navy plaid jumper (K - 4) * plaid skirts (5 -8) *Skirts hemmed just above the knee*
- Optional cuffed navy blue walking shorts*
- Optional Gray or blue cotton twill slacks*
- White short sleeved polo shirt with logo *
- Navy blue short sleeved polo shirt with logo *
- School sweatshirt with logo *
- Gray hooded sweatshirt with logo**
- Navy blue cardigan*
- Navy blue heavy jacket**
- Navy blue, or white socks
Socks must be visible over shoe tops, knee socks, or tights, no leggings.
- Navy blue, black, brown or white athletic shoes
Limited decorations, matching shoe laces
No lights or wheels. No boots or platform soled shoes.

*May be purchased through the uniform company only. Uniform order forms are available in the school office. (Dennis Uniform Company - 800.473.8130)

**May be purchased through Sports Jackets Unlimited company only.

Uniform Requirements and Dress Code- P. E. Uniforms

Kindergartners do not change for P. E.

Grades 1 - 4 - navy blue walking shorts purchased from Dennis Uniforms or Mervyn's Uniform department only, light blue T-shirt with the school logo*, athletic shoes and white visible socks.

Grades 5 - 8 - navy blue walking shorts, light blue T-shirt with school logo*, athletic shoes and white visible socks. (*only available from Dennis Uniform)

All grades may wear navy blue fleece sweat-pants and top (plain or school) over the regulation P. E. uniform on cold days and for P. E. only.

Students may wear their P.E. Uniform to school on P. E. days, except on days when they will attend Mass. Students should not wear P.E. Uniforms under their regular uniforms.

Only uniform hooded sweatshirts or sweatshirts from 6th grade Science Camp (when earned) may be worn to school.

Each item of clothing worn to school must be labeled with the name and grade of the student before being worn to school.

Uniform Requirements and Dress Code- Full Dress Uniform

The "full dress" uniform consists of white or navy blue uniform polo shirts and long twill pants for boys or jumpers and skirts for girls. Along with this are the other elements of the uniform listed above minus the shorts.

The full dress uniform is to be worn on any and all days when students will attend Mass or some other formal ceremony in the church unless parents / guardians are otherwise notified for special occasions. Shorts may never be worn to church for Mass.

Uniform Requirements and Dress Code- Dress Code Violations

Uniforms and dress code are checked daily by the faculty / staff. Students found in violation of dress code will receive a citation form to be signed by his / her parents. Five repeated violations will result in the losing of walking shorts options, and / or special dress privileges, or as deemed appropriate by Administration.

Uniform Requirements and Dress Code- Special Dress Days

"Dress up" clothes may be worn to school on special dress days. The days are designated on very special occasions during the year and will be announced in advance.

It is expected that special dress day clothing will be within the reasonable guidelines of modesty and appropriateness for school dress.

Special dress days do not include the following:

Boys

Sweats of any kind, shirts with no collar, mesh team shirts / jerseys, baggy trousers or shirts of excess length or with waist bands below the waist Excessively bulky shoes, shoes untied. Hiking boots may not be worn to school at any time.

Girls

Sun dresses, or low cut dresses, short or tight fitted skirts (skirts may be no shorter than their uniform skirts) shirts, blouses or dresses with "spaghetti straps". Tank or crop tops showing midriiffs, halter tops, short shorts of any kind, leggings, open toed shoes, or excessively high heels, spandex Capri's or tight pants.

No garment may display logos or wording of any kind!!

Students should refrain from wearing any item of clothing that can be associated with any gang.

Students may not wear jeans unless it is a designated "Denim Day".

Special dress is a privilege and can be suspended at any time, if the rules of dress are not met. The school administration shall be the final determinate on any item not specifically listed above. Parents may be called to bring other clothes for dress code violators.

Uniform Requirements and Dress Code- Other Non-Uniform Days

Student fund-raising projects and School Spirit Days may sometimes include non-uniform days such as "Denim Days", or thematic dress days (ex. Pajama day, crazy hat day, clash day). The dress codes for these days will be announced / published before the day appropriate to the theme of the day. Of course modesty is the basic consideration, even on spirit days.

Uniform Requirements and Dress Code- General Grooming Requirements

Jewelry - Girls may wear small post earrings if they have pierced ears. Earrings, which dangle below the earlobe or hoops, may not be worn. Only one earring may be worn in each ear and it must be placed in the center near the bottom of the lobe. Boys may never wear earrings to school. No other body piercing ornament may be worn to school.

Bracelets, necklaces and more than one ring on each hand are not permitted to be worn with the uniform. Bracelets and necklaces may only be worn on special dress days. Pins or other accessories may not be worn to school with the uniform. No button / pin with a logo or wording may be worn to school except for organization pins.

Tattoos- No tattoos permanent or temporary may be worn to school.

Hair and grooming - Boys' hair must be above the collar. All students' hair must be neat. No fad haircuts, "step cuts", or any form of shaved hair, "rat tails", "spiked" or other extreme hair styles are permitted. No bleached, highlighted, dyed, or otherwise colored hair is permitted for girls or boys. It is recommended that boys have a military type hair cut. Girls should not have "bangs" that hang over the face, blocking eye contact.

Boys must be clean-shaven. No mustaches are permitted. No make-up may be worn to school. Nail polish or artificial nails may not be worn to school. Students will receive a dress code violation. Excessive, exaggerated, or faddish hair, jewelry, nails or clothing styles are not appropriate dress. The school administration will have the final word on excessive, exaggerated, faddish or safety concerns.

Faculty / staff members have a dress code of their own, suitable to adult professionals, and are not held to the same standards of the student dress code.

Uniform Requirements and Dress Code- Dress Code

Clothing other than uniform clothing is not permitted in the classroom. If an unusual circumstance arises and a student is not able to wear the uniform on a given day, a written note for the parents / guardians is required. It is expected that immediate replacement will take place.

Non-uniform heavy jackets, fleece jackets, windbreakers, and coats may be worn in cold weather to and from school and for recess. Sweaters must be regulation uniform sweaters (Dennis). Homemade or sweaters of a color or of a style not the uniform sweater are considered non-uniform and may not be worn in the classroom. Sweatshirts of any color, which do not have the school logo, are not uniform. Only jackets, sweaters and sweatshirts, which are uniform, may be worn in the classroom. No long-sleeved undershirts or shirts showing below uniform shirts may be worn with the uniform at any time. All shirts must remain tucked into pants during class time.

Girls' jumpers and skirts are to be worn no more than 2 inches above the knee. The skirts may not be rolled at the waist. Girls and boys socks must be visible over the tops of their shoes. They may not have decorations on them. White or navy blue tights may be worn in cold weather. No leg warmers / leggings or sweat-pants may be worn under the uniform.

If a T-shirt is worn under shirts or blouses, it must be plain white and the sleeves may not hang longer than those of the uniform shirt. Other colored shirts with designs are not permitted as under shirts that show through the uniform shirt. No article of clothing worn to school, at any time, may have a logo or wording of any kind unless it is to promote a school or parish event or unless permission from the Principal is obtained.

Shoes should be kept clean and in good repair. Shoelaces must be tied correctly at all times. They may not be any color but solid black, navy blue or white to match the shoe. No open-toed shoes (sandals) or steel-toed shoes may be worn to school at any time for safety reasons. Soles of shoes should not exceed 1" in depth.

Shoes may not make a noise or light up when walking. They may not have wheels in the soles and must fit properly. Shoes with decorations in colors other than blue, black or white may not be worn with the uniform.

It is expected that the uniform will be clean and pressed at all times. Boys' shirts and girls' blouses must be tucked in at all times. Shirts and blouses may not be rolled under so that they only appear tucked in. No oversized uniform or over-sized non-uniform clothing may be worn to school. All clothing should fit the child properly. Parents / guardians should make sure that length of the shirt, sleeve, pants, skirts, jumpers or shorts is appropriate to the size of the child. Parents should check compliance with this school dress code before leaving the home for school.

Hats or baseball caps may not be worn to school unless otherwise announced or published. Girl Scouts, Boy Scouts and other scout groups may wear their complete scout uniform on the days of their scout meetings.

Any time that a student is on campus for a school-related activity such as after-school sports practice or extended care, this dress code applies. Athletes at after-school sports practice must comply with skirt and short length and top styles stated under "special dress". Students in after school extended care may not change from their uniform to other clothes.

Violation of the Uniform Dress Code for grades 4 - 8 will result in:

First Offense:

- Confiscation of any accessory item in violation
- Student will be sent to the school office to remain until clothes are brought to school so that the student can dress within the Uniform Dress Code

Second Offense:

- The above and
- An after school Detention - 1 / 4 hour for Kindergarten through 2nd grade, 1 / 2 hour for Grades 3 - 8

Third Offense:

- The above and
- Saturday School - Student and 1 Parent; 8:00 A.M. – 12:00 P.M.,

Fourth Offense:

- suspension from school

IMPORTANT NOTICE - RIGHT TO EDIT OR AMEND

The school administration retains the right to amend or edit both the Discipline and Uniform Dress Codes, or any other part of this Student / Parent Handbook, if it becomes necessary. Parents / guardians will be notified of any changes in advance of enforcement of such changes taking place. Parents should watch their Weekly Newsletter and special notices that come home in between for such changes

IMPORTANT NOTICE REGARDING SCHOOL FORMS

In order to ensure the currency and accuracy of all school documents two exemplar forms previously included in this handbook have been intentionally omitted. If you have need of the following two documents please visit the office to obtain the most current version.

- **REQUEST FOR MEDICATION TO BE TAKEN DURING SCHOOL HOURS**
(This form must be renewed each school year and delivered to the school office by the parent)

 - **DIOCESE OF SAN BERNARDINO / OUR LADY OF PERPETUAL HELP-
ACTIVITY / FIELD TRIP, PARENT CONSENT FORM.**
(Depending on the grade level of your child this required form may be sent home with your child for your signature and subsequent return to his / her teacher).
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MEMORARE ®

Remember, most gracious Virgin Mary,
that never was it known that anyone who fled to your protection,
implored your help, or sought your intercession, was left unaided.

Inspired by this confidence I fly unto you, O Virgin of virgins, my Mother.
To you I come, before you I stand, sinful and sorrowful.
O Mother of the Word Incarnate, despise not my petitions,
but in your mercy, hear and answer me.

AMEN