



**OUR LADY OF PERPETUAL HELP SCHOOL
PARENT/STUDENT HANDBOOK**

2022-2023

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Welcome Message from the Principal...

Dear Parents and Students,

Congratulations! You have made the best decision for your family by choosing Our Lady of Perpetual Help School. I hope you embrace the small school Catholic family atmosphere and participate in the many activities and events available. Our school is rich in its Catholic Identity, setting us apart from our local public schools and other private institutions. As the primary educator of your child, we wish to embark on a wonderful journey together providing optimum success to our students in all our 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. It is the responsibility of the parent or legal guardian to review the handbook annually for updates.

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 via email. A copy of the current handbook is available on our website as well as in the school office.

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

***Sincerely in Christ,
Mrs. Ann R. Meier
Principal***

OLPH History...

In May of 1955, the Most Reverend Charles F. Buddy, Bishop of San Diego, appointed Father Thomas Maloney as pastor of Our Lady of Perpetual Help Parish in Riverside, California. Groundbreaking ceremonies for Our Lady of Perpetual Help School took place December 8, 1958, on the Feast of the Immaculate Conception. Fr. Malodorous asked the Sisters of St. Francis to staff the school. In August of 1959, three sisters arrived to open kindergarten through 4th grade. In 1961, 5th through 8th grades were added to the school plant who were also staffed by the Sisters, as well as the lay teachers. The first graduation was held in June 1962. The last of the Sisters of St. Francis retired in 1989.

OLPH educates students in preschool from 2 years old to school age and continues to our elementary grades Kindergarten through 8th. The original classrooms are still in use. The entire facility has been undergoing major improvements since 2012 due to the support of major benefactors and generosity of families. Major construction projects include the building of a new Science lab/7th grade homeroom and K-8 STREAM lab, along with reassigning the office to be the main entrance on the campus and a complete overhaul of the playground including the addition of a permanent stage, synthetic grass turf, new play structure, and upgrading the preschool interior. Most recently in the summer of 2021, the boys' and girls' restrooms had a complete makeover along with upgrading our infrastructure and purchasing Interactive boards for grades 4-8 including document cameras, webcams and sound bars. Lastly, the preschool playground was resurfaced and new cabinets were installed in the Resource Center/Teacher lounge.

It is important to our teachers, students and parents to continue the advancement of Computer Science and Technology. We are one of the few schools in the Inland Empire to have a state of the art computer lab where students Kindergarten through 8th begin coding along with basic computer skills. We are a hybrid school utilizing iPads and chromebooks. We are quite proud to have three teachers selected as part of the Trustey Family Fellowship through the University of Notre Dame in 2015. These teachers represent OLPH as one of 9 schools chosen nationally in both the private and public sector to participate in this two year training program. Besides these 3 teachers, all of our staff has attended STEM/STREAM workshops.

We are the only school in the Inland Empire providing a STREAM infused curriculum for Preschool through Grade 8 with certified teachers and trained staff. It is our philosophy that all students have opportunities to explore the STREAM disciplines. STEM is the acronym for Science, Technology, Engineering, and Math. We are including Religion and Art -Hence -STREAM. We pride ourselves on our ***Catholic Identity*** and rigorous academics; therefore we don't take shortcuts and provide an excellent, well rounded curriculum. Our students will be prepared for 21st century careers as leaders and innovators.

*Our Lady of Perpetual Help School nourishes a faith filled community of life-long learners,
opening wide the doors of Christ.*

Contact Information

Our Lady of Perpetual Help School

6686 Streeter Avenue, Riverside, California 92504

Phone: (951) 689-2125 Fax: (951) 689-9354

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

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

PERSONNEL

Superintendent	Dr. Sam Torres
Pastor Administrator	Fr. Ben Alforque
Principal	Mrs. Ann Meier
Office Secretary	Mrs. Adriana Mata
Bookkeeper	Ms. Janet Huffman
Maintenance	Mr. Bob Miechowicz
Kindergarten	Ms. Sonia Gonzalez
Grade 1	Mrs. Adilene Bravo
Grade 2	Mrs. Michelle Oatman
Grade 3	Ms. Kendra Miramontes
Grade 4	Ms. Lori Sanchez
Grade 5	Ms. Patricia Minson
Grade 6/Jr. High English Language Arts	Mrs. Madison Miranda
Grade 7/Jr. High Science	Mrs. Susan Barreras
Grade 8/Jr. High History	Ms. Jane Manasuk
Grades K – 8 Computer Science	Mrs. Lynn Castaneda
Teacher Mentor/Tutor/K-8 P.E	Mrs. Charmaine Mercadal
Preschool Director	Ms. Tammy Magana
Preschool Teacher	Ms. Lilliana Cordova
Preschool Teacher	Mrs. Vanessa Martinez
Preschool Teacher	Mrs. Griselda Carlos
Teacher Aide – Morning Daycare	Mrs. Rosie Jenkins
Teacher Aide – Extended Care Director	Ms. Rose Soto
Teacher Aide – Extended Care Aide	Ms. Taylor Montag
Teacher Aide – Art K-8	Mrs. Kristen Vasalle

Leadership Team

Mrs. Lynn Castaneda, Mrs. Charmaine Mercadal, Ms. Patricia Minson

O.L.P.H. School Board Members

President	Mrs. Elizabeth Kimble	Children in Grade 8,5,3
Vice-President	Mrs. Meghan Hahn	Child in 4
Secretary	Mrs. Teresa Timms	Child in Grade 5
Finance Council	Mrs. Janet Huffman	Alumni
	Mr. Matt Henterly	Children in 7,5
Golf Chairperson	Mr. Evan Kimble	Children in Grades 8,5,3
Safety Coordinator	Mrs. Anne Davis	Children in 5,1
Recruit/Retain Chair	Mrs. Elizabeth Kimble	Children in Grade 8,5,3
Facility Rep.	Mrs. Carleen Aguero-Tucker	Children in Grade 5,8
Member at Large	Mrs. Vanessa Romo	Child in Grade 3
	Mr. Scott Koury	Children in Grade K

P.T.O Board Members

President	Mrs. Kristin Vassale	Child in Grade 7
Vice President	Mrs. Becky Wilbur	Children in Grade 7
Treasurer	Mrs. Adrienne 'AJ' Lindgren	Alumni
Secretary	Mrs. Yesenia Valdez	Children in Grade 4,1
Hospitality	Mrs. Lorena Franco	Child in Grade 7
Head Room Parent	Mrs. Anne Davis	Children in Grades 1,5

1. Mission Statement

Our Lady of Perpetual Help nourishes a faith-filled community of lifelong learners, opening wide the doors of Christ.

The 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 School-wide Learning Expectations. These provide for 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.

School-Wide Learning Expectations

Preschool

1. The Our Lady of Perpetual Help student is a faithful and active Catholic who:

- A. Is kind and helps others
- B. Goes to church and listens
- C. Prays for others

2. The Our Lady of Perpetual Help student is a creative and critical thinker who:

- A. Uses things they 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. Listens to others
- B. Shares their thoughts through words and pictures
- C. Says nice things

4. The Our Lady of Perpetual Help student is a lifelong learner who:

- A. Is excited to learn new things
- B. Works well with all of God's children
- C. Knows how important it is to make good choices

5. The Our Lady of Perpetual Help student is a globally aware citizen who:

- A. Recycles and does not waste
- B. Takes care of God's creatures and respects the earth
- C. Gives to others

6. The Our Lady of Perpetual Help student is a well rounded individual who:

- A. Thinks about choices
- B. Takes care of their body
- C. Follows the rules
- D. Can help others
- E. Listens to teachers and other grown-ups

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 Jesus' example
- C. Learns the Church teachings and practices
- 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 program
- 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. Writes neatly and in complete sentences, to share thoughts and ideas
- C. Learns to use the computer
- D. Listens to others

4. The Our Lady of Perpetual Help student is a lifelong learner who:

- A. Is eager to learn new things
- B. Learns about and 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. Accepts new ideas and situations
- C. Takes care of the earth and all of God's creatures
- D. Shares with the community and people in need
- E. Knows about the world around them

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

2. Administration

Responsibility of the Principal:

The role of the Principal is three-fold.

- The Principal is an educational leader working to ensure that the curriculum is challenging, relevant, and meets the standards of the diocese.
- The Principal is a spiritual leader working to foster a closer relationship with God for the students and the staff.
- The Principal is a managerial leader and shall exercise leadership in administration and organization, educational programming and curriculum development, faculty and staff selection and development, religious development of students and faculty, budgeting and finance, student personnel services, evaluation and management of student achievement and behavior, and public relations.
 - The Principal shall provide guidance to the parent associations and shall be the chief executive officer of the school boards.
 - The Principal shall work in unity with the school community to implement the School-wide Learning Expectations and provide instruction in the principles of good behavior and citizenship.
 - The Principal will lead in developing and establishing school rules within the limits of policy and will support Faculty/Staff/Volunteers in establishing and maintaining control.
 - The Principal will work to communicate effectively with parents about school events, student progress, and disciplinary actions when appropriate.
 - The Principal will work to create a quality educational program for all students whereby children can be kept safe, be nourished, and grow closer to God.

Responsibility of the Leadership Team:

- To assume all the responsibilities of the Principal in his/her absence
- To take notes at all faculty meetings and to inform missing members about what they missed at the meeting

Responsibility of the Teachers/Staff:

- To work in unity with the school community to implement the School-wide Learning Expectations
- To enforce policies of the school in maintaining control
- To practice preventive discipline through well-prepared classes
- To set standards for classroom routine and behavior
- To provide and maintain the best possible classroom environment for learning

- To communicate with parents through email, phone, Gradelink, etc..
- To work closely with parents on individual student growth
- To instruct students concerning responsibility and privileges
- To correct students whose actions/behaviors are unacceptable

Responsibility of the Student/Parents:

- To complete the Background Check, Safe Environment and Mandated Reporter training before performing the required service hours.
- To work in unity with the school community to implement the School-wide Learning Expectations
- To comply with the rules of the school and the classroom
- To pursue, with their child, the prescribed course of study for the grade
- To respect and respond to the authority of school personnel and parent volunteers
- To pay for repair/replacement of any damage caused by the student
- To perform school service
- To complete the financial contract signed upon acceptance to the school

ALL PARENTS/VISITORS MUST SIGN IN AT THE OFFICE WHEN ARRIVING AT SCHOOL.

Parents/Volunteers: Diocesan Policy dictates that all parents must have a Background Check clearance as well as Safe Environment Virtus Training training in order to visit school, volunteer in class, or drive on field trips.

It is a requirement for any school volunteer (parent/guardian/relative/friend) to have a background check clearance through our school office. Additionally, all volunteers are required to take the Safe Environment training. NO ADULT MAY PARTICIPATE WITH OUR SCHOOL CHILDREN IN ANY CAPACITY WITHOUT THE ABOVE MANDATORY REQUIREMENTS. Safe Environment training is available on-line on the Diocese of San Bernardino website, [http:// www.sbdiocese.org/](http://www.sbdioocese.org/)

All parents are required to give 20 service hours per year:

- **Service hours not completed by June 1 of the same school year will be billed**
- **Service hours not completed will be billed at \$50.00 per hour**

Examples of Parent Participation Opportunities:

- Field Trips
- Hospitality – assist in set-up or clean-up for school activities
- Classroom help – teacher will request assistance
- Room Parent – Assist and coordinate with teacher and parents for special projects/events
- Saturday Spruce our Campus Up days
- Volunteering at PTO Sponsored events such as: Mother-Son event, Father-daughter event, Food Sales, Holiday Parties, Book Fair, Picture Day, Movie Night etc.
- Fundraisers– *Spooktacular 5K, Golf Classic, Boosterthon, A Nite at the Races, Family Fun Day*

Attendance

Parents are asked to cooperate in minimizing absences or early dismissals. On days students are absent or are going to leave early, a parent or guardian must call the school office at (951) 689-2125 by 8:00 a.m.. All foreseen absences are to be cleared through the school office. For any absence of three consecutive days or more a physician's note may be requested upon the student's return. Students absent more than 13 school days per trimester or 30 days for the year without a doctor's excuse, or other comparable professional excuse, may be asked to withdraw from the school, can be retained in the current grade or reported for truancy. The final decision rests with the Principal.

A student arriving late to class/mass or leaving during school hours, is taking away learning time from other students as well as themselves. The student will be responsible to get the missed work of the class period and will still be accountable for the work of the day.

- A student is tardy if he/she is not with their class when the 7:45 a.m. bell rings and has not arrived by 8:30am.
- A student will be marked absent for the day if they leave between 8:30 a.m. and 12 p.m.
- A student will be marked for an afternoon absence if they leave between 2:15 p.m. -2:45 p.m.
- An **excused tardy/absence/early dismissal** is given **only** with a dated verification of a Medical/Dentist appointment.

Excessive tardiness or absences will result in a request for a parent conference and lead to filing a truancy report, retention or being asked to withdraw from the school.

Note: Habitual tardiness can result in expulsion according to Diocesan guidelines. (See Suspension/Expulsion – Diocesan Policy #5206.1, a copy can be obtained at the school office)

Excused Absences: Students are legally credited for attendance when time is spent in medical and dental appointments. **Verification of such appointments is required from the medical or dental office.** Parents are asked to keep such absences to a minimum.

In addition to medical absence, students may be absent due to illness, accident, quarantine, or

attendance at the funeral service of a member of the student's family. In such cases of short absence to the school, staff should assist the student to make up for missed school work. If the illness or accident is such that a long-term absence is indicated, hybrid learning may begin or the local public school district should be contacted for home tutoring services after the student's doctor verifies the necessity of a protracted absence.

Leaving School Grounds

THE SAFETY OF OUR STUDENTS IS VERY IMPORTANT!

IN CASES OF EMERGENCY ONLY: Students will be released to people designated on their Emergency Card and/or their Extended Care Emergency Card. Students cannot be released to anyone under 18 unless that person has a note from the parent on the day of pick up or is on file in the school office.

No student may leave school before the regular dismissal time without a written request from the parent or guardian.

CARPOOLS: Please let the teachers know which students are in carpools. We need to keep track of the cars students are getting into.

AFTER SCHOOL or Non-emergency PICK UP: If someone other than the parent or designated person is to pick up a child, a note/email must be sent to the classroom teacher stating permission, who the child is leaving with and the date.

*Students who need to leave early must be signed out in the school office by the parent or guardian. Parents should notify the teacher ahead of time by email or written note to allow for undue interruption of instruction. **Upon return**, the student must be signed back in with the school office. Except in cases of necessity, all doctor and dental appointments should be scheduled for **non school** hours. Should a student become ill, the parents will be notified and requested to pick up their child.

Faculty Meetings

The Diocese of San Bernardino Office of Catholic Schools regulates the number of faculty meetings and days of in-service for faculty members. These days are scheduled on the school calendar. On days of faculty in-service or meetings, school will dismiss at noon. Please arrange for your child's transportation accordingly. Students not picked up by 12:15 p.m. will be taken to Extended Care and charges applied.

Exceptions for daycare fee may include minimum day Wednesday where daycare fees will not be applied until 3pm. These exceptions will be noted on the monthly calendar and newsletter.

Parties

Parties during school hours require prior authorization from the Principal in union with the homeroom teacher. Parents should provide a healthy alternative to candy and soda, such as fruit and juices. **Parents bringing treats for their child's birthday must have prior approval from the classroom teacher. Invitations may only be distributed if they are given to the entire class, all girls or all boys within their class. See Preschool Handbook for Preschool's policy.**

3. ADMISSION POLICIES

Non-discriminatory Policy (5010)

Our Lady of Perpetual Help admits students of any sex, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of sex, color, national, or ethnic origin in the administration of its educational, admission, scholarship, loan, athletic, and other school administered programs.

School Identification

Our Lady of Perpetual Help is a Catholic School established to serve the children of families living within the boundaries or registered as parishioners of Our Lady of Perpetual Help Parish. Students from families living outside the parish may be admitted according to the space available at the time of registration.

Admissions Process

1. Student and family are interviewed by Principal or designee
2. Report card, latest test scores are reviewed and pre-admission test are reviewed
3. If applicable and by appointment, placement test to determine skill level
4. Acceptance is based on the family's ability to:
 - a. Meet academic admission standards
 - b. Meet behavioral standards
 - c. Accept and practice the faith and values that are an integral part of the Catholic School community
 - d. Agree to comply with the school philosophy and policies
 - e. Completion of all registration forms and the Tuition Contract, as well as payment of all registration and other fees

Candidates will be chosen for admission based on demonstrated academic performance and the potential to be successful at Our Lady of Perpetual Help. All newly accepted students are probationary for the first trimester.

Policy for acceptance of New Students

Preschool:

- Applicants must be 3 years by the first day of school
- Must be fully potty trained
- Copies of Birth and Baptismal certificates must be provided
- Up-to-date immunization records must be provided

Kindergarten:

- Applicants must be 5 years of age by September 1
- May be asked to successfully complete a developmental readiness screening to students that did not attend OLPH Pre-Kindergarten
- Copies of Birth and Baptismal certificates must be provided

- Up –to-date immunization records must be provided (see required immunizations)

First Grade:

- Applicants must be 6 years of age by September 1
- Successful completion of a licensed kindergarten program
- Report card from Kindergarten must be provided
- Copies of Birth and Baptismal certificates must be provided.
- Up-to-date immunization records and T.B. clearance must be provided (see Required immunizations)
- Verification of physical examination by a doctor must be provided (after March 1st of the Kindergarten year)

Second to eighth grades:

- Students must be enrolled in good standing in their current school
- Report card and latest test scores must be provided
- Copies of Birth and Baptismal certificates must be provided
- Up-to-date immunization records and TB clearance must be provided
- Copy of First Communion certificate must be provided
- **Eighth grade students are rarely accepted unless transferring from a Catholic or Christian school.**

****New students will be probationary and evaluated at the six week progress report time; academically and behaviorally for continuation of enrollment.**

Preference for Catholic Students

This school gives preference in admissions first to Catholic students living within the parish boundaries; second, to Catholic students living outside parish boundaries; third, to non-Catholic students. Non-Catholic or Christian families must be willing to accept school policy that all participate in daily Religion classes, school liturgy and other school events in the practice of the catholic faith. While these families will not be pressured to become Catholic, they will be encouraged and required to participate with the rest of the class/school.

Students with Exceptional Needs

Our Lady of Perpetual Help will accept a child for whom **an appropriate program can be designed and implemented** following our prescribed enrollment procedures. Each child's admission and continued enrollment is based **upon the emotional, academic, and physical needs of the child, and the resources available to the school in meeting those needs. The final decision rests with the Principal and Student Success Team.** Enrollment is probationary and will be reviewed regularly at the discretion of the Principal/SST. **Parents need to report and provide documents of special education needs.**

Student Success Team

The Student Success Team is a holistic approach in reviewing students and their needs. The team is composed of a teacher from each grade level whose combined purpose is the identification of students with special needs (remedial or gifted) and to assist teachers in suggesting strategies for student success and challenge. In some cases a Modified Instructional Plan is recommended to enable success within the regular classroom. This approach provides a continuum of the student's educational objectives as the student moves to the next grade level.

Re-Registration Procedures

Re-enrollment is held in the spring of each year to determine how many students are returning. This process includes the filing of the necessary re-enrollment forms and the payment of registration fees. Compliance with this process by the prescribed date will ensure a student's place for the next school year. Other arrangements need to be made with the principal.

By May 15 Final tuition payment paid

By June 15 Registration Fees, FACTS, and Paperwork Due

By August 15 First Tuition payment is made

ALL TUITION, FEES, EXTENDED CARE PAYMENTS, AND SERVICE HOURS FOR THE CURRENT SCHOOL YEAR MUST BE UP-TO-DATE BEFORE A STUDENT CAN BE ENROLLED FOR THE NEW SCHOOL YEAR.

Required Immunizations

DPT (Diphtheria/Pertussis/Tetanus) 4 or more doses, but one more dose is needed if the last dose was given before the 2nd birthday. After the 7th birthday, at least three doses are needed, but one must be on or after the 2nd birthday.

POLIO 4 doses, but 3 are enough if at least one was given after the 2nd birthday.

MMR (Measles/ Mumps/Rubella) 2 doses for Kindergarten entry; 2nd MMR for 7th grade

TB (Tuberculosis) all new students

HEPATITIS B 3 doses required for Kindergarten and Grade 7

CHICKEN POX vaccine required for entrance into Kindergarten

EXEMPTIONS: There are two types of exemptions from immunization allowed by the California School Immunization Law. Your child may be exempt because of a medical condition. If so, a statement signed by the doctor must be presented stating the medical problem and whether it is temporary or permanent. If immunizations are against your personal or religious belief, you must sign a statement to this effect to be kept on file at school.

Transfers

Transfers from Our Lady of Perpetual Help to another school are arranged with the Principal and/or Office personnel. The receiving school requests scholastic and health transcripts which are mailed directly to the new school. A student who transfers takes only his/her personal belongings. The texts and technology devices are loaned and remain at Our Lady of Perpetual Help. Tuition and fees must be current before a transfer report card or diploma can be issued.

Tuition and Fees

If the tuition payment is late, the following procedures will be implemented:

1. If the tuition is in arrears, a reminder phone call will be made or a letter will be sent requiring that payment be made; or, in extenuating circumstances, that arrangements be established with the Principal to bring the account current.
2. If such overdue tuition is not brought current within one month of the due date or if the agreed upon arrangements are not followed, the delinquency is brought to the School Finance Committee and/or School Board for resolution. During this time the student will not be allowed to participate in but not limited to: athletics, dance, any extracurricular activities including field trips, science camp or graduation activities. Report cards and/or transcripts will be held until balance is current.
3. If a resolution is not agreed upon by superintendent, administration, and parent or guardian, the student(s) will no longer be provided educational services.

Refunds

If a student withdraws or is dismissed, the policy is as follows:

1) NO REFUNDS:

- a) On registration, device, fundraising fee or Bishop Golf tickets
- b) On tuition if the student leaves after the 15th of the month

2) REFUNDS:

- a) If a student departs before the 15th of the month, a prorated refund on tuition will be given.

Textbooks/Technology

All textbooks are on a rental system and must always be covered. Technology devices are on a rental system. Fees will be assessed for damaged or lost books, or technology devices.

Fundraising

Tuition and fees cover slightly more than 40% of the cost of education at Our Lady of Perpetual Help School. 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.

CAR RAFFLE TICKETS: Buy 5 car raffle tickets for the Bishop's Golf Tournament. **The tickets will be available when we return to school and are paid with your registration. Tickets are not returnable.** The cost of each ticket is \$10 and \$7.50 from each ticket is profit. Families are encouraged to sell more tickets than contractually obligated. Tickets need to be returned by November 1 to be eligible for the drawing. Parents selling more than the obligatory ten tickets will receive **1 service hour for every two tickets sold**

SERVICE HOURS

Each family will be required to donate **20 service hours** per year. There will be a \$50 charge for each service hour not worked. Families who complete service hours cannot work or donate service hours to another family. Volunteers need to record their hours on Gradelink within two weeks of the event.

Evening/Weekend Opportunities –Spruce up the Campus, Movie Night, 5K, Car Show and more

Other Service Opportunities – Golf, Book Fair, Thanksgiving Feast, PTO Lunches, Chaperone Field Trips, Coaching and more

Billed service hours will be due in June or before you can complete registration and secure your child’s spot for the following school year.

Church Participation

All OLPH School families should register and attend mass regularly in their parish churches. OLPH School is a ministry of OLPH parish. Any contribution when attending OLPH Church is appreciated.

Family masses are mostly scheduled the 2nd Sunday of every month starting in September. Families need to attend one family mass per trimester and the family mass that their child’s class is hosting. Students need to wear their liturgy uniform. This is part of their Religion grade. Choir members are expected to participate in all Family masses, First Communion liturgy and Christmas program.

Additional Fees

8th Grade Graduation/Retreat/Activities - \$240.00 (subject to change) by March 1

Science Camp - TBD

1st Communion Retreat Amount TBD

Field Trips Amount TBD

Sports Fees per \$40 except Track \$30

National Junior Honors \$25

Academic Decathlon \$25

Yearbook \$25-35

4. ACADEMIC POLICIES

Curriculum

Our Lady of Perpetual Help offers a strong academic program provided by degreed and credentialed personnel. The school is accredited by the Western Catholic Educational association (WCEA) and the Western Association of Schools and Colleges (WASC).

Core Curriculum Enrichment Curriculum

Weekly Liturgy, Computer Science, Religion, STREAM Integration, Sacrament Preparation, Algebra (Gr. 8), Social Studies, Art, Math, Music, Science, Physical Education and Language Arts

Enrichment Programs Extra-Curricular programs Science Camp Choir (Gr. 3-8) Student Ambassadors (Gr. 5-8), Spelling Bee, Student Safety, Book Fair, Sports,

Math/Reading Intervention, Technology Club, Yearbook (Gr. 6-8), EiE (Engineering is Elementary), Anti-Bully program, Decathlon and Service Oriented projects

Daily Schedule

Students arriving at school prior to 7:15 a.m. are to go directly to Extended Care, or teachers on campus will send them there. Weather permitting, the entire student body assembles outdoors daily for prayer and announcements at 7:45 a.m. Each Wednesday morning, a Mass is celebrated in the church at 8:00 a.m.

6:30 a.m. Before school Extended care

7:15 a.m. Outside supervision begins

7:30 a.m. Students go to homeroom

7:45 a.m. Tardy bell/Assembly

8:00 a.m. Academic Instruction

9:45 a.m. Recess/Snack break Gr. K-2

10:00 a.m. Recess/Snack breaks Gr. 3-5

10:15 a.m. Recess/Snack breaks Gr. 6-8

10:00-12:15pm Academic Instruction

11:45am-12:15 Lunch Gr. K-2

12:00-12:30 Lunch Gr. 3-5

12-30 -1:00 p.m. Lunch Gr. 6-8

11:30 -2:45p.m. Academic Instruction

2:45 – 3:00 p.m. Dismissal

3:00 – 6:00 p.m Extended Care

Any remaining students at 3:00pm will be placed in Afternoon Extended Day Care if they are not participating in an afterschool activity.

Homework

Homework may be written in a daily planner or in google classroom. It may be an oral, written, or a study assignment and may include parent involvement.

Homework is intended:

- to reinforce skills and concepts presented in class
- to train students to work independently
- to give students the opportunity to accept responsibility for completing a task
- to foster creativity through projects and special assignments

Homework is generally given Monday through Thursday. Allotted homework time by grade levels is as follows:

Kindergarten 15-20 minutes

Grades 3, 4, 5 45-60 minutes

Grades 1, 2 30-45 minutes

Grades 6, 7, 8 60-100 minutes

ZAP- Zeros aren't permitted as a way to enforce responsibility. Students not completing homework will have their parents contacted and remain after school for 30 minutes to complete homework and receive partial credit. This includes work done but not brought to the class period on time. Repeated appearances in ZAP may result in parent conference, and other consequences.

Disciplinary Actions for Academics

Students' grades will not be lowered as a result of misbehavior, however, suspensions and removal of the classroom settings, as a result of misbehavior, may indirectly cause a student to perform poorly.

Make up and Missed Work

Long term assignments or projects are due on the assigned day, even if the child is absent. If a child is absent, he/she has one day for each day absent to make up for missed work. Homework and missed classwork may not be requested the day the student is absent and will be given upon their return by their teachers. Exceptions may apply case by case bases and can be discussed with the teacher and Principal.

If a student will be absent for an extended period of time, it is the student's and parent's responsibility to seek out assignments missed after they return. When a student returns, the student has one week to finish missed work and tests. Parents are requested to schedule trips during school vacation times.

Students must be in attendance until noon to participate in after school or extra-curricular activities the same day as the activity or event. Students participating in athletics must be present on Friday to participate in weekend games or events.

Accidents

Parents will be notified in the event of serious injury; if life threatening 911 will be called first. Written document and parent notification takes place when anything out of ordinary occurs.

Religious Activities

The Principal and teachers plan seasonal religious activities. This process is achieved through a variety of liturgical and paraliturgical experiences as well as the activities planned in the formal daily religion program. Each Wednesday at 8:00am, Mass is celebrated by the entire school. This celebration does not suffice for the Sunday obligation. Students are encouraged to celebrate the Sacred Liturgy with their family on either Saturday evening or on Sunday. OLPH teachers/students are in charge of Liturgy preparation at a Parish mass each month. The school is also responsible for Hospitality for these masses. During Advent and Lent students may have the opportunity to participate in the Sacrament of Reconciliation.

Preparation and celebration of the Sacraments of First Reconciliation and First Eucharist are offered to students in Grade 2 or students who have been enrolled in Catholic education for two years.

Other activities enriching the Religion program include classes leading Stations of the Cross, May Crowning, featured religious plays and videos, and being participants in multi-cultural parish diocesan liturgies.

Students are required to attend one Family mass per trimester. One of these should be the mass their class is hosting. Students are also required to participate in the annual Christmas program. Participation in these events are part of the curriculum and a grade is given. Students not in attendance will be given an alternate assignment for credit.

5. COMMUNICATION

Access to Records (Diocesan policy)

Either parent or legal guardian may have access to student records which the school is required to keep related to their child(ren) in the presence of the principal or designee. Behavioral records (counselor report, discipline reports, etc.) shall be inspected in the presence of an individual(s) qualified to interpret the records. The school has 45 days to comply with requests to review student records by parents, but shall make every effort to comply with dispatch. Please contact the school office for appointments.

Communication with Teacher

Communication with parents by office telephone, email, and letters will take place during contracted hours and not after 5pm Monday through Friday. Teachers are available by appointment before or after school except on Mondays due to faculty meetings. Appointments must be made in advance through the office or directly with the teacher. Teacher/Staff phone numbers are not given out, nor should they be called or texted. However, teacher email addresses are available. If an emergency arises, parents are to call the office and the secretary will ask the teacher to return the call to the parents. Parents are encouraged to contact teachers regarding a child's spiritual, academic, disciplinary or social progress at times other than the formal conference time. Parents should receive a response within 24 hours of receiving correspondence. OLPH administration, teachers and staff hours for communication may not transpire after 5pm. Parents who wish to visit their child's classroom must ask the Principal's permission in writing and wait for a response from the principal before entering the room. The Principal will confer with the teacher to set a mutually agreeable time. The visit may last no more than one class period.

Conferences

Parent-Teacher conferences are scheduled at the end of the 1st Trimester. Parents should attend the conference to discuss the child's progress. Report Cards will be given at this time. Students should attend the conference with their parent(s). Teachers are available by appointment to discuss student progress throughout the year.

The Principal is available for conferences as needed. Appointments are recommended. **The principal should not be contacted about a teacher until the parent has first conferenced with the teacher.** Complaints should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address that concern with the teacher. Only after such attempts have failed, should administrators be contacted. The Superintendent is the chief administrator of the school.

GOING PAPERLESS- Information will be posted on the webpage, Facebook, Gradelink, email, text, voice. Hot lunch forms, field trip forms, event sign ups and day care billing to name a few will usually be sent home periodically. Refer to the webpage for calendar information and newsworthy updates. It is imperative that changes in address or telephone numbers –home, business and emergency contacts be updated in the office as soon as a change has occurred.

GRADELINK

Gradelink is an integrated management system for communication with parents. OLPH School uses Gradelink for online reporting of student performance and progress, Gradelink provides parents a means to stay up to date with their child’s current academic progress, view attendance information, view grades from past terms, and set up email alerts.

Honor Roll/Awards

Citizenship Award- Gr. K-2 earn Citizenship with a behavior grade of “O” or “VG”

Honor Roll – Gr. 3-8 requires a 3.5 or above

***Honor roll does not include Music, Art and PE**

Improvement Award- is given in the 2nd and 3rd trimesters to students that improve in one or more subject areas by one full grade and do not go down in any subjects.

National Jr. Honor Society- Gr. 7-8 Membership in the National Junior Honor Society requires a GPA of 3.7 or above and an “O” or “VG” in Conduct. 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. Formal induction ceremonies are held at the end of 1st and 2nd trimester.

Grading Code

(Kindergarten - Grade 2)

O 96-100

VG 90-94

G 80-89

S 70-79

NI 0-69

CR (Credit)

NC (No Credit)

(Grades 3-8)

A 97-100

A- 93-96

B+ 90-92

B 87-89

B- 84-86

C+ 81-83

C 78-80

C- 75-77

D 69-74

F 68 or below

CR (Credit)

NC (No Credit)

CP Continued Progress (consistent effort but not on grade level)

NA Not applicable (Area not currently taught or expected)

NE Not evaluated (not evaluated at this time)

Standard Achievement:

M (Mastery) 90 – 100

N (Near Mastery) 75 – 89

NI (Needs Improvement) 69-74

R (Remedial) 0-68

Q (Not Covered)

Conduct:

O=Outstanding

VG=Very Good

G=Good

S=Satisfactory

NI=Needs Improvement

Placement (Diocesan policy)

If a student's academic performance is below grade level and he/she is unable to be promoted, the student may be "placed" in the next grade. This designation is for students who have not met the academic criteria for promotion to the next grade, but for whom retention is not a feasible option.

Report Cards

All students receive report cards three times a year. More frequent academic reports may be sent to individual students when the teacher deems it necessary. Parents should be checking Gradelink regularly for student progress. Monitoring Gradelink, receiving conduct referrals, detentions and uniform violations should indicate to parents/students if improvement is needed before a Trimester Report Card is published.

Promotion

Only those students who complete the work of a particular grade in the basic skill areas shall be promoted to the next grade. Class performance, homework, teacher evaluation, standardized test score and attendance contribute to the decision.

Retention

In case of slow progress students are evaluated individually. Any decision concerning non promotion must be made after considering all facts related to the student's development. Parents will be informed of this possibility no later than February of the current school session.

Cell Phones/Smart Watch/Electronic Devices/Phone Calls

Students are not allowed to keep cell phones, smart watches or personal electronic devices on their person during the school day. Students must turn them into their homeroom teacher upon arrival. It is the student's responsibility to retrieve it at the end of the school day. Cell phones, smart watches or Electronic devices **may only be used with permission and in the presence of an OLPH Staff member.** If an OLPH staff member sees or hears any of these devices being used unsupervised, consequences will include, but will not be limited to, the device being taken away from the student and it will be returned to the parent and a detention may be given. **OLPH staff will not be held responsible for lost, damaged or stolen property belonging to students.**

If messages are necessary for students, parents should call the school office 951.689.2125 and the message will be delivered. Only in extreme cases of necessity may the child(ren) use the telephone in the school office with the Principal's, teacher's or secretary's permission. Plans for after-school activities should be made prior to school. Students may make phone calls ONLY for illness, forgotten lunches, ZAP and canceled or rescheduled practices.

Lost and Found

Parents are encouraged to check the lost and found periodically. Items with names on them will be returned if possible. All unclaimed articles are given away. Please make sure your child's name is on all personal belongings.

Lunch

Parents will be called to bring lunch to their child if they forget their lunch. Parents are encouraged to provide nutritious lunches and snacks for your children. **Soda drinks, energy drinks, sunflower seeds in shells or gum are not allowed at any time.** Parents who bring fast food lunches to their children are asked to bring fruit juice, water, milk or milkshakes, rather than soda drinks. All lunches brought to the school by parents are to be left in the office. GLASS containers are never allowed and biodegradable or reusable containers are recommended. Students are encouraged to bring and use a refillable water bottle to be enjoyed in or out of the classroom. Food items will not be heated for students.

Lunch Regulations

1. Yard duty supervisors follow a discipline plan which includes time out, picking up trash, detention and conduct referrals.
2. Students remain at the lunch tables until dismissed by the supervisor once the area is clean.
3. Balls and equipment are provided. Equipment should not be brought from home and will be confiscated.
4. Food/drinks (besides water) are only allowed at the lunch table area or on benches outside classrooms at recess/snack time.
5. Games that involve pushing, shoving or extreme contact are not allowed.
6. Students may not play near or behind the large metal storage containers, under pre-school stairs, or in the driveway areas. Students need to be in visual contact with playground supervisors at all times.
7. No student will be excluded from games his/her peers are playing.
8. If a parent would like to provide lunch for their child and classmates to celebrate their birthday, they must have prior approval from their homeroom teacher.

6. CONFIDENTIALITY

At times, students share confidential information with teachers, verbally or in written form. As mandated reporters, OLPH Teachers and Staff will report to the proper authorities and are not obligated to notify parents according to the law.

If a student shares that they are going to harm themselves or others, the teacher will reveal that

information to the principal, even if confidentiality was promised. We will keep it confidential unless health, life or safety or those of another are involved. Parents will be notified of teacher or principal concerns. This requisite is required of volunteers who work in our classrooms.

7. 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 Leadership Team 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 of the Principal. Parents can contact Caritas Counseling at 909.370.1293. Their fees are on a sliding scale.

8. CRISIS PLANS

Emergencies

A special file is kept in the school office for every student which includes the names of persons to be notified if parents or guardians cannot be reached in an emergency. **It is imperative to notify the office of any change of family emergency numbers and persons authorized for release for students.** All emergencies are to be processed through the office.

Parent Communication

Communication may take place but is not limited to the following means: Band app, email, text, Facebook, phone, google classroom and school webpage. In the event of an emergency, an email, text, voice communication through GRADELINK will be used to give information and instructions. It is the parent's responsibility to notify the office of changes for communication access.

Insurance

Insurance coverage is mandatory for all our students. This cost is included in the registration fee paid at the beginning of the year. Additional insurance coverage may be purchased through the Meyers Stevens Co. Specific information concerning this coverage is sent home with each student the first week of school.

Natural Disaster

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 regularly for safety hazards. To date, OLPH has passed all inspections by the fire department, the health department, the Asbestos Hazard Emergency Response Act, and the Diocesan Insurance offices. All Faculty/Staff are First Aid and CPR certified. Monthly drills are practiced by the whole student body and staff.

A Disaster Supply list is sent at the beginning of each year with a return due date. The school is equipped with water and first aid provisions for 72 hours. Students will remain under a teacher's guidance until a parent or authorized person arrives and is able to care for them. After

72 hours, any remaining students will be transferred to the nearest Red Cross Relief Center. When arriving to pick up your children, please go to the designated gate and follow the instructions of the staff member stationed there.

AIR QUALITY

The Air Quality is checked daily. Teachers and students are informed, so that they can arrange their activities accordingly.

9. CUSTODY ISSUES

No unauthorized organization, agency or person may be allowed to assume custody of any student on school premises before, during, or after school hours unless explicitly authorized by the parent or guardian. In cases where custody is court ordered, the school must request and the parents must provide a copy of the court order for the student's file to verify the conditions of custody. The school shall comply with court ordered custody conditions that are on file. Our Lady of Perpetual Help will not act on verbal information and will only respond to a subpoena from the court for records, letters or faculty/staff court appearances. In the absence of a court order, to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his/her child.

10. DISCIPLINE CODE

As a student of Our Lady of Perpetual Help School

I pledge to do my best each day with the help of my parents, teachers and peers

To become a faithful and active Catholic

A creative and critical thinker

An effective communicator

A lifelong learner

A globally aware responsible citizen and

A respectful, well rounded individual

Respect for the Dignity of all

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

- To help each student become more responsible to self and others
- To provide a classroom environment conducive to learning
- To instill in students the importance of developing responsibility, self-control and accountability for one's own choices and actions
- To build mutual respect, cooperation and an appreciation for the personal gifts and differences of others

Student Responsibility and Behavior

An Our Lady of Perpetual Help School student is a member of our school community at all times and should act accordingly. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. The students at Our Lady of Perpetual Help School are expected to cooperate in sharing the following values and school wide rules:

- Christian respect and love of one another should guide all student interaction.
- Students will address other students, faculty, staff, visiting and volunteering adults politely, courteously and respectfully.
- Students will use appropriate language in word, action or written including technology use (texting, email, Facebook, etc.).
- Students will not tolerate or portray bullying, harassing or intimidating tactics.
- Students will apply their maximum effort in all coursework.
- Students will not leave the school grounds at any time during the school day without written permission and clearance from the Principal.
- Students will not enter a classroom without a teacher present.
- Public display of affection is not allowed.
- No weapons, tobacco, alcohol or drugs are permitted on school grounds or at any school-sponsored activities.

Courtesy, respect, and orderliness are expected in every classroom and on the grounds. It is the responsibility of students to learn their teacher's specific "classroom rules." All teachers or staff have the authority to discipline any student. Each homeroom teacher will send home a copy of his/her classroom behavior expectations and consequences.

Conduct unbecoming a student in a Catholic school includes, but is not limited to, the statements given below. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion. Because it is impossible to foresee all problems, which could arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community), which violates the spirit, philosophy and code of conduct of the school, even though not specified, including the following:

- Lack of respect to teachers, staff, volunteer adults on campus (refusing to accept correction, showing negative attitude, open and persistent defiance of authority)
- Disobedience (failure to follow direction promptly and thoroughly, chewing gum, throwing anything in class or at lunch; failure to do homework/class work)
- Disruption of class (talking out of turn, annoying others; stopping teacher from teaching or students from learning; misbehavior in church; excessive tardies)
- Destroying or defacing school property (writing on desks, books, walls; misuse of bathroom; misuse of school property or the property of others)

- Violation of social rules (name calling, bullying, showing unkindness verbally or physically; failure to cooperate with uniform regulations and good grooming)
- Recess/Lunch violations (lack of respect for supervisors; failure to clean up or leaving before dismissed; rough play)

***The principal retains the right to amend the handbook for just cause and parents will be given notification if changes are made.**

Chain of command is as follows:

- Teacher to student/parent, Leadership Team, Principal.
- Parent to teacher, Leadership Team or Principal.
- Student to teacher, Leadership Team or Principal.

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 local school district and community resources to determine the best course of action to support the student and family, as well as the entire school population.

School-Wide Discipline Plan

The student is an Our Lady of Perpetual Help student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Disciplinary action will be taken with:

- Students whose actions are gravely detrimental to the physical, emotional, or spiritual welfare of students or their property
- Students who consistently verbalize or use technology to call each other names or use vulgar language or signs, cyber bullying, posing inappropriate pictures of self or others
- Students who evidence continued willful disobedience and/or disrespect
- Students who leave the school campus or are in restricted areas without supervision
- Students who evidence grave disrespect toward school personnel, staff, visitors or property

Disciplinary Action Levels

The following summarizes the levels of disciplinary action which shall be enforced by school personnel with students who are in violation of behavioral expectations. Any level of discipline will be recorded in the student's Conduct grade.

Level 1 - Verbal Warning/Reprimand

A class management system is in place for each grade level. Rules are discussed in class the first

week of school and throughout the year. Teachers send out their welcome letter with rules and expectations at the beginning of the school year and/or post in google classroom. Staff members may use one of the following: **Time-out**, the temporary removal of a student from an activity or class, within the classroom or out; **Restriction**, the temporary denial of the student's right to participate in designated activities; **Confiscation**, removal of personal property not allowed in the classroom or on school grounds.

Level 2 – Intervention

Written Communication, a letter, progress report, or other communication, sent to the parent/guardian;

A ***conduct referral** will be sent home indicating the level of intervention implemented. However, if the inappropriate behavior or incident deems necessary, a detention notice will be given instead of a conduct referral.

***Detention**, detaining a student for disciplinary reasons after school hours;

Teachers are on a weekly rotation to oversee students serving detentions.

Level 3 – Conference

Teacher/Staff members conduct a conference with the student's parents. The student may be present at these conferences. Further intervention may result from the conference.

Level 4 – Administrative Conference

The Principal or in the absence of the Principal, a member of the Leadership Team, conducts a meeting with the parents, in which the student may be present. A behavioral contract may result which could include: Restrictions, In-School suspension, or referrals (Two or more referrals could lead to suspension).

Level 5 - Suspension (In-School)

In-School Suspensions are administered at the discretion of the principal in consultation with the parents. Suspensions of any kind should be considered a serious consequence. Students will be required to remain in the school office for the period of days assigned and complete any daily work assigned to them by their teachers. Further disciplinary actions could result in expulsion.

Level 6 - Suspension (Home)

Home Suspensions are administered at the discretion of the principal in consultation with the parents and Office of Catholic Schools. Suspensions of any kind should be considered a serious consequence. Students will be required to remain home for the period of days assigned and complete any daily work assigned to them by their teachers. Further disciplinary actions could result in expulsion.

Level 7 - Expulsion

A student may be expelled upon recommendation of the principal, and consultation with the parent/guardian, pastor, and Office of Catholic Schools. Students expelled from Our Lady of Perpetual Help School will not be allowed to re-enroll. Expulsion will only be considered

following all realistic attempts at modifying a student's behavior and where little or no progress is evident. Immediate expulsion may result from student possession of weapons, drugs, and gang paraphernalia. Student expulsion may also result from Parent/Guardian behavior and lack of cooperation with the administration.

*Conduct referrals not signed and returned will result in a detention. *Detention slips not signed and returned will result in an additional detention. Conduct grades reflect any disciplinary action.

Detention

A detention session is held every day and is supervised by a staff member. Students in grades K-8 will serve 30 minutes (3:00 - 3:30pm). Parents are given '24' hour notice via the detention notice for when their child will fulfill their consequence. Multiple detentions may warrant a suspension or behavior probation period. Parents may delay their child serving the detention no more than one day of the assigned day. Detention slips not returned and signed will result in an additional detention or consequence.

Due Process

We commit ourselves to a hearing in any disciplinary situation. The student is told what he/she did wrong and is given a chance to be heard.

Probation

A student may be placed on probation for low academic grades or conduct. The probation will continue for a determined time. At the end of that time, the Principal/Teacher will evaluate the grades/behavior of the student to determine additional course of action. Students involved in extracurricular activities may be denied the privilege to participate.

Restriction

The student may not attend a particular class activity and during that class time will be required to report to a designated area for supervision. This student may lose the right to participate in school activities on or off campus for a specified length of time.

Suspension

A student may be suspended for serious misconduct, on or off campus during school related activities, or for continued misconduct after having been placed on probation. In severe cases, the student will serve an in-school suspension and be assigned academic work to make up the loss of class time. This student loses the right to participate in any school activity on or off campus for a specified length of time based on the offense.

Expulsion

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for repetition of conduct for which the student has been suspended more than once. Expulsion is a permanent termination of a student's enrollment. Expulsion may be considered for, but not limited to:

- Incurable or disruptive behavior which impedes the progress of others

- Assault, battery, or any threat of force or violence directed toward other students, school personnel, or other persons on school property during school related activities
- Habitual or persistent violation of school regulations
- Use, sale, distribution or possession of narcotics, alcoholic beverages, tobacco
- Malicious damage or destruction of real or personal property of school
- Theft, extortion, arson
- Habitual truancy, absenteeism
- Hazing and harassment
- Misuse of the technology causing risk to self, others, or school

The following guidelines for student expulsion will be followed:

1. The final decision to expel a student rests with the Principal with the knowledge and consent of the Pastoral coordinator.
2. A conference with the parents, student, teacher, and the Principal shall be arranged. Where applicable, the Pastoral Coordinator is notified of the conference and given the opportunity to attend.
3. The notice of expulsion must be written and signed by the parent(s) student, and Principal.
4. The Principal maintains dated documentation of the facts, the parent conferences, and keeps the signed expulsion notification.

The procedure for appeal and review of disciplinary action rests with the Superintendent of Catholic Schools. After a conference with the parties involved in the action, the superintendent will determine whether the school's action is in accordance with applicable diocesan policies.

Harassment

Harassment is defined as ongoing demeaning treatment of one who does not consent to the treatment. Our Lady of Perpetual Help affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment, which is hostile, offensive or intimidating because of an individual's race, creed, color, national origin, gender, or physical ability. Harassment of any student by any other student or staff member is prohibited and will not be tolerated. All demeaning behavior is prohibited. It is the policy of our Lady of Perpetual Help and the Diocese to provide an educational environment in which all students are treated with respect and dignity. *Use of electronic devices, personal or school property, for inappropriate communication/harassment/viewing unacceptable sites will not be tolerated and may result in disciplinary action.

Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature. The following conditions can be construed as sexual harassment of a student:

Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets

Written Harassment: Suggestive or obscene letters, notes or invitations

Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating with normal study or movement.

Visual Harassment: Leering, gesture, display of sexually suggestive objects, pictures, cartoons, or posters.

Student to Student Sexual Harassment

This policy prohibits student to student sexual harassment whenever it is related to school activity or attendance and occurs at any time while on or off school grounds. Any student who engages in the sexual harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion. Should substantial conduct outside the school environment come to the attention of the school, this too may serve as grounds for disciplinary actions.

Violence – Threatened and Acted

All threats of violence will be taken seriously and will be handled on a case by case basis. Assault, battery, or any threat of force or violence directed toward other students, school personnel, or other persons on school property or during school related activities will be addressed.

Special Medical Circumstance

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 entire school population. **The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion. The principal retains the right to amend this handbook for just cause and parents will be given notification if changes are made.**

Uniform Policy

It is our goal that the dress code at Our Lady of Perpetual Help School fosters unity among students and makes school and learning a priority rather than manner of dress. Full uniform, regular and PE must be worn on all days as prescribed with the exception of CASUAL DRESS

days. Students must wear PE uniforms on all PE days. Uniforms must be clean, appropriate size and may not have rips or tears. Parents are responsible to see that their children are dressed in accordance with the uniform or casual dress code from the first day of school to the last. Parents may be called to bring appropriate clothing if necessary or the student may be given uniform items to wear from lost and found. *Students will NOT be allowed to wear sweaters or sweatshirts outside in temperatures 85 degrees or above.*

Uniform Descriptions:

-Uniform skort, polos, sweaters, sweatshirts with school emblems, must be purchased from the Dennis uniform company

-Uniform shorts and pants may be purchased through Dennis uniform or department store (No cargo type pants/shorts allowed)

-Non-uniform jackets are not acceptable attire except on Casual dress days.

Girls K – 8

Plaid skort: should NOT be more than 3” from the knee

Shorts: Navy blue cuffed. Shorts should NOT be more than 3” from the knee

(No cargo type, low-rise or slim fit)

Polos: (w/logo from Dennis uniform) navy or gray

(tucked in at all times, except recess)

Pants: Navy blue – Girls may wear pants for Mass

(No cargo type, low-rise or slim fit)

Socks: Solid white, gray, navy or black that are visible over top of shoes, knee socks or tights

(No Leggings)

Shoes: Athletic or tennis shoes that tie or have velcro closing;

(No skull or negative type pictures, wheels, boots, or platform soled shoes, or slip on)

Sweatshirt: Only Dennis uniform outerwear: Navy zip up sweatshirt w/logo, or navy hooded microfiber w/logo or Science Camp Sweatshirt (only grades 6,7,8)

(NOT TO BE WORN IN HOT WEATHER ie: 85 degrees outside)

Cardigan: Only Dennis gray cardigan sweater

Belt: (for grades 3-8) Navy blue, black or brown with a simple buckle

Mass Uniform – Skort or Pants (w/belt), short sleeve white Oxford Shirt, Gray Sweater/Vest.

(No shorts allowed)

Athletic or Tennis shoes, Rubber soled dress/Mary Jane type shoes.

(No slip on)

Boys K-8

Shorts: Navy blue, should reach the top of the knee

Polos: (w/logo from Dennis uniform) navy or gray

(tucked in at all times, except recess)

Pants: Navy blue

(No cargo type, low-rise or slim fit)

Socks: Solid white, gray, navy or black –must be visible over shoe tops

Shoes: Athletic or tennis shoes that tie or have velcro closing;

(No skull or negative type pictures, wheels, boots, or platform soled shoes, or slip on)

Sweatshirt: Only Dennis uniform outerwear: Navy zip up sweatshirt w/logo, or navy hooded

microfiber w/logo or Science Camp Sweatshirt (only grades 6,7,8)

(NOT TO BE WORN IN HOT WEATHER ie: 85 degrees outside)

Cardigan: Only Dennis gray cardigan sweater

Belt: (for grades 3-8) Navy blue, black or brown with a simple buckle

Mass Uniform: Pants (w/belt) short sleeve white Oxford Shirt, Gray Sweater/Vest.

(No shorts allowed)

Athletic or Tennis shoes, Rubber soled dress with ties or Velcro are acceptable.

(No slip on)

P.E. Grades K-8

Students may *only* wear their P.E. Uniform to school on P.E days.

ALL clothing must be purchased through Dennis Uniform.

ALL PE clothing has the OLPH logo/name.

T-shirt: Gray OLPH shirt

Shorts: Mesh navy blue OLPH shorts

Sweatpants: Solid navy blue OLPH sweatpants. These may be worn over PE shorts.

Sweatshirt: Solid navy blue OLPH sweatshirt.

(NOT TO BE WORN IN HOT WEATHER ie 85 degrees outside)

Socks: Solid white, gray, navy or black that are visible over shoe tops.

Miscellaneous dress code

Only uniform sweaters or jackets may be worn during school hours. Only white long sleeve shirts are allowed to be worn under polos or oxford shirts during cooler weather. Sweatshirts or jackets will not be allowed to be worn over liturgy apparel during liturgy. Students may change into appropriate apparel for sports practice at 3:00pm. Casual dress code needs to be followed. Exceptions may be allowed for the Christmas program, Jr. High dances or 8th grade graduation events at the discretion of the Principal.

Hair (All grades)

Hair should be washed and well groomed and should not obstruct vision. Boy's hair should be no longer than the top of the uniform shirt collar. Sides may be no longer than mid-ear. Girls may wear simple barrettes or hair ties/bows. Hats may be worn outside in warm weather. No scarves or bandanas (unless for medical reasons). Boys or girls should not have hair that is colored or radical and faddish in nature. Hair gel in moderation is fine. A #2 clipper is the lowest cut level allowed. *Facial hair is not allowed.*

Jewelry

Girls may wear one set of single stud earrings. A *watch may be worn. A religious medal/chain or scapular may be worn.

Boys may wear a religious medal/chain or scapular. A *watch may be worn. Earrings are not allowed on boys. *Watches may not have phone/internet capabilities.

A medical ID may be worn. No other jewelry may be worn unless given out for a school promotion and for a limited time frame.

Makeup

Make-up or glitter is not allowed during the school day. Clear nail polish is acceptable. Only clear or colorless lip gloss/chapstick. Tattoos, permanent or temporary, are never allowed.

Scout Uniforms

Scouts may wear their scout uniforms on their meeting days except PE days.

Casual Dress

Casual dress is a privilege extended to all students on special occasions. Dresses, skirts, pants, jeans and shorts should be modest and in good taste. The following are **NOT ALLOWED**:

- Clothing with tobacco, alcohol, or drug symbols or advertising
- Clothing with suggestive or offensive writing or decoration
- Baggy, torn, or gang related items of clothing
- Extremely brief garments, bare midriff
- Form-fitting blouses, dresses, skirts, shorts, pants
- Spaghetti strap, strapless, tank, sleeveless tops
- Shorts/skirts/dresses must be modest; reach top of knee
- Leggings may be worn if dress/skirt/short are no more than 1" above knee; *May not be worn as pants with a shirt*
- *Tennis shoes MUST be worn unless given exception by principal such as Christmas program, First Communion or 8th grade graduation*

Teachers will check uniforms daily. A Uniform citation form will go home to be signed and returned. *Infractions of the uniform or casual dress code will affect the conduct grade* and may result in disciplinary action to be determined by the Principal. This may include but is not limited to:

- Loss of casual dress privileges or an After-school detention

11. EXTRA-CURRICULAR ACTIVITIES

For a student to participate in activities after school hours or on the weekend, the student must be present at school at least until 12 noon on the Friday or the day of the after-school event. Only the principal may grant exemptions to this policy for just cause.

Sports

Our sports program involves participation in the Diocesan Inland Catholic School League (ICSL). Football, volleyball, and basketball, are offered to students in grades 5-8. Track is a 1-3 single day event for grades K-8. Soccer is K-8 co-ed. Parents are requested to assist by coaching, refereeing, providing transportation and by attending the games.

Students must maintain a 2.0 GPA average, with no academic grade having an “F” and an “O” or “VG/G” in conduct to participate. Students must submit the school’s official Diocesan Indemnity form signed by a parent or legal guardian in order to participate.

Students share the cost of league fees which are assessed and paid for the use or replacement of uniforms. All sports are \$40.00 per sport with the exception of Track which is \$30. **Uniforms must be washed and returned in the same condition as given (no tears, stains, etc) the Monday after the last game or be billed \$40.**

Choir

Students in grades 4-8 may participate. Practices are held one day a week. The Choir is responsible for participating in school liturgies, family masses, first communion and other special events to be recognized as a member.

Student Ambassadors

Students are elected as student ambassadors in the Spring of the school year before the year they serve. Officers may be in Grades 6-8. For participation in this activity, a 3.0 or higher GPA must be maintained and an O or VG/G in conduct. *Students not meeting this criteria, fail to attend regularly scheduled meetings or fulfill their duties may be placed on probation or removed from office.* These students provide leadership and service for the student body. All students who are elected to a position as Student Ambassadors are encouraged to attend the Diocesan Leadership Camp.

Yearbook

OLPH Parents and Students in Grades 7-8 may be invited to work on the committee to create the annual yearbook. This committee meets deadlines for publication putting together the various sections of the book using a technology-based program. Meetings are usually 1 day a week with the moderator and some work may be done at home.

Safety Patrol

Parent volunteers are needed to assist with traffic flow for carpool drop-off from 7:15-7:45 am Monday -Friday. A sign up sheet will be available to earn service hours.

12. ASSEMBLY/FIELDTRIP/TRANSPORTATION

Assembly/Field trips/Transportation

Field Trips are privileges afforded to students. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements. Students who are on probation due to conduct may not be included in class field trips or school activities during their probation period.

Field trips may be permitted under the following conditions as prescribed by the Diocesan Policy handbook, and with the approval of the Principal:

1. Parents are informed well in advance, students are prepared, specific goals are set, cooperating agencies are booked, and adequate cleared chaperones are available.
2. The trip must have a clear educational or cultural value and be discussed or cleared with the Principal at least two weeks prior to the trip. There should be a follow through report or activity on experience gained from the field trip.
3. A signed Diocesan permission slip must be completed by the student's parent/guardian, which releases the school from liability. The **ENTIRE FORM** must be returned along with any money compulsory prior to departure. Notes from home or approval from home are not acceptable. Emailed or faxed forms are acceptable. Fax them to 951.689.9354.
4. Drivers must be 21 years of age or older and fulfill the following criteria:
 - Cleared Live Scan fingerprint or Screening One background
 - Safe Environment training on file
 - Provide copy of driver's license, vehicle registration, proof of insurance with adequate coverage
 - Signed Driver Information Sheet on file
 - Signed Volunteer Information sheet on file
 - Diocesan driving requirement
5. OLPH employees are not recommended to drive students on field trips.
6. Field trip drivers may not make stops going or coming back from a field trip unless an emergency occurs and will follow a plan established by the teacher prior to trip.
7. Parents attending field trips as a driver or chaperone must stay with the class the entire time to assist and be attentive to the entire class or group and not their individual child. Cell phones should never be used without the knowledge of the teacher. Discipline issues should be directed to the teacher.
8. Only OLPH students may go on the field trip (no siblings may attend)
9. Booster seats/car seats/seat belts are required as prescribed by law.
10. Failure to follow these regulations will result in the offending chaperones being refused for future field trips.

13. MEDICATION

If medication is administered at the school **all** of the following conditions must be met:

- Completion of authorization form for the administration of medication at school by the parent and physician. This must include the condition for which the medication is to be given, name, dosage, route, and specific instructions for emergency treatment
- **Exemptions:** the following require parental/guardian authorization only: cough drops, suntan lotion, cream for bug bites/rash, cold medicine for no longer than five days, oral topical anesthetics, and saline nasal mist.
- Medication must be delivered to the school and picked up by the parent/guardian or other responsible adult.

- Medication must be in a pharmacy-labeled container or a sealed and labeled package (ask the pharmacy to provide a second labeled container for school use).
- A separate form is required for each medication.

Our Lady of Perpetual Help health program consists of instruction in Christian human sexuality, AIDS, drug, tobacco, and alcohol education. The school participates in Red Ribbon Week and has periodic assembly programs. Parents are asked to contact the school office when their child(ren) has/have an infectious health condition (i.e., measles, chicken pox, head lice, strep throat, pink eye, etc.)

14. PARENTAL RIGHTS

Parents are the primary caregivers of their children and have the following rights:

- To have children receive an academically sound education in a Catholic environment
- To talk with school personnel and have requests for meetings answered in a timely manner
- To receive fair hearings of concerns and grievances
- To have students supervised in a safe and appropriate manner
- To review records and respond
- To participate in the life of the school

15. PARENT COOPERATION AS A CONDITION OF ENROLLMENT

Parental Support

The school's primary expectation is that parents take an active, supportive role in the school. In particular, parents are the primary educators of their children, principally in religious instruction. Parents can do this by:

- Taking time to develop their own faith life
- Taking time to talk to their children about God and their own faith life
- Taking time to celebrate Mass together on weekends/holy days of obligation
- Taking time to pray together as a family
- Taking time to talk to their children about the Religious concepts they learn in school
- Fulfilling all financial obligations on time

The students' interest in receiving a quality, morally based education can be served if students, parents, and administrators work together. Under normal circumstances a child is not to be deprived of a Catholic education on grounds relating to the attitude of the parent. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of

parents might so diminish the effectiveness of the school in acting in loco parentis that continuation of the student or enrollment of a student in the school may be impossible. Parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, harassing, hostile or divisive. In such a case, the decision of the Principal regarding the suitability for continued enrollment or acceptance into the school will be final.

It shall be an expressed condition of enrollment that parents/guardians of a student will also conform to the standards of conduct that are consistent with the Catholic principles of the school. These principles include, but are not limited to, all the policies or procedures set forth in the Parent Handbook.

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive. This includes but is not limited to the use of social media.
- Parents/guardians who are concerned with the behavior of a child in another family may not approach that child without going through the principal and parent of the other child.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored activities and events (i.e. Extended Care, Athletics, Field Trips, etc)

The administration reserves the right to determine which actions fall short of meeting the Catholic principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the students and/or parent/guardian and normally will first result in a disciplinary action short of the requirement to withdraw from the school (ie., suspension of the student or suspension of the parent/guardian's privilege to come on school grounds and/or to participate in school activities, volunteer work, etc.).

As part of our education partnership, we encourage open communication between parents and school personnel. There are times when the nature of the communication may be difficult; however, it is our policy that the following process be followed:

1. Parents are to call and arrange a meeting with the teacher/staff necessary for resolution
2. If there is no resolution following #1, parents are asked to call the Principal, put their complaint in writing, and arrange for a meeting with the teacher present for that meeting. The purpose is to bring about a solution.
3. If a resolution is not reached, parents may contact the Office of Catholic Schools (OCS).

Child/Teacher Abuse (Diocesan policy)

All school employees are trained Mandated Reporters. Any school employee who has reason to suspect that a student's physical, mental, or sexual health or welfare is being adversely affected by abuse or neglect is legally responsible to report this to the Principal and proper protective/civil agency (Department of Child Protective Services, Department of Public Social Services, or a local police department).

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. Necessary follow-up with the family is part of the protective/civil agency's responsibility.

Failure on the part of a school employee to report suspected abuse or neglect to the proper authorities may result in a misdemeanor charge punishable by fine or imprisonment (CA Penal Code). Such report is made without incurring civil or criminal liability unless the person making the report "knew the report was false."

Any parent, guardian, or other person who insults or abuses any teacher in the presence or hearing of other school personnel or students in a place which is on school premises or at some other place if the teacher is required to be at such place in connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine.

16. PARENT SERVICE

It is a requirement for any school volunteer (parent/guardian/relative/friend) to have all the requirements on file.

Volunteers must have: Live Scan (this is the only option for parents of Preschoolers) or Screening One clearance and Current Safe Environment and Mandated Reporter training in order to volunteer/supervise in classes, chaperone/drive on field trips or supervise school activities. NO ADULT MAY PARTICIPATE WITH OUR SCHOOL CHILDREN IN ANY CAPACITY WITHOUT THE MANDATED REQUIREMENTS.

Each school family is responsible for twenty (20) hours of parent participation for the school year. Parents will be required to sign in at the school office each time they are on campus to complete a task or activity. ***Hours are logged by each parent through GRADELINK and then approved by office staff.*** There will be a \$50 charge for each service hour not worked. Families who complete their service hours cannot work or donate service hours to another family.

Examples of Parent Service Hour Opportunities to earn service hours

- Field trips (chaperone/provide transportation)
- Hospitality (set-up for school activities, Family Mass hospitality in hall)
- Classroom help (centers, projects, prepping materials- no grading allowed)
- Volunteer to chair/work fundraising/Family Events (ie:Movie night, Feast, Golf, Nite @ the Races)
- Donations of items may be requested throughout the year to count towards your required service hours.

The following examples may not be counted as school service hours

- Attendance to any OLPH school event such as but not limited to: back to school night, open house, parent teacher conference, scout leader or parish volunteering.

Room Parents

Each year two or more parents may act as Room Parents with the approval of the Principal and the classroom teacher. Parents will submit their names; the Principal and classroom teacher will review the list and select a head room parent. Other parents that signed up will still be considered room parents and part of the PTO and classroom activities. The PTO is given a handbook outlining the activities and responsibilities they will help coordinate.

Coaches

In order for an adult to coach a school team, she/he must fill out a **VOLUNTEER APPLICATION** and meet these criteria:

- The person must be a sensitive, mature individual, at least 21 years of age
- The person must be able to relate well to students and adults
- The person must have knowledge of the sport and emphasize respect for others along with good sportsmanship
- A Catholic/Christian attitude must be exemplified at all times (Coaches will be removed by the Principal if a complaint is received by ICSL for not presenting a positive image)
- The person must be approved by the Principal
- **The person must have Live Scan or Screening One clearance along with Safe Environment Training and Mandated Reporter training on file**
- **Attend Coaching meetings as assigned by ICSL (Inland Catholic School League) under the guidance of Office of Catholic Schools**

Responsibilities of Volunteer Coaches

- Must maintain a positive attitude and support the school philosophy
- Must follow the finance policy, i.e., no purchase of uniforms, equipment or awards without Principal approval
- Must support disciplinary decision of the Principal (Probation means no practices/no games until notified by Principal)
- May not schedule practices off-site without prior approval of principal
- Must supervise all practices and games. Be on time and remain with student players until each is picked up. Students not picked up 10 minutes after practice are taken to extended care. Players not picked up after games and left in the care of the league officials, parents will be BILLED \$25.
- Practice times may change **ONLY WITH 24 HOURS NOTICE** ahead of time, unless weather prevents practice. The coach is responsible to contact parents and/or the office.

17. RETREATS

The First Communion students participate in a retreat prior to the Sacrament of First Eucharist each year. The 8th graders participate in a class retreat. Other classes may choose to have a retreat with the approval of the Principal.

18. STUDENT SERVICE HOURS

The purpose is to help foster Christian growth in our young people to provide needed service in the larger community. Each class coordinates a project and participates in school wide service oriented events. Students applying for National Junior Honor Society need to write about their service within their community outside of school, as a prerequisite for membership.

19. TECHNOLOGY AND THE INTERNET

All parents and students are required to sign a Technology Use Agreement at the beginning of each year. Students must be responsible for accessing only appropriate websites and reporting any accidental “hits” of inappropriate sites. While our school filtering system establishes some parameters for appropriate use, students and parents are primarily responsible for the appropriate and ethical use of technology, particularly at home. The following are unacceptable:

- Sending, displaying or downloading offensive messages or pictures
- Using obscene language
- Harassing, insulting or threatening others
- Damaging of Computer systems or computer work
- Violating copyright laws
- Submitting documents from the Internet as a student’s personal work
- Using another person’s sign-on and/or password
- Trespassing in someone else’s folder, work or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Revealing a personal phone number, name or address of one’s self or another

Students who do not comply with usage rules will forfeit their usage privileges. Inappropriate use of the Internet outside of school may subject the parent or student to consequences. Inappropriate use includes harassment, use of school or parish name, remarks directed to or about teachers, staff, or administration, offensive communications and safety threats.

Parents of students in grades K-8 will pay a device usage fee each year for a chromebook or iPad. There will also be an optional insurance for purchase

20. USE OF SCHOOL GROUNDS

Morning Drop-Off/Dismissal

All cars must enter from Streeter Ave through the school/parish driveway. Parents should proceed around the hall and pull as far forward toward the 3rd grade room. Students may exit their vehicle and continue along the coned area to the entry gate. After students are safely out of their cars, parents may exit the parking lot on Central and turn right from the marked lanes.

Students that arrive prior to 7:15 a.m. need to report to Extended Care in Grade 8.

Parents wanting to accompany their child on or off campus or having business with the office or a teacher may do so by parking in the lot. Walking pedestrians need to cross via the crosswalks by the 8th grade room or entry gate. The parking spaces closest to the office are for the disabled with placards displayed.

Dismissal: All parents/guardians will enter the main parking lot from Streeter and park in the main lot or playground area. Parent/Guardian will walk to each classroom to collect their child(ren) and return to their vehicle. Vehicles parked in the main lot will exit by the Parish office on Central and vehicles parked on the playground will exit through the gate by preschool. Please be courteous and mindful of movement by people and cars in the parking lot. *Drivers should never be using their cell phone while driving through any areas for safety* **Students not picked up by 3:00pm will be checked into Extended Care and charges will apply.**

On Mass days, if your child is not present at 7:45 a.m. your child(ren) will be considered and marked *tardy when they enter church.

Students waiting for 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.

Students participating in after school activities, tutoring or ZAP will be escorted through the blue gate by the attending adult to meet parent/guardian for pick up. Parents will no longer be allowed to wait in the playground area. Attending adult will wait 10 minutes before having your child sign into the extended daycare program and fees will apply. **Students that walk or ride their bicycles home must have written permission from a parent/guardian on file in the school office. Students going home with a friend or other person not on the emergency form need a written note/email from the parent/guardian for that day to the homeroom teacher and office.**

Preschool will be released from Preschool Only

21. USE OF STUDENT INFORMATION/PICTURES

At times, in order to promote the school in the local and surrounding communities by use of photos, printed material, video, posters or other media, student pictures are utilized. Parents give authorization for this at the beginning of each school year. Our Lady of Perpetual Help reserves the right to use student pictures in publications, on the school's website and social media.

22. PRINCIPAL'S RIGHT TO AMEND

The Principal retains the right to amend the handbook for just cause and parents will be given notification if changes are made.

23. PARENT COMMITMENT LETTER

Signing the tuition agreement includes the parent's understanding that it is their responsibility to read and be familiar with the contents of the Parent/Student Handbook. The Parent commitment letter is included in this document.

24. SCHOOL BOARD

The School Board for Our Lady of Perpetual Help School is an advisory group whose general purpose is to support and implement the Mission and Philosophy of the school. Their aim is to integrate the teaching of gospel values with the total curriculum, and create an environment where Christian community can be experienced through liturgy, Sacraments, and social action.

The board is consultative to the principal and Pastor and collaborates with them in the following areas of responsibility:

- A. Plant and Facilities
- B. Safety and Welfare
- C. Finance
- D. Recruitment and Retention

The Pastor consults with the board and Superintendent of Schools prior to the hiring of a principal.

The School Board meets monthly. All members of the school community are invited to attend meetings, and a portion of each meeting will allow time for parents-at-large to briefly address the group. At times, the board may consider it necessary to go into Executive session for discussion, deliberation and vote.

Implementation of the policies is the responsibility of the principal who is accountable to the board for reporting policy execution.

25. PTO MEMBERSHIP

The Parent Teacher Organization forms an important unit for fostering a good home/school relationship and creating an active interest in school life. When a child is registered in Our Lady of Perpetual Help School, the parent automatically becomes a member of the PTO. The purpose of the Parent Teacher Organization is to pledge moral, financial and volunteer support to our school, its students, faculty and administration.

26. O.L.P.H. PRESCHOOL/ EXTENDED CARE

The Preschool Handbook is separate from this handbook and is given by the Director of the preschool.

The Extended Care handbook is separate from this handbook and is given by the Director of Extended Care. Or you can view a copy in the front office.

27. USE OF SCHOOL NAMES, LOGOS, AND MOTTOS

A school handbook might contain the following provision, “No one may use the school name, logo or motto on any type of social media or in any other way, e.g., putting the name on t-shirts, for example, without the express written permission of the principal or pastor.”

28. FORMS

The following forms are available in the school office and will be sent when required or upon request

- Medication Administration Log
- Field Trip Permission Slip