

# Our Lady of Perpetual Help

## Parent Handbook



Established 1962

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Office Hours: 8:00-4:00

School Hours: 8:00-3:00

Dear OLPH Families,

It is an honor and privilege to serve as principal of Our Lady of Perpetual Help School. I am thankful for the trust you have given us in assisting in the Spiritual and Academic education of your children. We have been so blessed to have the parent community that we have that was important as we navigated the variety of situations over the past several years. The faculty and staff would like to welcome you to an exciting new year at OLPH! We strive to provide a balanced instructional program which will stimulate your child's social, intellectual, and spiritual growth. We believe children will achieve at high levels when the parent and teacher work together to set reasonable, high expectations, and provide intentional support and guidance.

As the first and primary educators of children, I believe parents nurture faith in their children by showing them the richness and beauty of lived faith. They communicate values and attitudes by showing love for Christ and His Church and for each other, by fostering justice and love in all their relationships, and by having an active sacramental and prayer life. Children receive the message of the Gospel as parents communicate it through their daily lives.

Parents have the right to educate their children according to the dictates of their conscience. Catholic parents have the right and responsibility to provide for the Christian education of their children. A parochial school education can help supplement Christian home training. OLPH School is committed to the development of the whole person by providing an atmosphere permeated by the Gospel values and imparting knowledge in such a way that human culture is integrated with faith and faith with living.

The purpose of this handbook is to familiarize you with the school, its philosophy, rules, curricular programs and activities. We hope that through a close cooperation and identification of goals between home and school we will be able to help our children to gradually mature in their faith and come to the realization that Jesus Christ is the Person who really counts in their lives.

In His Grip,

Patrick Dodd

**Parent Handbook 2022-2023**

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This Parent-Student Handbook contains a summary of many of the most important school policies and procedures regarding students at Our Lady of Perpetual Help School. **The administration of Our Lady of Perpetual Help School reserves the right to amend this handbook at any time. Notification of amendments will be published in the school newsletter in a timely matter following any changes during the 2022-2023 school year.**



# **Important Information Regarding Enrollment and this Handbook**

## **SCOPE of this HANDBOOK**

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

## **PARENT/STUDENT HANDBOOK AGREEMENT**

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

## **RIGHT TO AMEND**

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

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or

letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of Our Lady of Perpetual Help School *if the parent/guardian expects the student to remain in good standing with the school.*

### **GOOD STANDING and CONTINUED ENROLLMENT**

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

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

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

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

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

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on email, text messaging, or social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Fresno and Our Lady of

Perpetual Help School. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at Our Lady of Perpetual Help School and/or parish in regards to a policy, homework, assignments, or any school-related program.

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

# About Our Lady of Perpetual Help School

## MISSION STATEMENT

Our Lady of Perpetual Help School educates the hearts and minds of students in promoting academic excellence, developing a lifelong Catholic Identity, and striving to follow Jesus' examples of prayer, service, and love.

## PHILOSOPHY

"...the purpose of Catholic education is to communicate Christ to you, so that your attitude toward others will be that of Christ...part of a Catholic education is to learn to see the needs of others, and to have the courage to practice what we believe. With the support of Catholic education, we try to meet every circumstance of life with the attitude of Christ..."

At Our Lady of Perpetual Help School, we live our beliefs by:

- Living our baptismal call to proclaim the Good News as part of the larger Christian community;
- Following the example of Mary, Our Mother, as our model of discipleship;
- Recognizing, encouraging, and supporting parents as the primary educators of their children in Gospel-centered families, including the education of the whole person spiritually, intellectually, socially and physically;
- Fostering individuals in developing their unique gifts as part of God's plan for strengthening the human family;
- Integrating our Catholic Christian faith in all that we do, providing a strong foundation for our children's lifelong spiritual development and active participation through the holy sacrament and the sacred scriptures,
- in the Catholic Christian community;
- Encouraging awareness of each individual's role as a member of the human family, working for social justice through prayer, charitable works, and leadership roles;
- Acknowledging the sacredness of life through recognition of Christ's presence in all of us;
- Valuing education and academic excellence as a means to live our beliefs; and
- Respecting and appreciating the cultural diversity of our society.

Commented [PD1]: Update changes

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# **SCHOOL-WIDE LEARNING EXPECTATIONS**

Commented [as3]: These are updated

## Grades JK-3

The students of Our Lady of Perpetual Help School are expected to/be:

### Active Christians:

- Learn about God, Jesus and the Holy Spirit through participation in the Holy sacrament
- Honor Mary
- Practice being like Jesus everyday
- Care for God's world

### Live in Peace With Others:

- Learn from one another
- Make good choices
- Ask for and give help
- Pray for the needs of others

### Speak and Write Clearly:

- Read many kinds of writing
- Speak with adults and classmates kindly
- Listen to others
- Write neatly on all classwork and homework

### Life-long learners:

- Set goals for the day, the week, and the month
- Finish all classwork and homework by doing your best
- Learn to use technology appropriately
- Ask questions and think about the answers

## Grades 4-8

Commented [as4]: These are updated

The students of Our Lady of Perpetual Help School are expected to/be:

### Catholic Christians Who:

- † Actively grown in their relationship with Christ through Sacred Scripture and participation in the Holy Sacraments
- † Honor Mary
- † Practice Christian values daily
- † Care for creation

### Live in Peace With Others:

- † Learn from and act upon Social Justice issues
- † Make decisions based on facts
- † Accept responsibility for their own actions
- † Participate in their service to the school, church, family, and the community

### Speak and Write Clearly:

- † Articulate in writing their own personal beliefs and opinions
- † Interact appropriately with people of all ages both in and out of school
- † Lead by example in working collaboratively and resolving conflict
- † Respect other cultures, ethnicities, physical appearances, and points of view

### Life-long learners:

- † Exhibit personal achievements in all academic subjects
- † Complete individual assignments and participate in group assignments
- † Successfully use technology appropriately to complete class work and homework
- † State his or her strengths and areas for improvement and work to strengthen areas of weakness as a student

## **HISTORY**

Thousands of students have been offered an excellent spiritual and academic education since OLPH opened its doors 60 years ago. The Sisters of the Immaculate Conception founded the school in 1962 and guided the school as administrators until 2006 when the first lay principal was hired. Father Michael Andrade has an active role in our school community. He teaches a weekly religion lesson to the 8<sup>th</sup> grade, assists with the Academic Decathlon team, and is a visible presence on the school campus. The school opened with eight grades and later expanded to include a kindergarten, transitional kindergarten, and a preschool. Over the years, buildings have been added or modified to meet enrollment needs as well as many improvements being made to the play areas.

In May of 2013, OLPH concluded its 50<sup>th</sup> anniversary celebration with the dedication of a statue of Our Lady of Perpetual Help overlooking the blacktop. The walls on either side of the statue are adorned with name plaques of former students, parishioners, shareholders, parents, and current students who wanted to leave a legacy to show their support for the education received at OLPH. In 2013, the need for more classroom space made it necessary for the 7<sup>th</sup> and 8<sup>th</sup> grade junior high classes to be moved permanently across the street from the main campus onto school owned property. As part of a former student's Eagle Scout project, the property in front of the junior high classrooms was renovated in 2014 with new landscaping, sidewalk, and a new statue of our foundress, Saint Carmen Salles. With the addition of this statue, the junior high property is visually connected to the school and church.

### **Student Information**

OLPH annually collects, reviews, and analyzes multiple sources to identify trends in student achievement and financial condition. Data-interpretation provides the foundation for decision making about instructional planning, program adjustments, staffing, budgeting, and the purchase of instructional materials. Data sources include test results (STAR and yearly religious assessment by the Sophia Institute, WCEA/WASC school survey information, year-end financial summaries, and Diocese of Fresno annual reports.

OLPH is a coeducational school with a current enrollment of approximately 340 transitional kindergarten through eighth grade students making up ten classes. This does not include the licensed preschool which has approximately 20 students.

Due to increasing demand, a licensed preschool was opened in July of 2011. The preschool opened to great success and filled that year with a waiting listing for open spots. Due to the large numbers on the preschool waiting list and trying to accommodate curriculum for three-, four-, and five-year-olds in one classroom, it was decided to open a transitional kindergarten to better serve the needs of students preparing for kindergarten. The transitional kindergarten was opened in 2013 to serve the needs of 36 students. OLPH currently serves students from 30 months to 8<sup>th</sup> grade.

### **ACCREDITATION**

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

### **NONDISCRIMINATION POLICY**

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



# **School Structure and Organization**

## **OFFICE OF CATHOLIC EDUCATION**

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

## **SUPERINTENDENT**

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

## **SCHOOL GOVERNANCE**

Our Lady of Perpetual Help is a Pastor Administered Parish School. The Pastor is the canonical officer of the parish school. As the Bishop is the chief pastor of the diocese, so is the Pastor the head of the parish; he is also responsible for all educational programs within the parish. Just as the Bishop delegates school-related responsibilities to the Superintendent, so does the Pastor delegate the administration of the school to the Principal with support from the OCE.

## **PRINCIPAL**

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

## **VICE-PRINCIPAL**

. The functions of the Vice-Principal are to assist and support the principal in his administrative and educational duties and exercises the authority of the principal in his absence.

## **FACULTY and STAFF**

The faculty and staff are selected by the principal in consultation with the Vice-Principal and the pastor.

### **OUR LADY OF PERPETUAL HELP SCHOOL ADVISORY BOARD**

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

The School Board meets regularly each month. Meetings are scheduled at the beginning of the school year and announced via the monthly calendar and on the school website. Parents are welcome to attend. All meetings of the School Board are open meetings unless designated as being executive. The right of non-members to address the Board is limited to items on the agenda. All requests to have items placed on the agenda must be provided in writing to the president and the principal, no later than one week before the next regular meeting.

### **PARENT CLUB**

The Parent's Club strives to help maintain a profound appreciation of the ideals of Catholic education among parents, teachers, and students, as well as the whole Parish community. All shareholders work together to foster cooperation between home and school for the betterment of the child in the areas of spirit, mind, and body, to further a spirit of community among all members through social activities and active involvement in the school's educational program and events, and to provide a supportive role in the financial welfare of the school.

Funds raised through Parents' Club activities are used for operating expenses in the school budget to enable tuition rates to remain the lowest possible, and to enrich the educational program with new materials and equipment. Meetings and activities are scheduled at the beginning of the school year.

All activities and current events are communicated regularly and sent to all shareholders. All parents are encouraged to attend the general meetings and are required to take an active part in the different activities and events. Parents' Club dues are \$25.00 per year per family.

### **2022-2023 School Calendar**

The 2022-2023 School Calendar is available on the FACTS Student Information System, which all families have access to. It is updated regularly.

# **Admission, Registration, and Financial Policies**

## **PARTNERSHIP of SCHOOL and FAMILY**

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

Acceptance to Our Lady of Perpetual Help School is a privilege, not a right. Parents have a right to apply to Our Lady of Perpetual Help School for admission of their child (ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education.

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

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

## **ADMISSION PRIORITIES**

The order of priority for acceptance to Our Lady of Perpetual Help School is as follows:

1. Continuing students in good standing at Our Lady of Perpetual Help School who meet registration deadlines (students who do not meet registration deadlines may lose their

priority standing) and siblings of Catholic families attending Our Lady of Perpetual Help school

2. Siblings of non-Catholic families attending Our Lady of Perpetual Help School
3. New Catholic Families
4. New non-Catholic families

### **PROBATIONARY ADMISSION**

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

### **AGE for ADMISSION**

All entering Kindergarteners and Transitional Kindergarteners must reach the appropriate age by September 1<sup>st</sup> and demonstrate readiness. Our Lady of Perpetual Help School reserves the right to enroll children who miss the age deadline if the child demonstrates readiness in both academic and social areas.

### **DOCUMENTATION REQUIREMENTS**

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

### **PHYSICAL EXAMINATION**

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

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

### **IMMUNIZATIONS**

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

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

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

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

### **APPLICATION PROCESS**

New student applications are accepted beginning in January and require a \$725.00 non-refundable application fee. Applications are considered incomplete until the application fee and all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by email, mail or phone regarding acceptance or non-acceptance.

## **APPLICATION INTERVIEWS, TESTING, or SCREENING**

All new students entering Grades 1-8 will be tested for proficiency in Mathematics and Reading the Renaissance platform within 21 days after school begins. All prospective applicants for TK and K will be administered a readiness test. This test, their birthday, and the professional opinion of the classroom teacher will be the determining factor for admittance.

## **REGISTRATION FEE**

This fee includes the cost of Office of Education Fees, Testing and Assessment, student accident insurance, health fees, student materials, hot lunch fees, club fees, classroom auction items. It also includes a \$50.00 Fine Arts fee per child to cover the expenses in maintaining the Music and Art Program.

- A non-refundable registration fee of \$475.00 for each student is due and payable upon registration; students will not be considered registered until the registration fee is paid in full.
- The registration deposit of \$250.00 per family for continuing students is due no later than March 13, 2023; priority status for any student is forfeited if the deposit is not received by the due date.
- ALL financial obligations for the previous school year, including but not limited to fees due for the Extended Day and Preschool Programs, extra-curricular and co-curricular programs, and PPP program must be paid in full before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at Our Lady of Perpetual Help School.
- All unpaid obligations will be added to registration fees and must be paid before the child(ren) can attend the following school year.

## **TUITION**

Every year the School Board shall determine the tuition rates and registration fees necessary to meet the expenses for the operation of the school, as well as the different tuition plans. Tuition rates shall include setting the assessments and hours of work to be contributed by parents for the OLPH School Tuition Parent Participation Program. Parents will be notified of the tuition rates for the following year during the month of April. Tuition must be made by ACH unless a separate arrangement is made with the administration and approved by the Pastor

As part of the tuition, parents are required to sign up for the OLPH Tuition Parent Participation Program during registration. Assessments may be paid in lieu of signing up for Parent Participation Program activities.

No student will be allowed to register for a new school year unless tuition and all other outstanding obligations to the school for the previous year has been fully paid. Tuition includes payment of any assessments for Parent Participation Program activities not fulfilled from the previous year.

If a problem should arise making it impossible to meet the tuition payment, the Pastor or the principal should be notified immediately by a letter stating the circumstances. We do not want any child to be denied a Catholic education because of finances, but we must know when problems exist, to make adjustments.

The parish and some organizations and individuals give donations for tuition assistance. Tuition Assistance is provided based on **financial need** and **satisfactory school performance**. In order to apply for tuition assistance, the applicant’s family must fully complete the on-line application by the designated due date. Tuition assistance is reviewed and revised annually.

Tuition rate:

1 child in school	\$5,700 per year
2 children in school	\$10,400 per year
3 children in school	\$14,100 per year
4 children in school	\$16,800 per year
Each Additional Child	+\$1,700 per year

Tuition rate for non-participation in PPP Program (Plan B):

1 child in school	\$6,800 per year
2 children in school	\$11,500 per year
3 children in school	\$15,600 per year
4 children in school	\$17,900 per year
Each Additional Child	+\$2,800 per year

**OTHER FEES**

Graduation Fee (8<sup>th</sup> Grade) \$250.00 per student\*

This includes all graduation accessories, yearbook page, yearbook, all end of year trips except Disneyland and Color Me Mine.

Disneyland Fee (8<sup>th</sup> Grade) \$500.00 per student\*  
This includes the charter bus, Reagan Library, Dinner at Joe's Crab Shack, Lodging Costs, and Entry Fees to Disneyland.

Sports Fee (4<sup>th</sup>-8<sup>th</sup> Grade) \$50.00 per season  
This includes such items as uniform, equipment, referee fees, Tournament and league fees, etc.

### **TUITION COLLECTION**

Tuition is managed internally by Our Lady of Perpetual Help School. Parents may select one of the following options:

- One payment: August 10, 2022 (full payment may be made no later than August 10, 2021)
- Two payments: August 10, 2022 & January 10, 2023
- Ten payments: August 10, 2022 – May 10, 2023

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

### **FINANCIAL AID**

FACTS Management Company manages all applications for financial aid.

### **COST of EDUCATION**

Tuition and fees do not cover the actual cost of educating a child at Our Lady of Perpetual Help School. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to Our Lady of Perpetual Help School.

### **OTHER ENROLLMENT REQUIREMENTS**

Families agree to fulfill the following additional commitment(s):

- 30 Parent Service Points minimum total per family



- Raise \$500.00 by participating in one or more of the 5 fundraisers outlined in the Parent Participation Program. All balances are due by May 20, 2023.
- A penalty fee of \$20.00 per hour is added and due by May 20, 2023.
- All unpaid balances will be added to the registration fee for the next school year.

## **Extended Care Program**

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

### **HOURS and DAYS**

The Extended Care Program is available after school from 3:00 pm to 6:00 pm. The Extended Care Program operates only on regular school days and teacher in-service days and is not available on holidays, vacations, or in the summer months (except during summer school).

### **MINIMUM DAYS**

The Extended Care Program is available on minimum days from 12:00 pm to 6:00 pm for children enrolled in the program and for drop-in students. Minimum days are included in monthly rates. All children must bring lunches on minimum days as no lunch program is available.

### **MONTHLY PAYMENT PLAN**

The monthly payment plan is designed for families who know they will be using the Extended Care Program on a regular basis. Rates are significantly lower than the drop-in rate and require a nine-month contractual commitment. Rates are calculated using 180 academic days, and payments are prorated over nine months, September through May. Credit is not offered for unused days, absences, or on days that the Extended Care Program is closed.

- Grades JK - 8 after school
  - One Child \$200.00 per month
  - Two Children \$280.00 per month
  - Three or more children \$360.00 per month

### **DROP-IN RATE**

Students who are not on a monthly Extended Care Program contract will be charged the drop-in rate, billed daily at the end of each month. Drop-in Extended Care Program fees are due at the school office on the 10<sup>th</sup> of each month. Non-payment of Extended Care Program fees may result in removal from the Extended Care Program.

- Grades JK-8 before and after school
  - One Child \$15.00 per day

- Two Children                      \$22.50 per day
- Three or more children        \$27.50 per day

**EXTENDED CARE PROGRAM POLICIES**

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

- Any students after 3:15 pm must use the Extended Care Program.
- Students are NOT allowed to wait unsupervised off campus before 7:30 am or leave school unsupervised at any time to avoid signing in to the Extended Care Program.
- If a student remains at school after 3:15 pm, he or she must be enrolled in the Extended Care Program. The teacher supervising dismissal will escort students not picked up by 3:15 pm to the Extended Care Program. Parents will be charged the per student daily rate if their child is not contracted.
- If a student has a reason to remain at school, such as tutoring, math lab, sports practice, or another *supervised* activity, his or her siblings may not remain at school after 3:15 pm unless they are enrolled in the Extended Care Program.
- When students will be attending the Extended Care Program after these supervised activities, parents MUST inform the Extended Care Program Director via the office before attending the activities. The program is limited to those students who attend Our Lady of Perpetual Help School.
- All children must be signed in and out by a parent or authorized adult each time they use the Extended Care Program (except those who are contracted after school or who are not picked up after school). Children will be released to authorized adults only (those listed on the emergency form).
- Every student attending the Extended Care Program must have the signature of a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. NO EXCEPTIONS! Emergency cards MUST be kept current.
- The Extended Care Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Parents must not take children from the playground or other areas without notifying the Extended Care Program staff and signing out the children.
- Students who attend the Extended Care Program after school must check in immediately after school (or 12:15 pm on minimum days). Students arriving late are required to have a written excuse from their classroom teachers.
- In accordance with Diocesan Policy, students must either be signed into Extended Care Program or checked into an approved school activity. Students may not remain unsupervised on campus.

- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extended Care Program staff require written or verbal permission from the parents. Upon arrival, the individual will be asked to show picture identification.
- Time is based on the Extended Care Program Program's clock. After 6:00 pm, parents will be charged a late fee of \$1.00 per minute. Parents are asked to pay this fee before their child re-enters the program the next day. After three instances of late pickup after 6:00 pm, parents must meet with the Director and develop a plan for pickup.
- School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

#### **EXTENDED CARE PROGRAM CONTACT**

- During office hours 8:15 am – 3:30 pm 559-299-7504
- Before 8:15 am and after 3:30 pm 559-288-4539

# **Communication**

## **SCHOOL CONTACT**

School Office: (559) 299-7504  
Extended Care: (559) 288-4539  
Website Address: [www.olphschool.net](http://www.olphschool.net)  
Principal: [pdodd@olphschool.net](mailto:pdodd@olphschool.net)

## **PARENT CONTACT INFORMATION**

It is always essential that parent/guardian contact information be kept current on the emergency card, in the school office, and in F.A.C.T.'s.

## **CONFIDENTIALITY**

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

## **CELLULAR PHONES**

**Bringing cellular phones to school is prohibited.** If it is a family necessity and administrative permission has been granted, students must submit cell phone to office or classroom teacher upon arrival and may be picked up after school. The phone must remain off always. Cell phones are not to be used to call parents before, during, or after school. All parental contact during school hours must occur in the school office. **All cell phones confiscated can be returned following a parent meeting with administration.**

## **OFFICE TELEPHONE USE**

Calls for students during school hours are to be for emergency only and are to be left with the school administrative assistant.

Students may use the telephone for emergency calls only. The following are not considered emergencies: forgotten gym clothes, homework, lunches, or social arrangements after school.

## **COMMUNICATION from the SCHOOL**

The F.A.C.T.'S parent portal is the school's primary mode of communication. This login-protected site is for parents to have access to announcements, week-at-a-glance calendars for the school and each class, sign-ups, forms, RSVP's, grades, and homework and progress reports. Please check F.A.C.T.'s daily to receive the most up-to-date information and announcements.

Grades and progress reports for grades 3-8 are updated on a regular basis. Progress Report dates are posted on the School Calendar.

### **CONTACTING TEACHERS**

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

### **E-MAIL USE**

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

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

**DELIVERIES and FORGOTTEN ITEMS** Any deliveries to students such as lunches, books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and last name and grade level.

Birthday presents, balloons, and gifts, etc., are not to be sent to the school office for any student; such items will *not* be delivered to the classroom but may be picked up by a parent.

## **BACK to SCHOOL NIGHT**

**Commented [as5]:** Do you change this every year? Will you have a different only to discuss COVID-19?

### **Back to School Night**

**August 15, 2022 Notre Dame Hall 5:30 pm**

1. **Welcome** Mr. Dodd
2. **Prayer** Father Michael Andrade
3. **Introduction of Staff** Mr. Dodd
  
4. **Participation**
  - a. Safe Environment/Fingerprints/TB
  - b. FACTS
  - c. School Activities
  - d. Soccer
  
5. **Parent Club**
6. **School Board**
7. **Most questions regarding the above will be available in the classroom.**

### **PROCESS for CONFLICT RESOLUTION**

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

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

If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.

The next level of appeal is to involve a member of the Administrative Team. A conference will be held with the parties listed previously.

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

After consultation with the pastor, it is the responsibility of the principal to render the final decision.

If irreconcilable differences remain, a request to meet may be made to the OCE only when all steps above have been followed. The OCE will address the request according to its procedures in effect at that time, which will be provided to all those involved in the appeal.

**Local Advisory Boards and parent organizations are *NOT* part of this appeal process.**

Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent transfer his child/children to another school.

In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral, and the parents involved in the dispute must make every effort to resolve the dispute between themselves, and to keep it away from the school environment. Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent.

## **Visiting the School and Volunteering**

### **VISITING the SCHOOL**

All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.

Unaccompanied siblings who are not registered students of Our Lady of Perpetual Help School are not permitted on campus during school hours without prior scheduling.

Pets are not allowed on campus unless preauthorized.



## **CLASSROOM VISITS**

Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal.

Other children visiting classrooms must be cleared in advance with the principal and teacher.

**The principal reserves the right to refuse a request, in his or her discretion.**

## **VOLUNTEER REQUIREMENTS and GUIDELINES**

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

1. **Fingerprinting**: The school office will provide forms and information regarding fingerprinting.
2. **Save Environment training**: Volunteers should contact the school office for assistance or more information. This training must be renewed every 3 years.
3. Completed **TB Questionnaire**
4. Signed **Volunteer Agreement Form**
5. **Driving and Insurance Requirements**:
  - a. All volunteers who drive children for school-sponsored activities must be 25 years of age or older and be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office.
  - b. The privately-owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/\$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.
  - c. No vehicle larger than an 8-passenger vehicle may be used.
  - d. The number of persons in a car should not exceed the number for which the car was constructed.
  - e. All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat *in the back seat* of the vehicle (unless all back seats are already

occupied by younger children). A child under the age of 8 who is 4'9" in height or taller may be properly restrained by a safety belt instead of child passenger restraint system.

- f. The school must have a copy of the driver's license and current proof of automobile insurance for any volunteer who will be driving students in connection with the school activity.
- g. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
- h. Drivers may not bring siblings or younger children.

### **VOLUNTEER CODE OF ETHICS**

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

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

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

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

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

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

### **FIELD TRIPS**

Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, and no phone call authorization can be taken. All school field trip transportation will be via chartered bus or CUSD School bus. Exceptions must be approved in advance by the principal.

As students are representing Our Lady of Perpetual Help School, they are required to wear the school Mass uniform on all trips away from school unless the principal decides otherwise.

## **PARENT PARTICIPATION PROGRAM**

Each family at OLPH School is required to provide 30 hours of service and raise \$500 for the school. Families who chose not to participate in the program may pay an additional \$1,100 in tuition. If you have any questions about PPP, please contact the School Office or Patrick Dodd at [pdodd@olphschool.net](mailto:pdodd@olphschool.net)

### **SERVICE HOURS:**

- Credit is given for each hour worked to assist the school and students

- OLPH students cannot earn PPP hours but Junior High students can earn credit toward their own service requirements
- Parents, other relatives, and family friends can all provide service under PPP
- Hours can be earned by chairing or working at the five major fundraisers (Festival, Golf Tournament, Cougar Challenge, Crab Feed, and Dinner Dance).
- Hours can also be earned during the year by helping in a classroom, the office, serving hot lunch, coaching a sports team, chaperoning a field trip or helping a teacher with projects that can be done at home on weekends or evenings.
- PPP hours are tracked on F.A.C.T.'s—each parent can check their own hours and their family hours.
- Work performed by someone not listed on F.A.C.T.'s (such as a grandparent) is credited under the student's mother's name
- Each family is responsible for checking F.A.C.T.'s and contacting the person in charge of the activity if credit was not given for hours worked
- On field trips, parents are given credit for time when they are responsible for children other than their own--credit is not given if you only chaperone your own child or for time spent on a bus while the teacher is responsible for all students. There is a maximum of 8 hours earned on field trips.
- Hours may not be donated to other families
- Principal may waive or alter PPP requirements for families on an individual basis as needed.

**FUNDRAISING:**

- Credit is not given for classroom and team fundraisers as that money offsets the costs for students to participate in special events and does not go to the school.
- Credit is given for buying or selling Parish Festival raffle tickets, the purchase of Parish Scrip, and buying items at the silent auction. Raffle Tickets and Parish Scrip Purchases must be made in the OLPH School office for families to receive credit. Please submit a copy of the receipt for any silent auction purchases.
- Credit is given for buying/selling tickets to the Golf Tournament and/or dinner, raffle tickets and tee sponsorships.
- Credit is given for all donations during the Cougar Challenge.
- Credit is given for buying/selling tickets to Dinner Dance/Crab Feed, Dinner Dance raffle tickets, table sponsorships, and silent auction purchases.
- Credit is not given for items donated to the silent auctions as these items have no value unless and until they are purchased.

Category	Event	Position	Hours Earned
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<b>Fundraisers</b>	Parish Festival	Chair or Co-Chair	30
		Worker	Actual hours worked
	Golf Tournament	Chair	30
		Sub-committee Chair	20
		Worker	Actual hours worked
	Dinner Dance	Chair	30
		Sub-committee Chair	20
		Worker	Actual hours worked
	Cougar Challenge	Chair	30
		Co-Chairs	20
		Worker	Actual hours worked
	Crab Feed	Chair	30
		Co-Chair	20
		Worker	Actual hours worked
<b>Sales</b>	Santa Sale	Chair	15
		Worker	Actual hours worked
	Used Uniform Sale		Actual Hours Worked
	Soccer	Head Coach	20
		Asst Coach	10
	School Team	Head Coach	20 per season
		Asst Coach	10 per season
		Drivers/Ticket Takers	Actual hours worked

<b>Team Activities</b>	Cheerleading	Advisor	30 per year
	Robotics	Coach (2 per team)	15
	Christmas Parade	Float Chairperson	25
		Float Driver	5
		Workers	Actual hours worked (no credit for riding on float)
<b>Events</b>	Science Fair	Judge	Actual hours worked
	School Board	Officers	30
	Parent Club	Officers	30
		Meeting Attendees	1 per meeting
	Soccer Board	Officers	10
<b>Boards</b>	Health Committee	Chair	25
		Assistant	15
	Field Trip	Driver/Chaperone	Actual hours responsible for students; max. 8 hrs
		Worker	Actual hours worked
	Room Parent	Head Room Parent	30
		Class Room Parent	30

## **Curriculum**

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

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

### **ESSENTIAL CORE CURRICULUM**

Our Lady of Perpetual Help School provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, religion, mathematics, science, history/social studies, physical education, and religion.

### **ENRICHMENT CURRICULUM**

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

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

Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504 but are only required to implement *reasonable* accommodations.

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

Our Lady of Perpetual Help School provides daily religious instruction (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Christian Mystery, Life in Christ, and Christian Prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic Christian community.

Students in 2<sup>nd</sup> Grade prepare for, and receive, the sacraments of First Reconciliation and First Eucharist during the school year.

All students who receive sacraments must be baptized and active, participating members of the Catholic faith.

Each school day begins with prayer on the blacktop, led by Our Lady of Perpetual Help's Student Council. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.

Mass is celebrated as a school community weekly and during all Holy Days of Obligation that occur during the school day. Individual classes also attend daily mass once per week.

Opportunities for the sacrament of Reconciliation are offered to students at the beginning of each school year, during Advent, during Lent, and at the end of the school year.

## **FIELD TRIPS**

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

## **CHRISTIAN SERVICE PROGRAM**

OLPH School students participate in monthly service programs. Each class leads one service project per school year. Also, 7<sup>th</sup> and 8<sup>th</sup> grade students have service hour requirements that count towards their grade in religion.



# **Student Evaluation**

## **PARENTS as PRIMARY EDUCATORS**

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

## **STANDARDIZED TESTING**

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

## **HOMEWORK**

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

## **HOMEWORK TIME ALLOTMENT GUIDELINES**

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

Homework will be assigned on a regular basis Monday through Thursday. Written homework is ordinarily not assigned over the weekends and/or holidays except for assignments not completed and/or special projects. Homework time allotment guidelines per day for Catholic schools within the Diocese of Fresno are as follows:

Grades 1 <sup>st</sup> and 2 <sup>nd</sup>	10-20 minutes
Grades 3 <sup>rd</sup> and 4 <sup>th</sup>	30-40 minutes
Grades 5 <sup>th</sup> and 6 <sup>th</sup>	50-60 minutes
Grades 7 <sup>th</sup> and 8 <sup>th</sup>	60-80 minutes

## **MISSED HOMEWORK DUE to ABSENCE**

Missed assignments are the student's responsibility.

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

When a student is absent the work for the child will be available in the office for pickup at 3:15.

Any absence that is not due to personal illness or injury, medical/dental appointment, funeral, or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.

The school is under no obligation to provide tutoring, makeup work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.

If a student must leave school prior to the last day of school, an incomplete grade may be given in any affected subject areas. All work necessary to clear the incomplete from the transcript must be completed during the summer for grades to be entered for the third trimester for the year. The principal has final and absolute discretion to determine the conditions and terms governing such absences.

The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process.

### **GRADING**

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

#### GRADES TK, K, 1

- E Exceeds grade level expectations
- M Meets grade level expectations
- N Need to Improve
- X Skill not covered

#### GRADES 2-8

##### **GRADE/POINTS**

##### **CONDUCT/HOMEWORK/EFFORT GRADE**

A (97-100)	9	O	Outstanding
A- (93-96)	8	S	Satisfactory
B+ (89-92)	7	N	Needs to Improve
B (85-88)	6	√	Area of Strength
B- (81-84)	5	*	Area for Improvement
C+ (78-80)	4		
C (74-77)	3		
C- (70-73)	2		
D (60-69)	1		
F (<60)	0		

Students who excel in academics, conduct, and/or effort are recognized by being placed on the trimester honor-roll list. Honor Roll is based on the following academic subjects: Mathematics, Reading, English, Science, Social Studies, Religion, Music, Physical Education, and Foreign Language. It should be noted that Music and Physical Education each count as ½ a class in Grades 2-8 for the purpose of calculating GPA. for Excellence Award eligibility. The following grades have one additional class that counts towards the Excellence Award: Grade 2 Phonics/Spelling, Grade 3 Spelling, Grade 4 Spelling, Grade 5 Vocabulary.

Excellence Award: Students are recognized for excellence in academics, service, spiritual growth, and co-curricular involvement each trimester. General Excellence Awards are presented to outstanding students recognized as extraordinary in all aspects of school life. To be considered for this award, students must have a GPA of 7.0 or better and no unsatisfactory conduct marks.

Our Lady of Perpetual Help school will no longer be acknowledging perfect attendance. For the safety of our students we want to promote responsible decision making: go to school when you are well and rest when you are sick, experiential learning: learn things in school AND ALSO take opportunities to supplement that learning with real-world experiences when the occasion presents itself, and promote our families: connect with those in your family when important things are going on in their lives.

**Sports Awards:** Students are recognized for their achievement in sports played throughout the year.

### **CONDUCT/EFFORT CODES**

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

## **REPORT CARDS AND PROGRESS REPORTS**

Report cards are issued at the end of each trimester for grades TK-8. Parent Conferences are scheduled for all students at the first Progress Report time. Parents have an opportunity at this time to meet and discuss their child's progress. If a student is absent 20 or more days in a trimester, no grades will be issued that quarter. **Excessive unexcused absences can affect student's grades.**

Parents should read the report card carefully and discuss their child's progress with him/her, showing interest in the child's schoolwork. Emphasis should be placed on effort, conduct, and home study as reasons for success or lack of success in school subjects. Parents should avoid comparison of work with that of other students (especially if these are other family members). Parents may also monitor their child's progress through FACTS.

Progress reports for grades K-8 are sent home with students at mid-trimester. The purpose of this evaluation is to inform parents of their child's academic performance and to afford the opportunity to improve. Parents who wish to meet with the teacher should request a conference (using the conference request form in the office). Progress reports at any time during the school year are available to parents on F.A.C.T.'s.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences will be held for TK-8<sup>th</sup> grade at the first progress report (6 weeks after school begins). There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. Parents will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed.

## **ACADEMIC/BEHAVIORAL PROBATION**

If a student receives a grade below (C-) in academics, or if a student does not maintain a grade point average of (C) or higher on trimester report cards, she/he will be placed on academic probation.

If a student receives unsatisfactory grades in either conduct or effort on trimester report cards, or consistently disrupts the learning environment of the classroom, she/he will be placed on behavioral probation.

Students will remain on academic or behavioral probation until the next progress report or report card is issued. At that time, students who improve their academics or behavior to the appropriate standing will be removed from probation. If not, they will remain on probation and may be asked to acquire special remedial assistance. If a student does not remediate her/his academics or

behavior after two grading periods, the school administration will reconsider her/his continued enrollment or re-enrollment.

Students on academic or behavioral probation are ineligible for extra-curricular activities. Final end-of-year grading from the previous school year determines a student's initial eligibility status.

### **PROMOTION**

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

Advancement on the high school level shall be determined by the successful completion of course work and acquiring the prescribed number of units.

### **RETENTION**

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

### **VALEDICTORIAN/SALUTATORIAN**

The 8<sup>th</sup> grade with the highest GPA for the 8<sup>th</sup> grade year will be designated the Valedictorian and the 2<sup>nd</sup> highest GPA will be designated Salutatorian. Administration and the 8<sup>th</sup> grade teacher reserve the right to increase the number of each depending on closeness of grades and circumstance.

### **EIGHTH GRADE PROMOTION/GRADUATION**

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

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

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

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

A graduation fee of \$250.00, due by March 1<sup>st</sup>, helps to cover the costs associated with the many events surrounding graduation.

## **The School Day and Attendance**

### **SCHOOL and OFFICE HOURS**

Monday-Friday      7:30-3:30

### **CLOSED CAMPUS**

Our Lady of Perpetual Help School is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

### **LUNCH**

Students bring their own lunches since the school does not have a cafeteria. The students eat outside on the lunch tables and inside the classroom during bad weather. We encourage you to give your child a nutritious lunch. Teach and encourage your child to eat his or her lunch and not waste food. They can have left over lunch as an after-school snack. **Parents who choose to deliver lunches, snacks, or water bottles to school after school has begun may place them on the cart outside the office. Please make sure all deliveries are clearly marked with your child's name and grade.**

### **MILK and HOT LUNCH PROGRAM**

Milk and chocolate milk are available daily and can be purchased at the beginning of the school year. Hot Lunches are available on all regular school days and can be purchased monthly. A menu is sent home two weeks before the beginning of each month.

### **SNACKS**

Students are allowed to eat a healthy snack at morning recess. We discourage foods with excessive sugar, e.g., cupcakes, Twinkies, candy, sodas, etc.

## **ARRIVAL**

Students may be on campus at 7:00 am. Students arriving before school begins at 8:00 will report directly to their classrooms or daycare if their teacher has not arrived. Each teacher will bring their class to the blacktop and lineup for morning prayer when the 7:55 bell rings. Prayer will begin promptly at 8:00.

## **DISMISSAL**

All students must be picked up promptly after school unless they are to remain for athletics or other supervised activities. After 15 minutes, students will be sent to Extended Care for supervision, and parents will be billed accordingly.

If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at Our Lady of Perpetual Help School cannot, and will not, be supervised by the coaches or other adults and must be enrolled in the Extended Care Program (with prior arrangements having been made with the director) for the period of time that the activity requires; parents will be billed accordingly.

Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, etc.).

No student may leave the school grounds once he/she has arrived at school.

Children are to remain in uniform when leaving school.

In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with written notice indicating the reason and the name of the person who will be picking the student up.

It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.

School personnel will not release a child to any adult who appears incapable of providing safe conduct or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

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

Drop off: All student must be dropped off at the blacktop area or gate on Harvard Avenue.

Professional development meetings are held the first and third **Monday** of each month, and there is a 1:30 pm dismissal. Parents are requested not to bring their children to school before 7:00 a.m. The students may enter the grounds at 7:00. All students must go directly to their classroom or daycare if their teacher has not arrived. Once a student has arrived at school, he/she must remain in daycare of their classroom.

For the safety of all students, TK-3 students will enter the school grounds in the morning through the church parking lot. 4-8 students will be dropped off on Harvard Street. The gate will be opened and supervised by school personnel beginning at 7:45. Dismissal procedures are the same. At dismissal time, children should be picked up promptly at the designated area. **Please, follow traffic regulations.** Only those children who are in a school-sponsored activity, or those enrolled in the Extended Day Care Program, may remain after 3:15 p.m. Students not picked up by 3:15 (or 15 minutes after early dismissals) will be sent to Extended Day Care. The family will be charged a fee.

1. **At dismissal all parents are to wait for their children outside the gates. This alleviates corridor traffic, distractions, and disorder. This also helps us supervise children and their safety.**

Leaving the school grounds after arriving in the morning is forbidden until dismissal time, except with permission from the principal. This permission will not be granted unless the child brings a note from his/her parents stating the reason.

Students who leave school at dismissal time on foot, either to walk home or to take public transportation, or on bicycle must have written permission from the parents/guardian on file in the school office.

If a child is ill during the school day, he/she will be sent to the office and parents will be notified. Parents must report to the school office to pick up their child, and they must sign the Early Dismissal Sheet located on the counter in the office.

## **Tardies**

Anyone who is tardy should check into the office before going to the classroom and should bring a note to the office stating the reason for the delay. This note should be dated and signed by the parent, legal guardian, or the person driving the car if the student is carpooling.



Doctor's appointments will be considered partial day absences, unless the child returns before 9:00 am, which then will be counted as a tardy. A student is considered tardy if he/she is not present and lined up with his/her class when prayer begins at 8:00. All students who are absent or tardy for medical appointments must bring a note from the doctor or parent/guardian upon return to school.

**A late student (a) misses class work and (b) interrupts and distracts the teacher and class.**

### **Absences**

Parents should notify the school secretary before 9:00 a.m. if a child is to be absent. A dated note **should** be presented to the class teacher when the student returns to school. The note should state the date(s) and reason for the absence and must be signed by the parent or legal guardian.

Regular attendance and punctuality are essential for the acquisition of desirable character traits. Extra vacations over and above the school calendar are discouraged. The loss of class instruction and participation impairs student progress. It is also difficult for teachers to plan and/or correct work for students on extended vacations.

Assignments prepared by the teacher for long absences, trips, etc. are due within five (5) days of the date the assignment was given in order to receive credit. **Students are responsible for all missed assignments.** Tests that are missed during the absence must be made up within five (5) days of return to school.

Excessive absence is being absent from school for 10 days per quarter or a total of 40 days per school year. Excessive absence will affect a student's grades. 10 tardies will exclude a child from trimester awards.

# **Appearance and Student Uniform Requirements**

## **INTRODUCTION**

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

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

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

## **General Dress Code Requirements**

- \* Students must present a neat appearance; no sloppy dress is permitted.
- \* Clothing must be clean, unwrinkled, devoid of holes, not faded, torn or frayed.
- \* Only solid white, short-sleeved undershirts may be worn under uniform shirt.
- \* Shirts must be buttoned, except for the top button, and neatly tucked in at all times.
- \* Clothing must fit properly; baggy, oversized or excessively tight clothing is not permitted.
- \* Appropriate undergarments must be worn.

## **Grooming Requirements**

- \* Hair must be natural color, clean and neatly styled
- \* No "popular" styles that draw attention to learner. Examples are fauxhawks, multi-layered cut, fades, etc.) Administration has final determination regarding questionable grooming.
- \* Hair must not cover the student's eyes

- \* Boys' hair must be above the collar in back and not cover ears on side
- \* No artificial fingernails
- \* **Nail polish is prohibited for all students**
- \* Facial hair is prohibited

### **Specific Dress Code Requirements**

#### **Girls Preschool to 4<sup>th</sup> Grade**

- \* Grant plaid jumper, shift and skort
- \* Blue polo shirt with Ave Maria logo
- \* White short sleeved blouse with Peter Pan collar, navy piping and Ave Maria logo
- \* Navy sweater with Ave Maria logo: cardigan, v-neck and sleeveless vest
- \* Navy sweatshirt with Ave Maria logo
- \* Navy jacket with Ave Maria logo; must be worn over sweatshirt or sweater
- \* **Navy**/White ankle socks; must cover ankle and be visible above shoe
- \* White and navy knee socks
- \* White, gray, navy and black footed or footless tights. Socks must be worn with footless tights and no skin may be exposed
- \* White, brown, gray, navy, blue and black close-toed shoes

#### **Girls 5<sup>th</sup> to 8<sup>th</sup> Grade**

- \* Grant plaid skirt and skort
- \* Blue polo shirt with Ave Maria logo
- \* **White polo shirt with Ave Maria Logo (6<sup>th</sup> – 8<sup>th</sup>)**
- \* White short sleeved broadcloth Oxford shirt with Ave Maria logo
- \* Navy sweatshirt with Ave Maria logo

- \* Navy jacket with Ave Maria logo; must be worn over sweatshirt or sweater
- \* Navy/White ankle socks
- \* White and navy knee socks
- \* White, navy and black footed tights footless tights, fashion tights and leggings are prohibited.
- \* White, brown, gray, navy, blue and black close-toed shoes

### **Boys Preschool to 8<sup>th</sup> Grade**

- \* Navy pants: twill and corduroy; no cargo pants
- \* No zipper on sides of pants and no extra pockets
- \* Navy twill shorts may be worn from April 1<sup>st</sup> to October 31<sup>st</sup> only
- \* Blue polo shirt with Ave Maria logo
- \* White short sleeved broadcloth Oxford shirt with Ave Maria logo
- \* Navy sweater with Ave Maria logo: cardigan, v-neck and sleeveless vest
- \* Navy sweatshirt with Ave Maria logo
- \* Navy jacket with Ave Maria logo; must be worn over sweatshirt or sweater
- \* Navy/White socks
- \* White, brown, gray, navy, blue and black close-toed shoes

### **Boys 6th to 8th Grade**

In a navy uniform choice, the following are permitted:

- \* blue polo shirt with Ave Maria logo

In the tan uniform choice, the following are permitted

- \* white polo shirt with Ave Maria logo
- \* Tan twill shorts from April 1<sup>st</sup> to October 31<sup>st</sup> only; must be purchased from Dennis Uniform

White polo shirt must be worn with tan pants/shorts. Blue polo shirt must be worn with navy bottom pieces. No mixing is permitted. White Oxford shirt may be worn with navy and tan bottom pieces.

### **Mass Dress - All Students**

The following must be worn every Friday and on additional days specified as Mass Dress days:

- \* Girls must wear a plaid piece, white blouse/Oxford shirt and sweater.
- \* Boys must wear navy pants, white Oxford shirt and sweater.
- \* Both boys and girls must wear approved Dennis Uniform tie with sweater

### **Cougar Thursdays**

Students are encouraged to show their school spirit on Thursdays by wearing Cougar Spirit Wear. Only Cougar Wear ordered through the school is allowed. Items include Cougar shirts, sweatshirts and sweatpants. Any item of clothing that is not Cougar Wear must conform to uniform regulations. School t-shirts given for special awards and participation in school events may be worn for after-school activities.

### **Additional Uniform Requirements**

- \* Skirts, skorts and dresses cannot be shorter than 4 inches above the top of the knee.
- \* Shorts & skirts cannot be rolled down at the waist.
- \* Privacy shorts must be worn underneath jumpers, shifts and skirts.
- \* Pants/shorts cannot be rolled up at the hem.
- \* Pants must fit properly at the waist and must not be too long or baggy.
- \* Cargo pants are prohibited
- \* Shorts must fit properly and may not exceed below the knee.
- \* No mixing of shoe colors.
- \* No neon colors
- \* Socks must cover ankle and be visible above shoe
- \* Boots, sandals, flip flops, shoes with wheels, Ugg boots, and high heeled shoes are prohibited. High top, laced, heavy work boot type shoes are prohibited.
- \* Footless tights, fashion tights and leggings are prohibited.

\* Shoelaces must be white, black, navy or brown; all other colors are prohibited.

\* Jacket may not be worn instead of sweater or sweatshirt. Jacket must be worn over sweater or sweatshirt.

### **Jewelry/Hair Accessories**

\* One cross, religious charm or medal, one ring, one bracelet, and one watch are permitted. Only necklaces with a religious medal/theme or cross are permitted. Large necklaces and bracelets are not permitted. Younger students are strongly discouraged from wearing jewelry due to potential for loss.

\* Girls are permitted one stud earring in each ear. No hoop or dangling earrings are permitted. No other visible body piercing or body decoration is permitted.

\* Girls may wear non-distracting hairclips, hairbows and headbands in the following colors: white, navy, gray, black, blue, tan and Grant plaid. Bandanas and hairpieces are prohibited.

### **Free Dress**

Occasionally students are permitted to attend school in clothing of their choice. This is known as a 'free dress' day. The following types of clothing are prohibited: halter tops, tank tops, strapless tops, spaghetti strap or strapless dresses, mini-dresses, mini-skirts, sheer/see-through clothing, shirts with inappropriate words or drawings, distracting or immodest clothing, or any item that administration determines is inappropriate or distracts from learning.

### **Game Days**

Students who are participating in sports may wear their team jerseys on game days that fall on Cougar Thursday. Cheerleaders may change into their cheer outfits after lunch on game days and rally days.

## **Health and Safety**

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

Referenced in the ADMISSIONS section

### **EMERGENCY CARDS**

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

### **SCHOOL INSURANCE COVERAGE**

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

### **ILLNESS and NOTIFICATION**

Parents should notify school office personnel on the first day of a child's illness.

Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.

Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.

A handwritten absence note from the student's parent or guardian is required upon the child's return to school.

An absence of three or more days requires a doctor's note upon the child's return to school.

### **AIR QUALITY**

OLPH does monitor projected local air quality to identify periods of unhealthy air quality as determined by the San Joaquin Valley Air Pollution Control District in order to protect the health

of its students. During periods of unhealthy air quality (AQI of 151 and above), the school may limit afternoon strenuous outdoor activities for the entire school population including Physical Education and athletic events or practices.

## **MEDICATIONS**

The school does not provide medications of any kind.

Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.

Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.

Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where it is deemed necessary to take the medication during school hours.

If it is essential that medications be administered at school, these medications must be administered from the school office only.

NO member of the faculty or staff in the school office is permitted to administer any medication without the following:

1. A signed written statement from the parent or guardian of the child
2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.



## **MEDICATION FORMS**

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form **MUST** be completed by the physician and parent each school year if the need continues.

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

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

All injuries to the head, no matter how small, must be made known to the parent as soon as possible.

Students who become ill or injured at school may not leave the school on their own; parents (or another designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.

In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.

If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

## **STUDENTS with SEVERE ALLERGIES**

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

1. Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
2. Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
3. Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
4. Include a photograph of the student on the written form.
5. Provide properly labeled medications and replacement medications, as required after use or upon expiration.
6. Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
7. Provide and update current emergency contact information.

8. Educate the child in the self-management of his/her allergy including the following:
  - i. -safe and unsafe foods and exposures
  - ii. -strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
  - iii. -symptoms of allergic reactions
  - iv. -how and when to tell an adult he/she may be having an allergy-related problem
  - v. -how to read food labels (if age-appropriate)

### **HEAD LICE**

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

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

### **MANDATED REPORTING**

OLPH School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated “mandated reporters” by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

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

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

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.

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

### **PARKING LOT SAFETY**

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

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

### **SEVERE ILLNESS OUTBREAK**

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

- Custodians will disinfect surfaces and door handles.

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

## **Concussion Policy**

### **CONCUSSION DEFINITION**

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

### **SYMPTOMS**

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears

- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in younger children:

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting “dinged” is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

### **FOLLOWING INJURY**

The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

1. Remove the athlete from play immediately.

2. Call 911 and/or administer first aid as appropriate.
3. Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussion.
4. Ensure that the athlete is evaluated by a health care professional.\*\*
5. Keep the athlete out of play and practice the day of the injury and until a health care professional, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Athlete should limit all forms of physical activity.
7. Athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

\*\*"Health care professional" means a physician of medicine, physician of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed physician of psychology; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

### **RETURN to SPORT**

Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. **UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.**

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeat concussions.

### **SECOND IMPACT SYNDROME**

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing

its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

### **RETURN to SCHOOL**

Following concussion, NO student may return to school until cleared to do so by the physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc., until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing
- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on home study.

## **Emergency Procedures**

### **EMERGENCY CARE PLAN**

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

- In the event of an actual school-wide emergency, parents will be notified through FACTS systems as soon as it is safe to do so.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, OLPH School has arranged safe haven at Notre Dame Hall.
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.

- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through SchoolSpeak emergency features and/or school emergency phone contacts.
- No student will be released until all OLPH Students students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

### **EMERGENCY DRILLS and EVENTS**

- **FIRE**  
Fire drills take place regularly. The school will follow instructions of the Fire Department.
- **EARTHQUAKE**  
An earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- **LOCKDOWN/ACTIVE SHOOTER**  
Lockdown drills will take place periodically. In event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents viaFACTS as soon as possible. However, the safety of students is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.
- **BOMB THREAT**  
Law enforcement will be called, and the school will follow their instructions. Parents will be notified when the school is instructed to do so.
- **FLOOD**  
The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via FACTS
- For any other emergencies, the steps of the Emergency Care Plan above will be followed.

## **Student Discipline**

### **GENERAL POLICY**

The values of Catholic education are the foundation for all interactions and relationships at OLPH School. A student is considered at all times and places a member of the OLH School student body. This is an



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

### **EXPECTATIONS**

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

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

### **ACADEMIC INTEGRITY**

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

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

paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.

- Knowingly enabling another student to cheat.

Sanctions for cheating are the discretion of the teacher (and, if necessary, the principal) and may include receiving a zero on the exam or work in question, loss of privilege, or suspension.

## **VANDALISM**

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

## **SPECIFIC SCHOOL RULES**

### Classroom

1. Students are not allowed in the classroom at any time without the teacher's presence (California Education Code).
2. The classrooms are places of study. Disturbing class order in any way will not be tolerated.
3. Writing, passing, or reading personal notes in school is not permitted.
4. Books must be covered at all times. If covers show wear and tear, they should be replaced with a clean cover. Scribbling on books or covers is not allowed.
5. Cheating, copying, forging, plagiarizing of any kind will not be tolerated.
6. All classroom rules must be followed.

### Washrooms

7. Washrooms and drinking fountains are to be used safely and to be kept clean.
8. Loitering or playing in the bathrooms is not permitted.

### Playground

9. Students should be in their assigned play areas during recess and noon hour.
10. All equipment is to be used safely and in the prescribed manner. Basketballs, volleyballs, etc. may not be kicked, and ropes are to be used only for jumping.
11. While playing, students are to be fair and courteous. Ridicule and/or intimidation of any individual is forbidden.
12. Students should play safely. Tackle football is never allowed on the school grounds.
13. Climbing the fence is forbidden.
14. Running or playing in corridors or around the school buildings is not permitted.
15. The bell ending the recess period is the signal to stop playing. After the bell, students are to walk immediately to line up.
16. All students, regardless of grade, are to assist in keeping the grounds and facilities free of papers and other debris.

### Other Rules

17. Students may not leave the school grounds at any time during the school day unless checked out by parent/guardian. Children enrolled in Extended Day Care may not leave school grounds until checked out by a parent or guardian.
18. Gum chewing, shelled nuts, and sunflower seeds are not acceptable in the classroom or on the school grounds at any time.
19. All students will be responsible for the protection and preservation of school property. Any damage to school textbooks or the school property is to be paid for by the person causing the damage.
21. Students are to be honest, courteous and moral.
22. Students are expected to use only acceptable language; name-calling, profanity or obscenity is not allowed.
23. Make-up, eye shadow, rouge, lipstick, fingernail polish are not allowed at school. Excessive jewelry is not permitted.
24. Electronic devices and other valuables are not permitted at school without special permission. When special permission is given, the school does not accept responsibility for the damage or loss of these items. No toys, cards, games, electronic toys are permitted at school.

### **APPROVED DISCIPLINARY MEASURES**

- Insistence on desirable conduct
- Kind, firm and consistent treatment of students
- Individual conference with the child
- Assignment of special tasks
- Denial of privileges
- Conference with parents
- Detention
- Referral notices
- Suspension
- Probation
- Expulsion

### **DETENTION**

A teacher may assign after-school detention for minor or moderate offenses, or for failure to correct previously cited offenses. Parents will be notified before the assigned time.

Reasons for detention include but are not limited to:

- Chewing gum on school grounds or eating in class
- Acts of misbehavior that affect the good order of a class, assembly, or school function
- Failure to complete homework assignments or work assigned in class
- Failure to observe the dress code

- Failure to keep textbooks properly covered
- Lack of preparedness for class, i.e. having proper materials

### **FACTS Behavior Notifications**

These notifications will be given for all infractions to communicate effectively and efficiency with all parents and guardians. Though they will be sent for all infractions, all serious infractions will be followed by a direct communication by either teaching staff or administration. The more serious infractions are listed below.

- Answering back to a teacher or school authority
- Fighting or "play fighting"
- Openly and/or persistently defying authority
- Using profanity or obscenity
- Willfully damaging school property or the property of others
- Leaving school grounds without permission
- Constant lack of effort and not completing assignments
- Not observing classroom rules

### **SUSPENSION AND EXPULSION**

According to the Diocesan policy and the Catholic Education Code, certain acts constitute good cause for suspension when committed by a student while under the jurisdiction of the school or when conduct is related to a school activity or during school attendance. A student may be suspended from school or recommended for expulsion when he/she:

- Disrupts school activity or otherwise defies the valid authority of teachers, administrators, or other school personnel
- Damages or attempts to damage school or private property
- Cheats or plagiarizes
- Forges any person's signature
- Steals, or attempts to steal, school or private property
- Causes, attempts, or threatens to cause physical injury to another person or commits any threat of force or violence against another person
- Commits an obscene act, possesses or distributes obscene materials, or engages in habitual profanity or vulgarity
- Engages in actions which are detrimental to the moral and spiritual welfare of other students
- Possesses, sells or otherwise furnishes any firearm, knife, explosive and any other dangerous object which could cause harm to others or to school property
- Possesses, uses, sells, furnishes or is under the influence of any controlled substance, as defined in Section 11054 of the Health and Safety Code, alcoholic beverage, intoxicant of any kind, or tobacco.

- Persistently disregards and violates school regulations

### **PROCEDURES FOR SUSPENSION**

Ordinarily, the student shall be given oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story. However, in exceptional cases, the principal may suspend a student without affording him/her an opportunity for a conference if an emergency situation exists. An emergency situation is defined as a situation determined by the principal to constitute a clear and present danger to the lives, safety, or health of students or school personnel. In the event of such an emergency suspension, requirements as to notice, hearing, and a written record of the suspension will follow as soon as possible after the emergency condition dissipates.

Ordinarily, before a student is suspended, notice shall be given to the parents by telephone, or other appropriate method, within a reasonable time, followed by a written notice signed by the principal.

A conference with the parents, student, and appropriate school staff will be arranged. The pastor will be notified of the conference and given the opportunity to attend. A written form of suspension must be signed by the parents and student.

### **PROCEDURES OF EXPULSION**

A student may be expelled from school for misconduct or situations of a very serious nature calling for immediate dismissal without suspension or probation. Generally, a student will be expelled from school when, after a period of probation, the student shows inadequate improvement in general behavior or commits another infraction which is a cause for expulsion. Before expelling a student, the principal shall have a conference with the parent(s) or guardian and the student. After reviewing with the pastor the student's record, the principal shall inform the parent(s) or guardian of the decision regarding expulsion.

### **PROBATION**

A student may be placed on probation for either academic deficiency or for misconduct. Before placing a student on probation, the principal will have a conference with the parents or guardian and the student. They will be informed in writing of the reason for the probation, the length of the probationary period, and the conditions under which the probation will be lifted. Efforts shall be made to assist the student through constructive counseling in order to forestall further sanctions.

### **RIGHT to SEARCH**

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal

safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

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

### **INTERVIEWS by OFFICIALS**

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

### **DISCIPLINARY RECORDS**

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

# **Information and Communication Technology**

## **Policies**

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

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

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

### **ETHICS AND RESPONSIBILITY**

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

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

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

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

### **PHOTOGRAPHS AND VIDEOS**

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

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

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

DISCIPLINE for the Policy above



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

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

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

### **SOCIAL MEDIA USE**

Use of social networks at school may be limited by school personnel.

Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, the Diocesan Online Social Media and Networking Policy for Parents and Students, and the Harassment and Bullying Policy.

Students are reminded that they are always OLPH School students, both on and off campus, and that ALL electronic content is both public and permanent.

OLPH School reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.

Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or postings of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school.

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

Electronic devices owned or issued by the school are to be used for academic purposes only.

Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device at school).

The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other

applications to ensure compliance with all school rules. Students must comply with all requests for access.

All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.

All users may never move, change, or disconnect any of the hardware or wires/cables.

Regardless where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.

Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.

All students must agree to abide by the following Acceptable Use Pledge.

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

- I will use my iPad and my other electronic devices in ways that are appropriate, educational, and meet OLPH School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that my iPad and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of my iPad.
- I will never leave the iPad unattended, and I will know where it is at all times.
- I will protect my iPad by keeping it stored in the provided case at all times.
- I will never loan out my iPad or give my password to other individuals.
- I will not let anyone else use my iPad other than my parents or guardians.
- I will charge my iPad's battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my iPad since these may cause damage to the device.

- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover, or do anything to permanently alter the iPad in any way.
- I will not remove or deface the serial number or other identification on any iPad.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition.

**CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES**

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

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

## **Harassment and Bullying**

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

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

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct). Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
- B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;
- C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
- D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful

physical touching; leering, gesture, or display of sexually suggestive objects or pictures.

- E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).
  - F. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.
2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor and the superintendent in cases of diocesan schools.
3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:
- A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
  - B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken.
  - C. The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.

- D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
  - E. Once the facts of the case have been gathered, the principal, in consultation with the Pastor or Superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.
  - F. If a party disagrees with the decision, he or she has the right to appeal the outcome to the Office of Catholic Education of the Diocese of Fresno. The OCE will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal.
4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
5. **REPRISAL AND/OR RETALIATION:** Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

## **Controlled Substances**

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

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

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

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

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

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

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



# Athletics

## ATHLETIC TEAMS

Students in grades 2 - 8 are given the opportunity to participate in the athletic program, and grades 5-8 participate in an after-school sports program. An athletic fee of \$50.00 is charged per player, per sport. This fee covers the cost of tournament fees, equipment, uniforms, and referees.

## FALL SPORTS

- Boys Flag Football(4<sup>th</sup>-8<sup>th</sup>)
- Girls Volleyball (4<sup>th</sup>-8<sup>th</sup>)
- Girls Golf (5<sup>th</sup>-8<sup>th</sup>)
- Boys and Girls Cross Country (2<sup>nd</sup>-8<sup>th</sup>)
- Boys and Girls Soccer (TK-6<sup>th</sup>)

## WINTER SPORTS

- Boys Basketball (4<sup>th</sup>-8<sup>th</sup>)
- Girls Basketball (4<sup>th</sup>-8<sup>th</sup>)

## SPRING SPORTS

- Girls Sokko (4<sup>th</sup>-8<sup>th</sup>)
- Boys Volleyball (4<sup>th</sup>-8<sup>th</sup>)
- Boys Golf (5<sup>th</sup>-8<sup>th</sup>)
- Boys and Girls Track (2<sup>nd</sup>-8<sup>th</sup>)

## PAROCHIAL ATHLETIC LEAGUE (PAL)

The Parochial Athletic League (PAL) is an integral part of the educational mission of the schools who participate in the league as part of the Catholic Diocese of Fresno – Parochial Athletic League. In order to participate in the league OLPH School must abide by the rules and guidelines of the league. The PAL is dedicated to fostering Christian and Human development, encouraging a positive vision in boys and girls through exercise, example, and athletic competition and fully recognizing the dignity of each student in Christ's image. With this Mission in mind, the following goals have been determined:

- To build a community which strives to image Christ;
- To develop Christian spirit, school spirit, team spirit and personal acceptance;
- To instill Christian sportsmanship in the life-styles of the participants;

- To teach the participants the proper attitude towards winning, losing and competing with dignity;
- To develop acceptance and appreciation of others;
- To train, instruct and follow athletic/sport rules;
- To develop the students' physical abilities and coordination;
- To help form well-rounded students by fostering good health habits;
- To provide a Christian environment and outlet for youthful energy;
- To teach the positive value of athletic participation; and
- To show the necessity of practice, hard work, and time management.

These goals are founded upon the principle of the infinite worth of each person because he/she is created in the image and likeness of God.

### **PLAYER ELIGIBILITY**

Players must have a "C" average or higher in each subject and at least a Satisfactory in conduct from every teacher to be eligible to play.

A student must attend at least half of the regular school day to participate in that day's practices or games.

Students on behavioral or academic probation are ineligible.

Students not regularly attending practice sessions will not be allowed to participate in games.

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

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

### **CONDUCT of PARENTS and FANS**

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises.

- Non-compliance with the above guidelines may place the enrollment of the students in jeopardy.

### **PLAYING TIME**

Playing time is the prerogative of the coach who will follow PAL guidelines on this issue; coaches are encouraged to play every player as much as possible. Players cannot expect to play in games if they have not been attending practices and giving 100% effort throughout these practices. OLPH School athletes who attend all practices in the week prior to a game will always get significant playing time. Absences from practice can and will affect playing time regardless of athletic ability.

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

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

### **CONCUSSION**

Please see the section titled "Concussion Policies" following the "Health and Safety" section.

### **COMMUNICATION with COACHES**

Players are to report all injuries to the coach as soon as possible.

Students should express any concerns to the coach first before involving parents.

If student concerns are not resolved after speaking with the coach, parents should contact the coach to express concerns.

If resolution cannot be achieved, all parties should involve the athletic director.

The principal should only become involved if none of these steps has achieved resolution. Decisions of the principal in athletic matters are final.

### **UNIFORMS**

Sport uniforms must be turned in within a week of the last game of the season. Uniforms must be laundered and bagged, and the bag should be labeled with the athlete's name. Uniforms may only be worn during games and not during practice. Participants may lose their uniform fee deposit if uniforms are returned late, damaged, or dirty.

### **TRANSPORTATION**

All drivers who are transporting students to sports events must follow all school volunteer driver regulations. All students who require a ride to any school-sponsored sport activity must have

written authorization from their parents/guardians allowing them to ride with drivers the parents/guardians have authorized. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parents/guardians.

## **Transfer, Custody, and Student Records**

### **TRANSFER of STUDENTS**

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

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

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

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

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

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

### **CUSTODY OF MINORS**

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

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

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

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

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

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

### **ACCESS to STUDENT RECORDS**

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

- Permanent records may be withheld for non-payment of fees.

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

### Acceptable Use Pledge Covering Electronic Devices

- I will use my iPad and my other electronic devices in ways that are appropriate, educational, and meet Ourcatholicsschool expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that my iPad and school computers used by me are subject to inspection at any time without notice and remain the property of the school.
- I understand that my other electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of school rules and/or provisions of this Handbook.
- I will take proper care of my iPad.
- I will never leave the iPad unattended, and I will know where it is at all times.
- I will protect my iPad by keeping it stored in the provided case at all times.
- I will never loan out my iPad or give my password to other individuals.
- I will not let anyone else use my iPad other than my parents or guardians.
- I will charge my iPad's battery daily and arrive at school with my device fully charged.
- I will keep food and beverages away from my iPad since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or iPad cover, or do anything to permanently alter the iPad in any way.
- I will not remove or deface the serial number or other identification on any iPad.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition.

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Signature of Student

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Date