

**OUR LADY OF PERPETUAL HELP CATHOLIC SCHOOL
PARENT/STUDENT HANDBOOK 2017-2018**

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Please sign the acceptance of policy at the end of the handbook and return.

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MISSION

We are a Roman Catholic School Community committed to teaching and living the Gospel in a multi-cultural environment.

PHILOSOPHY

At Our Lady of Perpetual Help Catholic School, Glendale, we believe that:

Our Roman Catholic identity is the foundation for the existence of the school community. The Gospel values and Catholic tradition are incorporated into every aspect of the community, expressed in spirituality and faith formation.

Our students, parents, staff, and supporters create a community, which fosters a sense of belonging to a positive, Catholic family environment.

Parents are the primary educators of their children whose commitment and involvement is key for a successful Catholic School.

A professional staff with ongoing spiritual and academic development enhances the school environment. A cooperative and caring staff shares the morals and values of the Catholic faith and acts as facilitator in the spiritual and academic well being of our children.

Our children deserve a well-rounded, quality education encompassing core, Catholic principles, and a strong academic foundation. An education, which provided for each child's lifelong spiritual, emotional, and physical growth, is rooted in respect for self and others.

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STUDENT LEARNING EXPECTATIONS

We will promote and encourage:

FAITHFUL ROMAN CATHOLIC who:

- Displays knowledge of our faith and the teachings of the Roman Catholic Church
- Develops spiritually through prayer
- Plans and participates in liturgies and devotions
- Practices the gospel teaching by serving the community

CRITICAL THINKER / PROBLEM SOLVER who:

- Analyses, synthesizes, and evaluates information
- Is an independent thinker and can apply problem-solving techniques
- Considers alternatives and makes effective Catholic moral choices

SELF-DIRECTED LEARNER who:

- Sets goals and strives for achievement
- Exhibits the ability to regulate time efficiently
- Cooperates and follows directions
- Masters developmentally appropriate skills in all subject areas as stated in diocesan curriculum
- Uses study skills and research effectively
- Maximizes opportunity to exceed minimum requirements

EFFECTIVE COMMUNICATOR who:

- Communicates ideas in a variety of forms
- Demonstrates competency in the use of technology
- Analyses and expresses thoughts and opinions
- Works cooperatively with others

RESPONSIBLE CITIZEN who:

- Acknowledges and responds to global and social issues
- Respects self and others
- Understands the responsibility of a good citizen
- Possesses personal responsibility and shows accountability for his/her own actions
- Expresses patriotism

*Subject to revision

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ADMISSION POLICIES

In accordance with the policies of the Roman Catholic Church of Phoenix, Our Lady of Perpetual Help Catholic School admits Catholic and non-Catholic students of any race, color, nationality or ethnic origin to all the rights and privileges, programs and activities made available to all students.

Parents are expected to model the Catholic values taught at Our Lady of Perpetual Help Catholic School. As members of the Our Lady of Perpetual Help community, parents are encouraged to actively participate in school functions, closely monitor their student's academic progress, and promote their child's spiritual growth by attending Mass daily.

Gossiping and negative attitudes set a poor example for children; they are destructive to our school community, are sins, and will not be tolerated. Any parent who chooses to set this poor example may be asked to not re-enroll their children and in extreme cases, may be asked to withdraw their children mid-year.

Prospective students whose families are registered in a Catholic Parish, are active, practicing, and contributing members to their parish will be given first preference.

Age Requirements

Arizona Statutes require that students are five (5) years of age by September 1st to be eligible for admission to Kindergarten. First Grade students are required to be six (6) years of age by September 1st to be eligible for admission.

Students in Preschool must be three (3) years of age by September 1st to be eligible for admission into the Preschool Program. Pre-Kindergarten students are required to be four (4) years of age by September 1st in order to be eligible for admission into the Pre-Kindergarten Program.

New Students

All new students and those re-entering Our Lady of Perpetual Help Catholic School as transfer students are on a probationary basis for the first year.

All students not entering our school in Kindergarten and/or returning to our school after leaving for a year's absence are required to take an admission assessment. This assessment will help us to determine each child's strengths and identify areas for growth, in which we can address.

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Required Records

All students enrolling for the first time must present the following:

- Official certificate of Birth
- Baptismal certificate (if applicable)
- Current record of Immunization
- Certificate of transfer from the school last attended (if applicable)
- Report cards
- Standardized test scores (from previous school)
- Registration fee
- Financial agreement
- **FACTS/Tuition fees**
- Photograph release form
- Scholarship Application form

Withdrawal of Students

A parent/guardian, during the course of the year, may withdraw their students. The school must be given **five days written notice of withdrawal** by the parent. All books must be returned and financial obligations met before a transfer slip is issued. **Official records will be mailed directly to the new school.**

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TUITION AND FEES

Tuition

The Pastor, in consultation with the Principal and the School Board will determine the cost per student for each school year. Registered families of Our Lady of Perpetual Help Catholic School and any other Diocesan Catholic Parish who attend Mass weekly will receive a tuition discount. If you are receiving the tuition discount you are required to attend Saturday evening/ Sunday Mass each week. **The Our Lady of Perpetual Help Catholic School community has Mass quarterly and it is required that each student and their family attend Mass. The students must be in school uniform.**

Instructional Fee

An instructional fee is included in the tuition. (This is \$300 per child)

Registration Fee

A registration fee of \$100 per family is payable at the time of registration. This registration fee is non-refundable.

Technology fee

Technology fee is included in the tuition (Which is \$150 per child)

Activity fee

The activity fee is included in the tuition. (Which is \$150 per child)

Sports Fee

The sports fee is included in the tuition

****Exclusive to 8th Grade**

Additional 8th grade expenses are NOT included in the tuition

Preschool PDG Grant

The Preschool PDG grant only pays for the portion of the preschool tuition, each family is responsible for the balance and all other school fundraisers.

ESA – Empowerment Scholarship

The ESA Empowerment Scholarship only pays for the portion of the school tuition, each family is responsible for the balance and all other school fundraisers.

Tuition Payments

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All families are required to make tuition payments according to one of the following plans. The manner of payment must be submitted each year at the time of student registration. Options for payment are as follow:

- a. **Full payment:** The entire amount of tuition is paid on or before July 1. A discount of 5% shall be awarded if this plan is chosen.
- b. **Biannual Payment:** On or before the first day of school and in January.
- c. **Monthly payments:** Tuition is paid monthly over a 10 month period beginning in August through the FACTS Tuition Management Plan. This plan is an automated payment plan made through your checking or savings account. Those choosing this plan will authorize their bank to make automatic monthly payments to FACTS on either the 5th or the 20th of each month.

Financial Obligations:

- **Empowerment Scholarship does not exclude family fundraising obligations**
- **All financial obligations must be current in order to attend your child's conferences and/or receive their report card.**
- **All financial obligations must be current by the close of business before Christmas break or your child will not be able to attend class when school resumes in January**
- **Extended Day accounts must not exceed \$100 or your child will not be eligible for services.**

Tuition Assistance

There is a restricted amount of funds in the parish available for tuition assistance. Families with limited income or extraordinary financial obligations who are unable to pay the full tuition rate may apply for tuition assistance. Contact the school office for further information.

Our Lady of Perpetual Help Catholic School participates with Catholic Education Arizona for the tuition assistance of individual students. The Catholic Education Arizona payment is contingent upon the students' registration in the school. Application information for Catholic Education Arizona scholarships are available in the school office and are to be sent in to FAIR by April 15th. Applications are sent directly to FAIR to be processed.

All families asking for tuition assistance must apply for CEA before they can be considered for any other type of tuition assistance from the Our Lady of Perpetual Help Catholic School.

The following organizations may also offer tuition assistance: TOPS, IBE, Brophy, AZ School Choice Trust, Arizona Leadership and AZ Scholarship Fund. Parents will be notified if any additional scholarships are made available during the school year. For forms and further information please contact the school office.

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Late Payments

It shall be the responsibility of each school family to keep the Principal informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition to be paid. Without such information, the following FACTS policy will apply when tuition payments are missed or received late:

Families who are **NOT** financially current with their tuition at the end of each quarter will be notified and their child (children) will not receive their report cards until payment is made.

FACTS

FACTS will automatically re-attempt the payment 15 days after the normal payment date. FACTS will send a letter to the responsible party prior to the re-attempt. The family will incur a bank charge and a FACTS fee for resubmitting the missed payment.

It is Our Lady of Perpetual Help Catholic School's policy that any school families failing to pay tuition according to the agreement that they made with the school, or who have been unwilling to make suitable alternative arrangements with the principal, will be informed that their child or children will not be re-admitted to class until appropriate action has taken place. This policy will be enforced quarterly.

All families not current in their payment of tuition are subject to the following:

1. Once tuition payment has been returned for insufficient funds, both FACTS and Our Lady of Perpetual Help Catholic School will notify you in writing. FACTS will then re-attempt 15 days after your scheduled payment date.
2. Once the second withdrawal for tuition has failed, Our Lady of Perpetual Help Catholic School will notify you in writing that you have 7 business days in which to make restitution or your child or children will not be able to return to Our Lady of Perpetual Help Catholic School.
3. Students will not be admitted on the first day of school if financial obligations and /or arrangements have not been met for prior school year
4. Students will not be allowed into class if financial obligations have not been met. This policy will be enforced quarterly.

Admission of Students with Tuition Delinquency

Diocesan Regulation Number 5.02, the policy on the Financial Administration of Parish Schools in Phoenix, Arizona, states:

Students will not be permitted to register at another Catholic school within the Diocese of Phoenix until financial obligations at the current or previous Catholic school within the Diocese have been met.

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Tuition Refunds

Any families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition except for registration and instructional fee. After the first day of school, tuition refunds shall be prorated over the number of school days the student has attended Our Lady of Perpetual Help.

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ACADEMIC POLICIES

Assignment Books/Agendas

Students in grades 1 – 8 will use homework agendas provided by the school. The agenda will help keep students organized and serve as a communication tool between parents and teachers. **Parents should check and sign their child’s agenda daily to ensure homework is being completed.**

Homework Policy

The objective of homework assignments is to develop initiative, responsibility and self-direction within the student. The time necessary for doing homework will vary according to the grade level. **Reading logs must be completed and signed every night (in grade K – 4th) it is counted as a homework assignment.** If a child seems to be spending an excessive amount of time on homework assignments, a conference with his/her teacher(s) may be in order.

Homework is assigned to students Monday through Thursday. Homework is not assigned over the weekend or school breaks unless the student is working on a school project, late work, or absent work.

Late or Missing Homework Policy

Homework is due at the beginning of call on the due date.
Students will receive 10% off their grade per day for late homework

If a child has a missing assignment they will receive a **lunch detention** the day of the missing assignment.

**All work must be completed during detention unless special arrangements have been made with the teacher.

Parents will be notified with an email each time their child has a Lunch Detention. **Please make sure the school has your email address.**

** When a child is absent they will be allowed one day for each day they are absent to turn in missed school work. Long term assignments will be dealt with accordingly. Absent students who do not turn in assignments within the allotted time will have 10% deducted each day it is late.

Missed assignments will be given to the child upon their return to school. All other arrangements must be made through the principal.

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Allotted times for homework

Grades K-2	approximately 30 minutes a day
Grades 3-5	approximately 60 minutes a day
Grades 6-8	approximately 90 minutes a day

Progress Reports

Progress Reports are issued half-way through each quarter. The reports are issued to all students. Progress reports must be signed by parent/guardian and returned.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled during the first quarter. Conferences held during the third quarter will be student-led conferences.

Additional conference times can be scheduled before or after school as needed. Teachers will not interrupt instructional time for the purposes of discussing a child's progress in school. Please contact your child's teacher to arrange any additional meetings. Teachers may also request additional conferences as needed.

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HONORS AND AWARDS

Awards based on the following standards will be presented quarterly. All subjects, special area classes, and any electives are part of the consideration for academic achievement.

Achievement Award in Kindergarten – First Grade

1. Student showing high achievement in all Academic areas
2. Student has no N's or U's on the Report Card in any subject area

Honor Roll for Second Grade – Eighth Grade

First Honors

1. A grade of A in all subjects (4.0 grade point average)
2. No area of the report card shall have a U or N (Unsatisfactory or Needs Improvement)

Second Honors

1. Student may have grades of A or B but must have an average of 3.5
2. No grade may be lower than a B in any subject
3. No U's or N's

Perfect Attendance and No Tardy Days

Students having perfect attendance will be recognized each quarter. Certificates will be given out at the end of the year for perfect attendance for the entire year. Students with any unexcused tardies will not be eligible for perfect attendance.

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Report Cards

Report cards are distributed four times each year according to the school's calendar.

Explanation of grading: Kindergarten and First Grade.

O = Outstanding
S = Satisfactory Progress
I = Improving
N = Needs Improvement
U = Unsatisfactory
BL = Below Grade Level

Our Lady of Perpetual Help Catholic School uses the Diocesan scale for grading. End of quarter grade averages are converted into letter grades in all major subjects for grades 2 –8.

Students in grades 2 – 8 will receive Discipline with Purpose (DWP), Music, Art, and PE grades as follows:

O = Outstanding
S = Satisfactory Progress
I = Improving
N = Needs Improvement
U = Unsatisfactory

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Testing Program

Our Lady of Perpetual Help Catholic School follows the Diocesan Testing program

1. The **Iowa Test of Basic Skills** is taken by students in grades 2 – 8.
2. **Cognitive Abilities** testing is taken by students in grades 4 and 7.
3. Sixth - Eighth grade students will take **mid-term and finals** at the end of each semester.
4. **First – Eighth Grade will be assessed quarterly using the STAR Reading and Math Program**
Parents will be given results with their child's report card.

Academic Requirements

Our Lady of Perpetual Help Catholic School is dedicated to the academic success of all students. If a student is struggling in one or more subjects, the teachers and principal, along with the parents, will meet with the student to develop an individual monitoring program. This program will assist the student

PROMOTION, PLACEMENT, and RETENTION

The required subjects are as follows: Religion, Math, Reading, Writing, Social Studies, Science, Music, Library, and Physical Education

Academic achievement is a top priority at Our Lady of Perpetual Help Catholic School. Students will be expected to perform at their best. All decisions concerning promotion or retention are determined by the teacher(s). Though parents' comments and concerns will be considered, the final decision concerning placement is the classroom teacher's in consultation with the principal. The following are the standards by which students will be promoted or retained at the end of the school year.

Promotion

Pre-k: Recognition of alphabet letters, upper/lowercase and their corresponding sound; copies and prints name; recognizes, counts and prints numerals, 1-10; counts objects 1-20. Identifies shapes and can recite sufficient personal and social development.

Kindergarten: Recognition of the letters of the alphabet and their corresponding sound; recognition of numbers 1 - 31; ability to count to 31 with numerical meaning; sufficient self-control, and social maturity.

Elementary Grades 1-2-3: To be promoted from one grade level to the next, a student shall attain an overall passing grade for religion, language arts (including reading, phonics, and spelling), mathematics, social studies, science and all special area classes.

Elementary Grades 4-8: To be promoted from one grade level to the next a student shall attain an overall passing grade or above in all courses taken. In addition, students shall attain a passing average in each of the following subject areas: religion, language arts (including English, reading, spelling), mathematics, social studies, science, and all special area classes.

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After graduation/celebration for Eighth, Pre-K and Kindergarten, students no longer need to attend class.

Placement

Students may be placed in the next grade level for academic or behavioral concerns. This gives them the opportunity to succeed in the next grade level. At the end of the year, the child will be evaluated to determine if they are eligible for promotion.

Retention

Retention of students will be considered on an individual basis taking all factors into account. Students who fail more than one subject in any marking period are considered at **high risk** of being retained. If a student fails to meet the promotion requirements, that student will be retained.

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ATTENDANCE AND SUPERVISION

School Hours

Regular and punctual attendance is expected and required. The **School Office** is open from 7:30 AM until 4:00 PM Monday through Thursday. The office closes on Friday at 1:30 PM.

FREE Breakfast will be served to all students at the start of the school day. The Breakfast will include an entrée, juice or milk and a piece of fruit.

Preschool - Eighth Grade Monday - Thursday	7:40 am - 3:15 pm
Friday	7:40 am – 1:00 pm

Students are not to arrive before 6:30 a.m. There is **NO SUPERVISION** before that time. **Students arriving between 6:30 am and 7:20 am will be charged a \$2.00 fee for morning care.**

7:20 Students enter campus and may play outside on the playground. **Students are not** to gather or play in the courtyard. All students are to enter campus from the southeast gate.

7:40 Bell rings – Teachers will gather students in lines on the basketball court.

7:45 Students are to walk in a line with their teacher to their classroom.
Students not with their class are considered tardy.
Tardy students must enter through the front office to receive a tardy slip.

ALL visitors to Our Lady of Perpetual Help Catholic School **must** report to the School Office on arrival to campus. They must sign in, and are required to wear a visitors' badge while on campus. Parents are asked to remain in the school office until a staff member has been contacted. **At no time are parents permitted to visit classrooms during the school day without the expressed permission of the teacher.** Teaching and learning are our primary functions; interruptions interfere with student learning.

All exterior gates will remain locked during regular school hours to ensure the safety of our students and staff. The gate by the front office is the only gate individuals entering or leaving campus during school hours should be using. Please use this gate when entering campus.

Faculty Meetings

As a general rule, the faculty meetings are held **each week on Fridays**. All planning sessions are scheduled for Friday afternoons after dismissal.

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Arrival/Departure

Proper use of drop-off and pick-up area

Students should not be on the school grounds before 7:20 a.m. unless they are attending Extended Care or special arrangements made by their teacher. If a student arrives before 7:20 a.m. they must go through extended day to be cleared to enter the campus. Students should be picked up no later than 3:25 p.m.

For parents who drive their children to school:

- In the morning, the southeast gate on Orangewood is unlocked. Please drive through the area by the cones to drop off your students. Students should exit the car on the passenger side of car and come immediately inside the gate. Please do not linger in our drop off area- “Kiss and Go”.
- Parents who choose to park must walk their child into the school grounds.
- **Parents please do not drop your child off by the School Office on 57th Ave. We do not open this gate for students in the morning.**
- In the afternoon, please use the same procedure for entering and leaving the parking lot. **Parents please PARK your car and WALK to pick up your child.** It is always easier to see adults than it is to see children in a busy parking area. **Do not honk or wave for your child from the parking lot, you must exit your car and come pick them up from their class line.**

Remember, we are setting an example for our children. Please be sure to follow the directions of the teachers for the safety of everyone.

The safety of every student is of the greatest importance to us. Students will only be released to individuals listed on the Emergency Information Card, unless a request is made by the parent/guardian in writing to release them to another adult.

ATTENDANCE

We cannot stress enough that absenteeism affects a child’s progress in school. On the first day of a child’s absence from class, **parents or guardians are to call the School Office before 9:00 a.m. To report an absence, you may call anytime (623) 931-7288 and leave a message.** Parents are responsible for calling and reporting absences. If your child is ill, the school would like to know the specific ailment they are experiencing (ie: fever, cold, vomiting, rash, etc.) We appreciate your cooperation in this area. It is always easier for you to reach us.

Students are responsible for all work missed during an absence. **A child who has missed twenty days or more is subject to retention in his/her present grade** according to Arizona Revised Statutes Title 15-803.

Our Lady of Perpetual Help Catholic School follows the Diocesan Calendar guidelines. This calendar is distributed early each school year. All dates are subject to change.

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Tardiness

Punctuality is an essential part of the educational philosophy at Our Lady of Perpetual Help Catholic School. Tardiness is a serious matter, since it affects not only the tardy child, but also teachers and all other students whose education is interrupted by late arrivals.

Tardy Policy:

- **A student's second tardy in one week will result in a lunch detention. And for each additional tardy that week.**
- **Students are not to be picked up early unless they have an appointment. Documentation of such appointment is necessary after three early pics ups.**

Summer school attendance requirements:

The official school calendar for the Diocese of Phoenix requires 180 days in a school year to meet the attendance requirements of the state education laws. Excessive absences and tardies interfere with the school program and the students' progress. To ensure that each child is ready to advance to the next higher grade at the end of the year, the following attendance requirements must be met:

1. A student who is absent for more than twenty (20) days (equivalent to one month of school days) during the school year, will be required to attend a summer school session in math, reading, and/or writing before being promoted to the next grade. **Exceptions or medical emergencies will be at the discretion of the principal.**
 2. **Every 5 tardies is equivalent to 1 day absent. Thus summer school may be required.**
 3. A student is considered absent if they are not present in class for at least half of the academic instruction time.
 4. Students are required to attend Mass everyday at 8:30 am. Do not make appointments during that time. We are a Catholic School and we must celebrate Mass as a school community.
- **Children are NOT to be dropped off in the front of the school,** unless the parents/guardians have business in the school office and plan to park and enter the school.

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Supervision-Safety

1. Students are not to be on the school grounds before 6:30 a.m. There is no adult supervision before 6:30 a.m.
2. After 7:45 a.m. parents/guardians and visitors must report in at the School Office, sign in and wear an official school badge when on campus. You must sign out and return the badge when leaving the campus. Parents/guardians must, in no way, disrupt classrooms after school has begun.
3. Parents/guardians are asked to use the front gate. All visitors must first check into the school office.
4. Teacher and/or parent/guardian volunteers supervise the school and playground areas during recess and lunch periods. They are aware of the safety rules of the school and are particularly alert of any behavior that might endanger a child or lead to injuries. There is no supervision after school hours. No student, unless in Extended Day or under the supervision of authorized campus personnel may be on the campus unsupervised after school hours.
5. Students participating in any after school sports program will be under the supervision of the coach. **Brothers and sisters of team members who are not on the team must go to Extended Day.**
6. Skateboards, roller skates or bikes may not be ridden on the campus. Students are to use the bike racks provided by the school. Bikes must be locked. The school will not take responsibility for bikes parked in the rack.
7. Students who are injured while on the school property or at a school function are covered under the school's insurance. If you acquire any out of pocket expenses contact the principal for more information on how to get reimbursed for out of pocket expenses.

Custody and Release of Minors

No unauthorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises before or after school hours unless explicitly authorized in writing by the parent or guardian. In order to cooperate with the student and family needs, the school should be informed of custody arrangements. Each custodial parent or guardian must provide the school with an official copy of the court order regarding custody status and any subsequent changes and arrangements.

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Non-Custodial Parents

Our Lady of Perpetual Help Catholic School abides by the provision of the Buckley Amendment (1975) with respect to the rights of non-custodial parents.

In the absence of a court order to the contrary, Our Lady of Perpetual Help Catholic School will provide the non-custodial parent access to academic records and to other school-related information regarding their student. If there is a court order specifying that there is to be NO information given, it is the responsibility of the custodial parent to provide Our Lady of Perpetual Help Catholic School with an official copy of the court order. Non-custodial parents who wish to attend parent-teacher conferences must do so at the same time as the custodial parent.

Call To Protect Classes

All Diocesan personnel, including volunteers, must participate in a yearly training program for a safe environment for children, youth, and vulnerable adults as well as training for the implementation of Diocesan Policy of Sexual Misconduct. At the conclusion of training, each individual will be asked to sign the Diocese of Phoenix Code of Conduct. This will be kept on file in the school office. All volunteers at any school function must have the Code of Conduct on file. Our Lady of Perpetual Help Catholic School offers this class each fall.

DIOCESE OF PHOENIX CODE OF ETHICS

It is the policy of the Catholic Diocese of Phoenix that any sexual, physical, emotional abuse of a minor is not acceptable and will not be tolerated.

Employees and volunteers while working in their scope of ministry shall:

- Abide by the *Diocese of Phoenix Policy and Procedures for the Protection of Minors*
- Exhibit the highest Christian ethical standards and personal integrity
- Conduct themselves in a manner that is consistent with the discipline, norms, and teachings of the Catholic Church
- Provide a professional environment that is free from all forms of abuse including intimidation and harassment
- Accept personal responsibility to protect all minors and adults from all forms of abuse
- Report concerns about boundary violations or other questionable behaviors and circumstances with the program supervisor, pastor, or principal
- Report promptly, in accordance with the law of the State of Arizona and policies of the Diocese of Phoenix, any suspected abuse or neglect of a minor
- Call the Office of the Youth and Child Protection for the clarification when in doubt of policy or procedure

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Employees and volunteers while working in their scope of ministry shall not:

- Abuse a minor
- Take advantage of supervisory and/or authoritative relationship, or any relationship of trust for their own benefit

Because it is impossible to compile a comprehensive list of specific acts constituting misconduct, employees and volunteers must use common sense, guided by the principles set forth above, to direct their behavior and to abide by the current *Diocese of Phoenix Policies and Procedures for the Protection of Minors*.

By signing that I have read this handbook, I am stating that I have received a copy of the Code of Ethics. I understand that in order to volunteer at my child school, I must take a class that further explains the Diocesan policy regarding our commitment to creating a safe and nurturing environment for the children of Our Lady of Perpetual Help School and must stay current with renewal course yearly.

Reasonable Contact

The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety and the welfare of the school community, situations may arise in which school administration or staff may restrain, redirect, or escort or otherwise use such physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing, or continuing to do, any of the following:

- A. committing a criminal offense;
- B. causing personal injury to, or damage to the property of, any person (including the student him/herself);
- C. significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior.

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CATHOLIC SCHOOL DISCIPLINE

Catholic elementary schools are expected to promote order within the school and personal responsibility within the student. Rules and regulations are to be published annually in the parent/student handbook. Parents and students are expected to review, and agree to abide by the applicable rules and regulations.

Our Lady of Perpetual Help Catholic School utilizes a developmental approach to teaching self-discipline called *Discipline with Purpose*. Teachers formally teach, model, and reinforce 15 self-directing skills, depending on grade level, that promote an objective standard of personal behavior. The DWP program emphasizes the following 15 skills:

1. Listening
2. Following Instructions
3. Asking Questions
4. Sharing
5. Social Skills
6. Cooperation
7. Reasons for Rules
8. Completing a Task
9. Leadership
10. Communication
11. Organization
12. Resolving Problems
13. Initiating Solutions
14. Fact vs. Feelings
15. Service to Others

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A. Definitions:

1. **Detention** refers to a disciplinary action pursuant to which the student is detained at a time and place determined by the school. **Any student who does not show up for detention will have an automatic in-school suspension.**
2. **Probation** refers to the supervision and evaluation of the student's conduct for a specified period, at the end of which a determination is made concerning whether the student has corrected his/her misconduct.
3. **Suspension** refers to the isolation of a student from some or all school activities.
4. **Required withdrawal** (Expulsion) refers to the dismissal of a student from school

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DISCIPLINE SYSTEM

There are six steps in the discipline system:

- Step 1: Action Plan will be given once a student receives 3 marks on their DWP log
- a. Grades K – 4 / Loss of privilege at school (First Action Plan in a quarter)
 - b. Grades 5 – 8 / will receive a Lunch Detention (3 Marks on their DWP log in one week)
- Step 2: Second Action Plan will result with parent notification
- a. Grades K – 4/ will receive a Lunch Detention (Second Action Plans in a quarter)
 - b. Grades 5 – 8 / a Lunch Detention (4 & 5 marks on their DWP log in one week with a Principal conference)
- Step 3: Office Referral - 1 day In-School Suspension, Principal Contact, and Parent Meeting
- a. Grades K – 4 Student receives an Office Referral (Third Action Plan in one quarter)
 - b. Grades 5 – 8 Student receives an Office Referral (Upon the 6th mark on their DWP log in one week)
- Step 4: 2 day Out-of-School Suspension – Parent Meeting – Develop a Student Behavior Contract
- a. Grades K – 4 (Fourth Action Plan in one quarter or other serious offense)
 - b. Grades 5 – 8 (Upon another mark on their DWP log in the same week or other serious offense)
- Step 5: 5 day Out-of-School Suspension – Parent Meeting - Revise and/or review Student Contract
- a. Grades K – 4 (Upon additional Action Plan in one quarter or other serious offense)
 - b. Grades 5 – 8 (Upon another mark on their DWP log in the same week or other serious offense)
- Step 6: Required Withdrawal

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- On the **First Action Plan or three marks on their DWP log, for a Minor Offense**, the student will be placed on Step 1 of the discipline system.
- On the **Second Action Plans or 4th/5th mark on their DWP log, for a Minor Offense**, the student will be placed on Step 2 of the discipline system. .
- For all **Major offenses the administration may place a student on step three through six** depending upon the severity of the infraction.
- Students in Grades K- 8 will have a clean slate at the end of each quarter for **Minor Actions Plans only, unless on Step 3; not for Major Offenses**
- **Detention is non-negotiable** and students must serve it on the day it is given.
- **To track offenses**, teachers will write the student's name on an Action Plan form or mark the DWP log and check the offense that applies to the situation. This form will be sent immediately to the **principal or asst. principal who will be in charge of discipline** for the year.
- The **principal will make phone calls** home upon all major offenses and will schedule suspensions. Teachers will supervise the students in lunch detentions.
- **If a student athlete receives a detention they are not eligible to play in the next game.**
- If a **student athlete is suspended**, they are **not eligible** to participate in any extracurricular activities during the suspension. (ie. play, choir, sports, etc)
- **Two tardies per week results in a lunch detention** on the second day of tardy.

See the following page for a list of Major and Minor offenses.

- ❖ **Any student who returns to school with an unsigned Action Plan will go to the office and the parents will be notified.**
- ❖ **Any staff member has the authority to write an Action Plan for minor offenses.**

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MINOR OFFENSES

DO WHAT IS RIGHT

- Use all playground equipment in a safe way
- Use inside voices
- Walk at all times
- Do not stand/jump on fountain in the courtyard
- No balls or toys in courtyard
- Follow staff directives
- Follow uniform codes
- Ask permission before leaving an area
- No rock, stick, or sand throwing
- Stay in seat, raise hand and wait to be called on before answering
- Stay away from fences surrounding the school
- Wash your hands anytime you leave the restroom
- Inform teachers, staff or volunteers of any dangerous or inappropriate behaviors/activities

DO YOUR BEST

- Be prepared for class
- Do your personal best on your homework
- Be ready to learn
- Be an active listener
- Stay in your own working space
- Use all playground equipment in a safe way
- Do not waste food
- Always walk in the cafeteria
- Only use the computer lab when a teacher is present
- Use the bathroom for its intended purposes ONLY (i.e. No hanging out in the restroom)
- Do not disrupt class
- Always use proper mass etiquette/behavior
- No gum or candy on school campus

TREAT OTHERS THE WAY

YOU WANT TO BE TREATED

- Share all equipment
- Include everyone in games or activities
- Do not throw food
- Look but do not touch bulletin boards
- Clean up after yourself in all areas of the campus
- Respect all peers, staff, teachers, and volunteers.
- Do not talk back to any teachers, staff, or volunteers
- Keep your hands and feet to yourself
- Respect others' personal space (i.e. Keep objects to yourself)
- Social Justice Issues will be addressed by all staff member

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MAJOR OFFENSES

- Outright Defiance
- Taunting/Bullying/Harassing
- *Vandalism (permanent i.e. graffiti)
- *Theft
- Lying or cheating (**copying homework is cheating**)
- Physical Assault
- Threatening another student with bodily harm
- Verbal abuse of another student
- Use of profanity
- Physical assault of staff member or volunteer
- Verbal abuse or threat of a staff member or volunteer
- Disrespect to any adult who is in charge
- Misbehaving on a field trip
- Plagiarism
- Inappropriate affection or touching
- Leaving campus without permission
- Use/possession of tobacco products
- Possession/use of drugs or alcohol
- Weapons
- Sale/Distribution of illegal Substances
- Gangs

*Payment or restoration of property is required for offenses.

TECHNOLOGY OFFENSES

- Use of an iPad in an inappropriate manner (ie visiting offensive sites, posting inappropriate pictures or posts, hacking students accounts, cyber bullying, misrepresentation of school values through social media.

Any offenses that may occur and are not listed will be handled at the discretion of the school administration.

Use or possession of drugs may result in a required drug tests or random drug testing of students involved.

The homeroom teacher will handle minor violations. Repeated offenses will be referred to the principal for further disciplinary action. Parents will be informed of disciplinary referral to the office and of any consequences the student may receive.

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During any suspension time, the student will have the opportunity to work on current assignments. It is the student's responsibility to complete and hand in any assignments done during suspension time. **Students who are suspended may not take part in any extra-curricular activities.**

Any conduct, both in and out of school, which reflects negatively upon the reputation of the school, may be subject to disciplinary action.

The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student, or they adversely affect the safety and well-being of a student while in school.

Eligibility for Field Trips:

At the discretion of the teacher, they reserve the right to withhold a field trip as they deem fit. (With collaboration of the Principal) At the end of each of the first, second, and third quarter, students who have the following may not be eligible to attend the class field trips. (This includes the 8th grade trip)

- No more than two Action Plans
- No more than five absences

** Students are still to attend school even if they are not eligible for the Field Trip.

Cell Phones

- Cell phones must be turned in to the homeroom teacher at the beginning of the day and will be returned to the student –when leaving campus
- Cell phones that are seen or heard on school grounds or it will be taken away.
- The first offense: a cell phone is taken away in a school year it will be given to the principal and will be returned only to the parent/guardian of that student.
- The second offense: a cell phone is seen or heard during the school day, it will be taken away and placed in the school safe until the end of the school year.
- **Not allowed in Extended Day**

Electronic Devices:

- I-pods and other electronic devices are not permitted on campus.
- The first offense: an I-pod or other electronic device is seen or heard it will be taken away and given to the principal and returned only to the parent/guardian of that student.
- The second offense: an I-pod or electronic device is seen or heard it will be taken away and placed in the school safe until the end of the school year.
- **Not allowed in Extended Day**

All rules apply while on school grounds.

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School Safety

Our Lady of Perpetual Help Catholic School attempts to provide a safe environment for all individuals. Verbal and written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, or in jest or online**), face detention, suspension and/or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Engagement in online blogs such as, but not limited to, MySpace.com, Xanga, Friendster, Facebook, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Virtual reality sites such as, but not limited to, www.there.com and www.secondlife.com pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online site visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

Bulling and Cyberbullying

Our Lady of Perpetual Help Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Blog

Engagement in online blogs such as, but not limited to, MySpace.com, Xanga, Friendster, Facebook; etc may result in disciplinary actions if the content of the students blogs includes defamatory comments regarding the school, the faculty, other students or the parish.

Internet Activities

For the protection of our students, teachers and officials, and for reasons related to school safety and school reputation, we expect our students to demonstrate responsible social behavior and to conduct themselves as good citizens when using the Internet, whether on or off campus. As a result, if we become aware that a Our Lady of Perpetual Help student has posted or displayed information on the Internet or on any social networking site, or their website (such as MySpace, Facebook, You Tube, etc) that involves inappropriate behavior including, but not limited to the use, possession, or distribution of drugs/alcohol, sexual behavior, harassment/hazing/bullying, illegal activities or promoting violence, we will investigate that activity, and that student may be subject to appropriate school disciplinary procedures, up to and including required withdrawal.

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EXTRACURRICULAR ACTIVITIES

CYAA SPORTS

All CYAA sports activities have an agreement form for parents and students to sign before they may participate in the activity. The agreement form will communicate the expectations, stipulations and requirements for continued participation in the activity.

Boys and girls in grades 5-8, who have not attained age 15 by September 1, may participate in team sports. Boys may participate in flag football, basketball, and baseball. Girls may participate in volleyball, softball, and basketball.

To play on a CYAA team is both a privilege and a responsibility. To practice and play takes a number of after school hours, and the students' grades must be maintained or the privilege of playing a sport will be taken away from the student.

**At the beginning of the school year all sports participants will be required to fundraise to support athletics. These funds will be used to help purchase new equipment and uniforms.

Fees

Sports fee for students in grades 5 – 8 is included in their tuition. Not for other grades sports activities. This pays for the officials and tournament fees.

****An additional fee will be accessed for After School Play. The amount of that fee is TBD.**

Eligibility

Students in grades 5th – 8th will receive progress reports every four weeks to determine their eligibility. Any student with a grade of an F or 2 D's will be ineligible for one game and will continue to be ineligible until grades have improved. They are to attend practice and games but not play in the games. Coaches must follow eligibility rules, if coaches do not follow these rules the sports season will be forfeited. Coaches are encouraged to do a weekly grade check to know how their student/athletes are doing in class.

If a student athlete is referred to the Principal for a disciplinary purpose, he/she will be suspended for one game. If a student has a Detention they are ineligible for games but can attend practice after detention is served. If Suspended they are ineligible to play in games or participate in practices until punishment is complete.

All students and parents must attend an **Organizational Sports Meeting** at the beginning of the school year and sign a commitment form stating the parent/child will complete the sport season in its entirety, drive to away games, and help their child stay eligible. If student athlete quits a sport after two weeks of practice, the student will not be eligible to participate

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in any other sport for that school year. If parent does not attend sports meeting the player will not be able to participate in any sports until cleared by the Athletic Director.

If a student is absent from school, for any reason, they are **not allowed** to participate in a practice or a game on that day. **Student must be at school a minimum of four hours** in order to be eligible to play in a sporting event that afternoon or evening.

Uniforms must be taken care of; if lost or damaged the player is responsible and must pay to replace the uniform. Uniforms must be turned in two days after the season ends.

Youth Music Ministry Program

Children's Choir (Grades 2-4)

An introduction to choral singing which teaches children to use their vocal instrument, experience rhythm and creatively express themselves in song. The Children's choir will lead various liturgies throughout the year and will perform in a Christmas Concert and a Spring Concert. Singers must make a reliable commitment to weekly rehearsals throughout the program.

Junior High Choir (Grades 5-8)

An intermediate-level choir which teaches vocal technique and the foundations of part singing. This ensemble will practice proper use of their vocal instruments while preparing to sing at assigned liturgies throughout the year, as well as perform at a Christmas Concert and a Spring Concert, and participate in a choral festival. Singers must make a reliable commitment to weekly rehearsals throughout the program.

Spring Musicals (2nd-8th Grade)

Our Lady of Perpetual Help School produces a yearly spring musical. Combining the elements of theater, music, and dance; Musical theater addresses the skills which benefit children's education and development in five general areas: physical development/kinesthetic skills, artistic development /drama and theater skills, mental development/thinking skills, personal development, and social development/interpersonal skills.

Library

Each class is scheduled to go to the library once a week to checkout books and receive library skills instructions. Students are to return their books to the library within a week of checkout. After an absence, students should return their library books on the first day they return to school with notice of number of days absent to avoid being charged an overdue fine. This is the responsibility of the student. Late charges must be taken care of before another book can be checked out. Overdue books carry a ten-cent charge per book per day fine for the days that the library book is not returned to a maximum of \$5.00 fine per book.

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Students are instructed to report any damage to books immediately to the librarian. Please do not attempt to repair books at home. We have special supplies that are used for repair of the books. Damage not deemed normal wear and tear will carry a fine.

Lost or damaged books must be paid for, and all overdue fines paid, before a student can be granted check-out privileges again or given his/her report card. The Librarian must be notified before a pupil moves away or transfers from Our Lady of Perpetual Help Catholic School to ensure all books have been returned or fines have been collected.

Student Council

The purpose of this organization is to promote the ideals of good citizenship, positive relationships among students, school morale, orderly direction of school activities/assemblies and the general welfare of Our Lady of Perpetual Help Catholic School.

The Student Council shall consist of elected officials and two representatives from each grade. The moderator is a member of the faculty.

Student Council Commissioners must maintain a "B" average in all subjects and no grade less than an S in the non-academic areas of work, study habits and social development to be eligible. If they become ineligible for more than a quarter and a half, they will be removed from office.

Representatives must maintain a "C" in all subjects and no grade less than an S in the non-academic areas of work and study habits and social development to be eligible. If they become ineligible for more than a quarter and a half they will be removed from office. As in sports, the grades are assessed at the time of progress reports and the end of the quarter. More stringent rules apply for the Student Council because they are to be the role models for their peers.

If any member of Student Council is punished for any Major Offense in the Discipline Policy they will be removed from Student Council immediately.

Off Campus Activities

Our Lady of Perpetual Help Catholic School, we expect our students to demonstrate responsible social behavior both on and off campus and we expect them to conduct themselves as good citizens in our local communities in accordance with the law, our Code of Conduct, and Catholic teachings. While we cannot police every violation that occurs off campus, and Our Lady of Perpetual Help Catholic School will not be held legally responsible, or financially liable for the behavior of our students off campus, the school's Code of Conduct will remain in effect at all times, when school is in session and when school is not in session. Students and student groups are expected to conduct themselves as representatives of the Our Lady of Perpetual Help community at all times, whether on or off campus, and whether they are in uniform or not.

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Generally, our Code of Conduct prohibits misconduct on school premises, at school sponsored events, activities off-campus, and at any location where a student is engaged in an official school activity, or in any activity that is sponsored by school officials, or in any way connected to Our Lady of Perpetual Help. (Such as a field trip, athletic contests, club activity, dance, etc.) In addition, we reserve the right to review any occurrence of student behavior off-campus, even if that behavior does not occur in, or is not related to a school activity. We reserve the right to discipline that student, if the behavior violates our Code of Conduct and if it directly impacts the school, or has, or may have a negative effect upon the school's reputation.

As such, any off-campus violation (s) by a Our Lady of Perpetual Help student of a criminal law or the Code of Conduct that brings the school into disrepute, that adversely affects the school's educational mission, objectives, and/or interests of Our Lady of Perpetual Help community, or that seriously affects the ability of our school to continue its normal activities, will be subject to review and discipline. Our Lady of Perpetual Help students are subject to all city, state, and federal laws and shall be accountable to our courts for any violations of such laws. If we become aware of a charge alleging that an Our Lady of Perpetual Help student has violated, while on or off campus, a city, state or federal law, we may institute a school investigation into that conduct, and that student may be subject to disciplinary proceedings, without regard to the pendency of any civil or criminal litigation, and regardless of whether any criminal arrest or prosecution has taken place.

Upon receipt of a complaint alleging off campus student misconduct, the Principal and/or Asst. Principal will, in their sole discretion, review the allegations to determine the school's jurisdiction over such conduct and determine the appropriate course of action to be taken against that student.

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MEDICATION

Our Lady of Perpetual Help Catholic School personnel/volunteers are not permitted to give medication of any kind prescription or non-prescription. We must receive parent permission in writing, that the medication is needed. Any student requiring medication **MUST** follow the guidelines given by the school. These guidelines are:

- There must be a written order from the physician, stating the name of the medicine, the dosage, and the time it must be given.
- All medication bottles must have a pharmacy label and the label must have students name on it.
- There must be written permission from the parents to allow the school to administer the medicine on the appropriate form. (Appendix A)
- The medicine must be delivered to the school office **by the parent or guardian in the original prescription container**, or if it is over the counter medication, in the **original container with all warnings and directions intact**. Students may not have any medication in their possession.
- All medications will be administered in the health or school office.
- Inhalers must be kept in the office during school hours. Students may take their inhalers with them for sport or other activities after school.

A consent form must be filled out before any medication will be given to a student. This medication permit is incorporated into the medication record that becomes a part of the child's health record.

Screening Programs

Health screening programs are conducted throughout the year. These include: height, weight and blood pressure for all grades; hearing and vision per state guideline..

Referrals for height, weight, and blood pressure are based on national guidelines and/or recommendations of the American Academy of Pediatrics.

Parents are notified in writing if a child fails a screening and/or re-screening. This referral is not a "diagnosis" but merely an indication that medical follow up is needed. Occasionally, a child who has passed the initial screening may develop a problem as the year progresses (e.g. vision deterioration, middle ear problems, etc.). The nurse will repeat the screening at the parent's or teacher's request pending availability of appropriate testing equipment. Parents are always encouraged to seek medical advice if a delay in re-screening might affect educational performance or adaptation.

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Physical Activity Restrictions

In the event that crutches are necessary for mobility, parents are responsible to supply the crutches with medical instructions for safe use.

Students who must be restricted from activity in P.E. or recess must bring a written excuse from the parent or physician. This note must be presented to the school nurse who will forward the information to the homeroom and/or P.E. teacher. During the restricted activity, students must report to the nurse if a teacher is not available to supervise them. Supervision will be provided in the office staff.

A student may be withheld from P.E. and/or recess at the school nurse's discretion if participation would be detrimental to the child's health or safety.

A student may be excused from P.E. classes:

- a. Temporarily (3 days or less) because of an illness or physical condition, if a note is sent from the parents explaining the nature of the illness/condition or exercise/activity limitation.
- b. Long-term (more than 3 days) because of an illness or physical condition, if a note from the physician is sent which explains the reason and duration of non-participation. A student may be excused from a particular exercise or activity.

AIDS

A child testing HIV positive will be allowed to attend school in an unrestricted setting if the child's physician documents that the child's health will allow participation in normal program activities and if health changes are updated periodically. All health records will be confidential in accordance with the law.

The enrollment of students testing HIV positive and procedures for caring for the child testing HIV positive will follow the Diocesan policies. These will be on file at the school for anyone wishing for more information.

Accident Insurance

Any student enrolled in a Diocese of Phoenix Preschool, Kindergarten, Elementary, or Secondary school will be provided accident insurance while:

On school grounds when school is in session; taking part in a school sponsored and supervised activity, attending school sponsored and supervised activity, attending school sponsored and supervised religious services or instruction.

If students suffer a covered "accidental" injury, they will be eligible for benefits by completing the proper claim documentation which will be available in the school office.

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Transportation Policy for Field Trips and Sport Events:

Parents providing transportation for Our Lady of Perpetual Help sponsored events must comply with the following:

1. Driver must have a good driving record and be fully covered by insurance according to the Diocesan form.
2. Two adults must be present in each vehicle.
3. Drivers/chaperones must have been trained in the Diocesan "Call to Protect".
4. Drivers must not be under the influence of medication or alcohol, which could affect their driving.
5. Drivers/chaperones supervise students who are riding in their cars and report misconduct.
6. Drivers/chaperones assist the teacher or coach as much as possible, remembering that the teacher or coach is in charge of the event or trip.
7. Drivers/chaperones are not to bring other children when driving without the approval of the teacher and principal.
8. Driver/chaperons must not leave the site of the event and may not make any unscheduled stops when driving to and from the event.
9. Vehicles used for trips are to provide seat belts for all riders.
10. Students will not be allowed to sit in a seat that is equipped with an active air bag.
11. Minimum age for a driver is 25 years of age.
12. School busses are preferred.

Failure to comply with the transportation policy of the school will be grounds to prohibit chaperoning future events.

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SCHOOL UNIFORM

School uniforms have been a part of Catholic schools since their inception. They serve multiple purposes in enhancing the environment for children. Uniforms create a sense of oneness preventing children from determining their identity or others by the clothes they wear, the name brands, and the endorsements on their sneakers, etc. Our faith tells us that God has created us all equally; that no one person is better than another. We are all cherished and loved by God, because God made us.

We ask parents to be our partners in enforcing our accepted uniform practices. We have spent sessions in faculty meetings determining what standards we feel would best serve the students at Our Lady of Perpetual Help Catholic School.. During this school year, the following policies will be strictly enforced.

Each morning, the teachers will check to see that each student is dressed according to our guidelines. If a child is out of uniform and the violation is in a manner not readily correctable, parents will be contacted and asked to correct the situation or to remove the student from campus. If an appropriate substitution can be located in the school's used uniform supply the item may be loaned to the student with the expectation that it will be laundered and returned to the school as soon as possible. Our goal is to spend our efforts and energy educating children not reminding them about their uniform requirements.

PRESCHOOL

Children in the Preschool Program are to wear OLPH navy t-shirts and students in the in the Pre-Kindergarten Program are to wear a royal blue t-shirt. All of the children are to wear uniform khaki shorts/skort or slacks.

GIRLS

Kindergarten - Fourth Grades:

Wear Wilson plaid - knife pleat uniform **jumper or skort only**, with a navy blue OLPH uniform shirt (jumper or skort must touch the knee). **No cargo, leggings or name brand such as Dickies or jean pants may be worn.**

Optional during cooler weather: **Long sleeved navy shirt** may be worn under the polo school shirt. Students may wear navy blue sweatpants on PE days, only. Sweatshirts that have our school logo may be worn in the classroom. Any other colors of jackets or sweatshirts must be removed when students are in the classroom or church.

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Fourth – Eighth Grades:

Wear Wilson plaid - knife pleat uniform **skirt or skort only**, (skirt/skort must touch the knee). Fifth through Eighth Grade students may wear either a white or navy blue uniform shirt. Uniforms are designed to be comfortable. Sweatshirts that have our school logo may be worn in the classroom. Any other colors of jackets or sweatshirts **must be removed** when students are in class.

Optional during cooler weather: Girls may wear white or navy blue knee high socks or footed tights with their dress uniform. Name brand pants are not part of our uniform and may not be worn. Students may wear OLPH navy blue sweatshirts in the classroom. All other outer wear **must be removed** while students are in class.

BOYS

Kindergarten – Eighth Grade

Khaki uniform pants or shorts with a navy blue OLPH uniform shirt for Kindergarten through Eighth Grade. Students in Fifth through Eighth Grade may opt to wear a white OLPH uniform shirt. No cargo pants, brand name pants, or jeans may be worn. Only short sleeve white undershirts may be worn under polo shirt.

Optional during cooler weather:

Long khaki school uniform pants. (Purchased through Dennis Uniform) A long sleeved shirt that matches the colored short sleeved school uniform shirt may be worn underneath. Any student may wear school logo navy blue or red sweatshirt in the classroom during cooler weather. Any other non uniform shirts **must be removed** while the students are in class.

Physical Education

Kindergarten through Eighth grade students will have PE. Students in 5th – 8th grade are required to wear their OLPH Physical Education uniform t-shirt and shorts for PE class. It is recommended that students wear tennis shoes to school. During the cooler months, navy blue sweatpants are permissible for PE class. No other colors are permitted.

ALL STUDENTS

Student shirts must be tucked in at ALL times - NO exceptions. Rolling or turning a shirt under does not constitute being tucked in; skirt waistbands and belts must be visible. SOLID brown or black belts must be worn in Third through Eighth Grades. Kindergarten girls and boys are encouraged to wear elastic waist pants/shorts. Preschool through Second Grade students do not need belts.

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NOTE: No hair coloring, highlighting, hair accessories (i.e. hair beading), no shaved patterns, no tattoos...real or pretend are permitted at OLPH. Boys' hair is to be neatly cut and combed and appropriately styled, above the ears, eyebrows, and collar in length, and NOT distracting to student or others. Boys should have a simple haircut - ears, neck, and forehead must be clear, no fad/mod cuts. Boys are not permitted to have any facial hair. This applies all year round. Girls may use hair ties and clips, which keeps their hair out of their face. Girls may not wear nail polish or make-up during school hours. Hair spray, perfume/cologne is not permitted to be used on campus because of the problems it causes for children with asthma.

Jewelry: Girls and boys are allowed to wear the following items:

- One ring on any of their ten fingers
- One watch or bracelet
- A necklace with a religious object may be worn that **must** be tucked into the student's shirt
- **Girls (only)** may wear one pair of post earrings that do not hang below their earlobe, NO HOOPS.
- **Pre-k girls are only allowed to wear one pair of post earrings, no other jewelry allowed.**

Shoes: Athletic/tennis shoes that are appropriately size. Shoes should not have lights, wheels or have any thick sole or heels, which are elevated. No sandals may be worn.

Tennis shoes must be neutral colors (**solid white, navy, or black**) and the shoelaces laces must be black, white or navy. Laces should be FLAT, not oval or cylindrical, as these do not stay tied. Shoe laces must be visibly tied at all times. Shoes must meet uniform standards.

Students in preschool, pre-kindergarten and kindergarten are required to wear Velcro tennis shoes only.

Socks: **White or black socks only** must be worn and must be ankle high. During the winter, girls may wear **white or navy blue tights or knee high socks** with their dress uniforms. (No other colors are allowed)

Jackets: Students may wear any jacket while outside. Inside the classrooms, students must wear school attire, which is either navy blue school logo sweat shirt. No exceptions are allowed.

This uniform policy is in effect from the time a student enters campus until he/she leaves campus.

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Parents, please take some time each day to make sure your child is dressed in their proper uniform. **If children are out of uniform at school at any time, parents will be contacted and asked to bring the proper clothing for OLPH.** Parents will need to make sure their child complies with our uniform policy.

Uniforms skirts, skorts, and jumpers may be purchased from:

**Dennis Uniform Mfg. Co.
2716 N 68th Street, Suite 4
Scottsdale, AZ 85257
(602) 220 - 0302**

Shirts, sweatshirts and PE uniforms may also be purchased through Magnalite Company but are available in the school office.

**Uniform shorts and pants may be purchased at another store but they must be a uniform style. If you are unsure please contact the school office for clarification.

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WELLNESS PROGRAM

The Diocese of Phoenix Catholic Schools and Our Lady of Perpetual Help Catholic School are committed to the development of the whole child – spiritual, mental, emotional and physical. We are called by our baptism to exercise a committed stewardship in each of these areas. The Gospel teaches us that we are God-given vessels of the Holy Spirit; as such we must care for this sacred gift from God, our physical well-being. Because of this commitment, we have implemented a wellness policy that helps us to foster a physically healthy lifestyle for our children.

Our Lady of Perpetual Help Catholic School is committed to providing a school environment that promotes and protects children’s health, well-being, and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their body.

The following components are addressed within our Wellness Program:

- A. Nutritional Guidelines
- B. Nutritional Education
- C. Physical Activity
- D. Other School-Based Activities
- E. Parent and Staff Involvement
- F. Evaluation

- The faculty and staff will continue to implement the Diocesan Policy throughout the 2017-2018 school year.
- New guidelines on healthy eating and healthy activities will be developed at school.
- Food treats, as rewards, **will not be given** to the student by faculty and staff during school hours.
- **Parents/guardians are encouraged to make sure their child’s school lunch is a healthy lunch which means NO SODA, NO CANDY, NO HIGH FAT ITEMS, and NO HIGH SUGAR ITEMS.**
- **Parents/guardians are encouraged to pack snacks that are healthy – (See Birthday Treat suggestions.)**
- **When bringing a Birthday Treat to be shared, make sure it is a healthy treat for all students.**
- **Suggested Treats for Birthdays: Graham Crackers, Pretzels, Apple Slices, Cheese Sticks, Popcorn (Non-Sugar Coated), Raisins, Crackers, Carrot Sticks, Yogurt Tubes, Grapes, etc. (No cupcakes please)**
- We ask for parental support in achieving all of these activities.
- Non-healthy treats brought to school by parents/guardians will not be allowed and we will ask the parents to take them

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GENERAL INFORMATION

Accreditation

Our Lady of Perpetual Help Catholic School is accredited by the Western Catholic Educational Association and North Central Association.

Office hours

The school office is open Monday – Thursday from 7:30 am – 4:00 pm and Friday from 7:30 a.m. to 1:30 p.m.

Newsletters

Our Lady of Perpetual Help Catholic School weekly newsletters will be on the web.

The weekly newsletters will be distributed via email on Wednesdays from the Principal and School to inform the school community of upcoming events, results of activities, and information that is important for the schools families to know and to acknowledge.

Parish Bulletin

The Parish Bulletin will have newsworthy notices to keep the Our Lady of Perpetual Help parishioners and friends informed. Every effort will be made to recognize accomplishments of Our Lady of Perpetual Help students, upcoming events, and results of activities that pertain to the school. This is to broaden communication with the parish community as well as communication with the parents and students.

Emergency

If the school must be closed for an emergency such as flooding, please listen to the radio or other form of media for an announcement. **All families must keep the school informed of current telephone numbers and e-mail addresses.**

Emergency Card

A current emergency card for each family must be on file in the school office. Please notify the school immediately of any changes during the year.

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Field Trips

Classes are encouraged to take one field trip per semester of an educational nature. All students in the class are expected to participate in the field trip. However, field trips are a privilege, not a right. Parents will be asked to act as chaperones on field trips.

If a bus is the mode of transportation all students must ride on the bus to and from the field trip and parents are to drive their cars. **Parents that are going on the field trip cannot take their own children, or other family members that are not directly associated with that trip.**

The school provides its official form for a field trip. Students who fail to submit this official form will not be allowed to participate in the field trip. Telephone calls will **NOT** be accepted in lieu of the official form. Parents have the right to refuse permission for their child to participate in a field trip.

Transportation Policy for field Trips and Sport Events:

Parents providing transportation for Our Lady of Perpetual Help Catholic School sponsored events must comply with the Our Lady of Perpetual Help chaperone policy.

Failure to comply with the transportation policy of the school will be grounds to prohibit chaperoning future events.

Grievance Procedure

It is natural that questions and grievance may arise during the course of a school year. All must be handled according to the following procedures:

1. Contact the teacher involved by setting up an appointment.
2. Meet with the teacher involved. If the matter is not resolved at this level, then proceed to step three.
3. If a satisfactory agreement has not been reached, contact the Principal.
4. Should the matter not be resolved, the Principal will inform the person making the complaint whom to contact next if there is any further recourse.

Failure to follow the above due process procedures will result in forfeiting the right to appeal.

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Lunch Program

Students may bring their lunch or purchase a lunch. Our Lady of Perpetual Help Catholic School participates in the Federal Milk and Lunch Program. **Free or reduced lunch and milk will be provided to students that are eligible.**

If for some reason, the students have lunch brought to school after the start of the school day, then it is to be brought to the school office, not the classroom. **NO FAST FOOD LUNCHES ARE ALLOWED.**

Lunch menus will be sent home monthly and payment is due one month in advance.

Students who have not paid for their lunch in advance will not receive a hot lunch but will receive a modified lunch for that day. Notification will go home that you are out of lunches.

Our Lady of Perpetual Help Catholic School will begin a **free breakfast program** for the 2017-2018 school year. All students are encouraged to have breakfast in the classroom to set them up for success for the day. Menus will be sent home beginning in September.

School Phones

The school phone should be used for school business. Students may only use the school phone in case of emergency. They are not to use the phone to arrange last minute activities.

Birthday Parties

On your child's birthday he/she may bring small store bought treats for the entire class. Treats should be discussed with the teacher prior to the child's birthday. Ask the teacher if there are any foods to avoid for students with food allergies or other conditions. **NO party invitations may be handed out at school unless the entire class is invited or all the girls or all the boys are invited. (The teacher will distribute)**

All birthday party treats must be healthy, no cupcakes are allowed.

**When a student celebrates his/her birthday, the student may wear "free dress" according to the above rules of dress code.

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Asbestos Statement

June, 2017

Dear Parents/ Teachers/ Employees:

This informational letter comes to you at the direction of the United States Environmental Protection Agency (EPA). The Agency requires all schools to inspect their buildings, and facilities, and to identify, sample, and analyze all friable and non-friable building material that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The Asbestos in Schools Rule and the Asbestos Hazard Emergency Response Act (AHERA) regulation further requires that all parent's, teachers, and employees of schools where asbestos is found be notified. This requirement will be part of an inspection and management plan that will eventually be on file at our school.

The Asbestos Office of the Diocese of Phoenix has conducted an inspection of our entire school facility. Any friable asbestos containing material that has been found to be damaged has been repaired or removed in accordance with the Rules and Regulations of the United States Environmental Protection Agency. The non-friable asbestos containing material will be maintained as it is and be re-inspected visually every six months for any physical damage until it eventually removed.

Repair and removal are done by contractors experienced and certified in this type of work. After repair or removal, an extensive survey is completed to ensure that all the school areas are safe and free of asbestos fibers.

Sincerely,

Mrs. Catherine Lucero
Principal

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Student Internet Use Policy

We are pleased to offer students of Our Lady of Perpetual Help Catholic School access to the internet for educational purposes, e-mail and information searches. To gain access to the internet, all students must obtain parental permission and must sign and return the consent form to the computer lab.

Access to the internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with internet users throughout the world. Families should be warned that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Currently the system is equipped with a filter to block inappropriate websites as much as possible.

We believe that the benefits to students from access to the internet in the form of information, resource, and opportunities for collaboration exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Our Lady of Perpetual Help Catholic School supports and respects each family's right to decide whether or not to apply to access.

The following board-approved guidelines will govern our use of the internet:

- Students will communicate only under the direction of the teacher
- Teachers will guide students toward appropriate materials
- Access to the school internet account will only be available at school during regular school hours
- Students are expected to use appropriate Netiquette at school and at home. All activity deemed unacceptable, inappropriate, or illegal by Our Lady of Perpetual Help is prohibited
- Plagiarism of any electronic document is not acceptable
- Students will have initial access only to teachers approved links
- Information will only be gathered from the internet, not posted to the internet
- The use of the internet for non-school related activities is not acceptable
- Gaining unauthorized access to resources or entities is not acceptable. Use appropriate language at school and at home
- Harassing, insulting or attacking others is prohibited
- Damaging computers, computer systems, or networks is prohibited
- Downloading or installing any commercial software, shareware, or freeware onto computers, network drives, or disks including personal CD's is prohibited
- Students will also follow all school rules and policies as stated in the student/parent handbook when using the internet access

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The students are expected to exercise responsible behavior when on the internet. Violation of the above guidelines will result in losing your internet privileges. Serious violations will be reported to the Principal for review and may also result in further disciplinary action which may include suspensions or required withdrawal.

Emergency Drills

A loud, continuous sound signals a fire drill. Drills are scheduled monthly to teach students the safest, quickest route to exit from the school building. Students are asked to follow these procedures during an emergency drill:

- Follow teachers directions
- Leave all work, line up , and do not talk while moving quickly to the nearest exit
- Know the emergency exit route from each room in which the student has a class, routes are posted in each classroom.
- Walk in a line until reaching the designated area without talking
- Remain in line facing the school building and wait until the teacher gives the direction to return to the classroom

Crisis Plan

The school has a crisis plan in place. Crisis drills are conducted quarterly. Normally, these are “lock down” drills, but may also involve evacuation to a safe area. In the event of a true emergency, parents will be notified. Therefore, it is very important that the office have your current email or phone number so we can send out a Flocknote for notification.

Each class is equipped with a Crisis Kit in case of a long lock down or possible injury in the classroom. A copy of the Crisis Plan is on file in the school office for any parent to view.

Counseling

With certain exceptions, any and all information regarding your child’s and family’s guidance at Our Lady of Perpetual Help Catholic School is kept strictly confidential. Any information regarding sexual behavior or the use, possession, or distribution of drugs/alcohol becomes known, that information will be shared with parent/guardian of the students. Under certain circumstances, we may be required, or allowed to reveal information obtained in guidance sessions, on a need to know basis, without parent’s prior consent. Confidentiality cannot be guaranteed under the following circumstances: threats of suicide or serious physical harm to self or others, court order to release records or other information about your child’s school guidance, including test results, evaluations, attendance and progress, referral to another professional e.g., for the purpose of testing and evaluation, consultation with or supervision by another counseling professional, any behavior or situation where disclosure of information is required by applicable law(i.e. abuse, bullying, sexting, child pornography, use of illegal substance).

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EXTENDED DAY CARE STATEMENT OF SERVICES

Extended Care is provided to Our Lady of Perpetual Help families and is available afternoon at the end of the school day until 6 PM. Every student is eligible to attend; **there is a \$35 application fee per family.**

Each child must have a current Emergency Card (Blue Card) on file. The program will include snack, organized activities, free play, and time for study. Children must be signed out of the program by an adult listed on the Blue Card. If a parent does not pick up their child by 6:00 p.m., **they will be charged \$1.00 per minute** for every minute after 6 PM. If this becomes a problem, the parent/guardian may be required to remove their child from the program. Parents will be asked to pay weekly. **Our rates this year are \$4.00 per hour..**

Morning Care begins at 6:30 am and the fee is \$2.00 per child. The teacher will take the children out to the playground at 7:20 am and the preschool children to their classroom at 7:20 am.

Any family who exceeds 45 day of non-payment will not be eligible to continue to attend Extended Day until the balance is paid.

Participation in Extended Day Care is reserved for those students who abide by the rules and are respectful to the supervisory staff. If students choose to act inappropriately, they will not be allowed to attend Extended Day Care for a period of specified time or the remainder of the year.

Extended Day is licensed and regulated by the Arizona Department of Health Services/Child Care Licensure, 150 North 18th Ave., Suite 400, Phoenix, AZ 85007, 602-364-2539. Annual inspections are conducted by the Arizona Department of Child Care Licensure and reports of the inspections are available upon request.

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FAMILY OBLIGATION REQUIREMENTS AND ORGANIZATIONS

Fundraising is one source that keeps tuition affordable and every family is required to participate. Listed below are your required obligations. **If you do not participate your tuition rate will change and you will be assess \$500 for non-participation. Thank you for your full participation in all fundraisers.

- Festival
- Candy bar sale
- Homeroom Dinner
- Jog-a-thon

Parent/Family Service Hours

All parents are required to give 20 hours per semester of service to the school (a total of 40 hours per year). A list of service options is available in the school office.

- Each family is required to work a minimum of 8 hours at the Festival
- Each family is required to work a minimum of 2 hours at each of their children's School Dinner and/or make a donation. (Before, during or clean up)
- A list of volunteer opportunities will be listed on the back of each monthly calendar that goes home.
- You may contact your child's teacher or the school office for assistance with service hour ideas.

SCRIP Program

Our NEW SCRIP Program:

- **Each family will receive a \$25 gift card to Walmart each quarter when they purchase \$250 in SCRIP or reloadable gift card.**
- **This incentive will be done quarterly**

SCRIP can be ordered on Monday and will be available for pick up on Friday.

Fundraisers:

- Sell one or two box of candy bars per child
- Cookie dough orders
- Pledge a minimum of \$25 per child in the Jog-a-thon
- Participate in the Annual Golf Tournament
- Sport Extravaganza
- Father Daughter Dance
- Mother Son Bingo Brunch

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- Homeroom Dinners

Families of students in:	Hours Required per Semester
Preschool through Eighth	20

First semester runs from August through December (up to Christmas break) and the second semester runs from January through May (week prior to last day).

The appropriate number of volunteer hours must be completed within each semester as a commitment to being a parent at OLPH.

All hours not completed, each family will be charged \$5 per hour not completed.

PARENT ORGANIZATIONS

School Advisory Board

The School Advisory Board adheres to the Diocesan School Policies. The School Advisory Board reviews and offers recommendations to the Pastor and/or the Principal on the school's budget and any potential funding/financial opportunities. The Advisory Board derives its advisory duties from Diocesan policy and is accountable to the Pastor, Principal, and Diocesan School Board.

OLPH Knights Club

All parents/students are automatically members of the OLPH KNIGHTS CLUB. Therefore, there is no need to sign up. The mission of the KNIGHTS CLUB is to add to the life of the school by participating in a variety of committees and activities. Some of these committees include fundraising, social events, communication, Booster Club, Alumni Association, etc.

Meetings will be held regularly during the school year. All parents are asked to attend these meetings. Part of the focus of the meetings will be to discuss and plan various school activities coming up. Therefore, parents will hopefully take a very participative role. Parents receive one hour of volunteer credit for attending each meeting and should submit a completed volunteer sheet to the school office.

Rights of the school or the Principal to amend the Handbook

The school or the Principal retain the right to amend the handbook for just cause and parents will be given prompt notification when changes are made.

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REQUEST FOR IN-SCHOOL ADMINISTRATION OF MEDICATION

Our Lady of Perpetual Help Catholic School personnel/volunteers are not permitted to give medication of any kind (prescription and non-prescription) unless the student's parent/ guardian authorizes, in writing, that the medication is needed. The parent's/guardian's authorization must be accompanied by written physician authorization for prescription medication. This authorization form is provided for this purpose. Medication must be delivered to the school with the label intact. The label on prescription medication must include the student's name, date of expiration, and directions for use (i.e., dosage; when to consume, what, if anything to eat or drink when consuming). If it is necessary that medication be administered while the student is at school, the following information must be provided:

NAME OF CHILD: _____ BIRTHDATE: _____
HEIGHT OF CHILD: _____ WEIGHT OF CHILD: _____
OTHER MEDICATION BEING TAKEN BY THE CHILD: _____

For prescription medications, the physician must complete this required information:

Name of medication: _____
Serial number of medication: _____
Strength of medication: _____
Reason medication is provided: _____

Are other medications contraindicated? _____
Form of medication to be given is circled below:
Tablet Pill Capsule Liquid Inhalation Injection
Other (specify): _____
How often or what time is medication to be given?

Potential reaction to medication: _____
Possible side effects: _____

Emergency treatment: _____

Storage instructions: _____
Date medication is to be discontinued: _____

Physician Signature _____ Phone Number _____

Print Physician's Name _____

I consent to administration of medication indicated above and to be responsible for maintaining an adequate supply of medication at OLPH School to meet the child's needs.

Parent/Guardian Signature

Home Phone

Print Parent/Guardian Name

Work Phone

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PARENT OR GUARDIAN RELEASE FORM

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Internet Terms, Conditions and Regulations of the Acceptable Use Policy. I understand that this access is designated for educational purposes. However, I also recognize it is impossible for the Diocese of Phoenix Catholic Schools Office to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that information on this form is correct.

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PARENT LETTER

Dear Parents:

Your child has qualified to receive an Internet account and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations and students around the world. An Internet account allows your child the opportunity to reach out to many other people to share information, learn concepts, and research subjects.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed Access Release form and the Acceptable Use Policy and discuss it together. When your child is given an account and password to use on the computer, it is extremely important that the rules be followed. Failure to follow the rule will result in the loss of the privilege to use this educational tool.

Remember that you are legally responsible for your child's actions. Please stress to your child the importance of using only his or her own account and password, and the importance of keeping it a secret from other students. Under NO circumstances should your child let anyone else use his or her account and password.

Although we have established acceptable use policies, please be aware that there may be unacceptable material or communications on the Internet that your child can access. We cannot control material available on other computer systems. After you have read and discussed this with your child and if you agree to allow your child to have an Internet account, please sign the Authorization form and return it to your school.

Sincerely,
School Staff

Student Name (PLEASE PRINT)

Grade

Parent/Guardian Name PRINTED

Parent/Guardian Signature

Date

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**STATEMENT OF KNOWLEDGE OF CONTENTS OF HANDBOOK FOR PARENTS
AND STUDENTS**

In signing this agreement, parents and students are acknowledging that they are familiar with the contents of our Parent/Student Handbook

Family Name _____

Parent/Guardian: _____
(Signature)

Date: _____

STATEMENT OF KNOWLEDGE OF CONTENTS OF HANDBOOK

Please complete, detach and return this form below for **each** child. Every classroom teacher must have this on file in their room for each student.

We have read this handbook of Our Lady of Perpetual Help Catholic School and agree to cooperate in fulfilling its requirements to the best of our ability. We have discussed its contents with our child/children.

Family Name _____

Parent/Guardian: _____
(Signature)

Date: _____