



**OLPH**  
Glendale

**OUR LADY OF PERPETUAL HELP CATHOLIC  
SCHOOL PARENT AND STUDENT HANDBOOK  
2025-2026**

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

## **OUR MISSION**

We are a Roman Catholic Community committed to teaching and living the Gospel within a globalized context. We celebrate God's gifts through academic excellence, sacramental life, and community outreach.

## **OUR VISION**

Our school is renowned for its exceptional academic standards, preparing students to excel through innovative thinking, ethical integrity, and a deep-rooted Catholic faith. We stand as a beacon of educational excellence, inspiring and shaping future leaders.

## **OUR 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 that encompasses core Catholic principles and a strong academic foundation. This education will provide for each child's lifelong spiritual, emotional, and physical growth, and is rooted in respect for self and others.

## **Student Learning Expectations**

### **Primary version**

#### **Our Catholic Faith**

- Learn about our Roman Catholic Faith.
- Uses prayer to grow closer to God.
- Participates in the life of the church.
- Lives the teaching of the bible.
- Helps in the community.

#### **Life Long Learner**

- Learns and uses information.
- Is a problem solver.
- Makes good Catholic choices.
- Sets and achieves goals.
- Uses time wisely.
- Cooperates and follows directions.
- Uses study skills.

#### **Proficient Communicator**

- Communicate ideas.
- Uses technology appropriately.
- Expresses wants and needs.
- Works cooperatively with others.

#### **Humanitarian**

- Shows love to all God's Creation.
- Respect others and their belongings.
- Understands the responsibility of a good citizen.
- Accepts responsibility for their own actions.
- Expresses patriotism.

## **Our Lady of Perpetual Help Catholic School Student Learning Expectations**

We will promote and encourage

#### **Our Catholic Faith:**

- 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

Life Long Learner who:

- Analyses, synthesizes, and evaluates information
- Is an independent thinker and can apply problem-solving techniques
- Considers alternatives and makes effective Catholic moral choices
- 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 the diocesan curriculum
- Uses study skills and research effectively
- Maximizes opportunity to exceed minimum requirements

Proficient 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

Humanitarian 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

### **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 community, parents are expected to actively participate in school functions, closely monitor their student's academic progress, and promote their child's spiritual growth by attending Mass.

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

Our Lady of Perpetual Help strives to ensure that every student receives the support they need academically, socially, and spiritually. If it is believed that the school cannot provide necessary services or accommodations to meet a student's needs effectively, the school reserves the right to decline admission.

**Engaging in gossip and displaying negative attitudes set a poor example for children, undermine our school community, and are considered inappropriate. Such conduct will not be tolerated. Parents who exhibit this behavior may be asked to not re-enroll their children, and in severe instances, may be requested to withdraw their children from the school before the academic year concludes.**

#### **Age Requirements**

- Diocesan policy requires that students are five (5) years of age by August 31<sup>st</sup> to be eligible for admission to kindergarten.
- First Grade students are required to be six (6) years of age by August 31st to be eligible for admission.
- Students in Preschool must be three years of age by August 31st to be eligible for admission into the Preschool Program.

#### **New Students**

All new and re-enrolling students at Our Lady of Perpetual Help Catholic School as transfer students are on a probationary basis for the first year. This probationary period allows the school to assess the student's academic performance, behavior, and overall adjustment to the school environment to ensure it is a good fit for both the student and the school community. During this time, the student's progress will be closely monitored, and continued enrollment will be contingent upon satisfactory performance in all areas. All new students are required to take an entry assessment in order to enroll.

All students entering our school 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, which we can address through appropriate support and instruction.

#### **Required Records**

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

- Official birth certificate
- Custody papers (if applicable)
- Baptismal certificate
- First communion certificate
- Confirmation certificate
- A current immunization record is required. Only medical exemptions will be accepted; no other exemptions are permitted
- Certificate of transfer from the school last attended (if applicable)
- Last report card (Grades 1-8)
- Achievement tests (AZMerit, Iowa, or other) (Grades 3-8)
- Registration packet with all the required forms
- **FACTS/Tuition fees**
- 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 school materials must be returned and financial obligations met before a transfer slip is issued. **Official records will be mailed directly to the new school.**

## 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.

### Tuition Fee for the 2025-2026 School Year

**Preschool - 8th grade: \$7,000 per child/per year**

#### **\*\*Exclusive to 8<sup>th</sup> Grade**

A \$100 fee is required to cover graduation-related expenses. **Participation in trips, retreats, and extracurricular activities is a privilege and is contingent upon students maintaining appropriate behavior, academic performance, and attendance.**

\*\* Please note that additional grade-level and athletic expenses are **not** included in tuition.

#### **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.

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. **All families must have an account and payment plan through FACTS.**

Options for payment are:

- a. **Full payment:** The entire amount of tuition is paid on or before July 1st for the upcoming school year. A discount of 3% 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.

## Financial Obligations

- All financial obligations must be current in order to attend your child's conferences and/or receive their report card. (Including their final report card of the school year)
- 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 \$50 or your child will not be eligible for services.
- Textbooks and materials will be checked out to students. Any late charges must be taken care of before other books can be checked out.

## Tuition Assistance

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 is available in the school office and are to be sent in to FAIR by April 15<sup>th</sup>. Applications are sent directly to FAIR to be processed.

### All families must apply for four scholarships:

CEA/Brophy/Arizona Leadership Fund/Arizona School Choice Trust or IBE before they can be considered for any other type of tuition assistance from Our Lady of Perpetual Help Catholic School.

The following organizations may also offer tuition assistance: AZ Scholarship Fund, AAA, and Pappas. 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.

## Late Payments

All payments are due at the selected due date. If payment is not received by the due date, a late fee will be assessed. All families are responsible for meeting their tuition obligation to Our Lady of Perpetual Help Catholic School in a timely manner. **Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the school office so that special arrangements and adjustments to your agreement can be made in writing.** This payment plan must be agreed upon by all parties.

## Tuition Delinquency

Any family whose tuition account falls two months behind and **has not made alternative arrangements with the office in writing**, will have their student/s report card held and may be removed or restricted from all extra-curricular activities (e.g. dances, class trips, sports, or club activities) No official school records will be released for any students until all financial obligations are completed.

Any eighth-grade student with outstanding tuition or fees due and **has not made alternative arrangements with the school administration in writing**, will not be able to participate in eighth grade activities and/or graduation ceremonies until all financial obligations have been met.

In the event that there is any outstanding tuition due by a family after June 15th, unless alternative arrangements have been made in writing and approved by the administration of Our Lady of Perpetual Help Catholic School, the family will not be enrolled for the following school year. The family will be able to re-enroll after their financial obligation has been met. However, the student's ability to return will be contingent on space availability in the grade/class in which he/she would have otherwise been placed.

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 re-submitting 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 administration, will be informed that their child or children will not be readmitted 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:

- Students will not be admitted on the first day of school if financial obligations and /or arrangements have not been met from the prior school year.
- 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.

## **Tuition Refunds**

Any families withdrawing students after August 1st shall be refunded the entire amount of tuition minus first month's payment. 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.

## **ACADEMIC POLICIES**

### **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. If a child seems to be spending an excessive amount of time on homework assignments, a conference with his/her teacher(s) may be necessary.

### **Late or Missing Homework Policy**

Homework is due at the beginning of class. Please check the late policy with your child's classroom teacher.

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

### **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

### **Parent/Teacher Conferences**

**Parent/Teacher conferences are scheduled during the first and third quarter.**

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.

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

### **Honor Roll for Second Grade – Eighth Grade**

#### **A Honor Roll**

1. Students must earn a grade of **A** or **Outstanding (O)** in all subjects.
2. No section of the report card may contain marks of **Satisfactory (S)**, **Improving (I)**, **Unsatisfactory (U)**, or **Needs Improvement (N)**.

#### **B Honor Roll**

1. Students may have grades of A or B
2. No grade may be lower than a B in any subject.
3. No section of the report card may contain marks of **Improving (I)**, **Unsatisfactory (U)**, or **Needs Improvement (N)**.

**\*\*Honor Roll will not be given to any student who has had any kind of suspension or has had more than five (5) unexcused absences.**

## **Progress Reports & Report Cards**

### **Student Progress**

Student progress can be tracked via FACTS. Please reach out to IT to receive access to student grades using your FACTS login.

### **Progress Reports**

Progress Reports are issued half-way through each quarter. The reports are issued to all parents via email.

### **Report Cards**

Report Cards are published at the end of each quarter. Reports are issued to all parents via email.

### **Explanation of grading: Kindergarten and First Grade.**

O = Outstanding

S = Satisfactory Progress

I = Improving

N = Needs Improvement

U = Unsatisfactory/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 Kinder – 8 will receive the following mark for Music, Art, and PE grades as follows:**

O = Outstanding

S = Satisfactory Progress

I = Improving

N = Needs Improvement

U = Unsatisfactory/Below Grade Level

### **Grade Scale for Grades 2-8**

**A 100-90**

**B 89-80**

**C 79-70**

**D 69-60**

**F 59-0**

### **Testing**

The following tests are administered by OLPH Glendale:

1. **Iowa Test of Basic Skills** is taken by students in grades 1 – 8.
2. **Cognitive Abilities** testing is taken by students in grades 3 and 6.
3. **Acadience testing** is taken three times a year by students in grades K – 6.
4. **STAR Reading and Math Program** is taken three times a year by students in grades 1-8
5. **iReady Math Diagnostic** is taken three times a year by students in K-8

### **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 administration, along with the parents, will meet with the student to develop an individual monitoring program to assist the student.

### **Promotion, Placement, and Retention**

**The required subjects are as follows: Religion, Math, Reading, English Language Arts, Social Studies, Science, Music, Art, and Physical Education.**

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

## Promotion

Preschool: 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; and identifies shapes.

Kindergarten: Recognition of the letters of the alphabet and their corresponding sound; ability to blend and read words; ability to write phrases with all the sounds they hear in the word; recognition of numbers 1 - 100; ability to count to 100 with numerical meaning; sufficient self-control; and social maturity.

Elementary Grades 1-3: 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, and science.

Elementary Grades 4-8: To be promoted from one grade level to the next a student shall attain an overall passing grade 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, writing, and spelling), mathematics, social studies, and science.

**After graduation/celebration for Eighth, Pre-K and Kindergarten, students do not attend classes for the remainder of the school year.**

## 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. In addition, students who are absent for more than **20 days** during the school year, regardless of the reason, **may be subject to retention** due to insufficient instructional time.

## ATTENDANCE AND SUPERVISION

### School Hours

Regular and punctual attendance is expected and required. The **School Office** is open from 7:10 AM until 3:30 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 - 8th Grade Hours

**Monday - Thursday = 7:30 am - 3:00 pm**

**Friday = 7:30 am - 1:00 pm**

## ARRIVAL

Students are not to arrive before 6:30 a.m. There is **NO SUPERVISION** before that time. **Students arriving between 6:30 am and 7:10 am will be charged a \$2.00 fee per child for morning care.** They are to enter through the hall and parents are required to sign them into Morning Care.

Parents are asked to drop their children off at the front of the school by the basketball court between 7:10 and 7:30 AM.

During this time, students will be supervised on campus and can play on the playground. You may drop off your student at the drop-off lane or, if you prefer to park, you **MUST** walk your student to the gate. For safety reasons, **students are not allowed to walk across the parking lot unsupervised.** The gate will be locked at exactly 7:35, **even if you are in the parking lot.** Students who are not in their classrooms by 7:36, will be marked tardy.

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

**The gate MUST remain closed. Parents and students are not permitted to open the gate for anyone, due to safety protocols. Parents must escort their tardy student to the office and sign them into the Tardy Book.** For the safety of all students and staff, the campus gate **must remain closed at all times.**

If a parent or guardian (age 18 or older) does **not** sign the student in, they will be contacted immediately and required to return to the school to complete the sign-in process.

**ALL VISITORS** to Our Lady of Perpetual Help Catholic School **must** report to the School Office on arrival to campus during regular school hours. They must sign in and are required to wear a visitor's badge while on campus. Parents are asked to remain in the school office until a staff member has been contacted. You must sign out and return the badge when leaving the campus.

**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.

During regular school hours, all exterior gates will remain locked to ensure the safety of our students and staff. **Please do not prop open the front gate or open it for someone else.** The gate by the front office is the only gate individuals may use during school hours.

Everyone who visits Our Lady of Perpetual Help Catholic School is expected to treat all of the OLPH staff (including teachers, administrators, office team, maintenance staff) with respect. If there is an issue, please schedule a time to meet with the principal or assistant principal.

\*If there is a display of disrespectful behavior towards OLPH staff, the family will be asked to withdraw from the school.

### Dismissal Instructions

- **Monday through Thursday:** 3:00 - 3:15 PM
- **Friday:** 1:00 - 1:15 PM

In the afternoon, please follow the required procedure for entering and leaving the parking lot. For the safety of students and staff, the big gate will be opened for dismissal. **Students are not permitted to walk across the parking lot unsupervised.** You must get out of your vehicle and pick them up at the dismissal area.

- Preschool parents are required to **pick up their child directly from the classroom** and must **sign them in and out each day.**
- Students in **Grades K–4** are dismissed from their classrooms.
- Students in **Grades 5–8** are dismissed from the **basketball court area.**

**Please do NOT pick up your child before regular dismissal, it is very disruptive to the other students.**

The safety of every student is of the greatest importance. 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 am. To report an absence call (623) 552-3130 anytime and leave a message.** 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.

Arizona law provides for compulsory attendance of all children of all ages between six and sixteen (ARS15-802). The responsibility for compliance with this law belongs to parents. Notices of truancy are given at 5, 10, and 15 days total absences. On the 10th day, a meeting is scheduled with the parents and administration to discuss further action. Any student who has excessive absences or tardies will be on probation the following school year. **A child who has missed twenty days or more is subject to retention in his/her present grade** (ARS15-803). Additionally, Arizona law requires that schools process a withdrawal for any student with 10 consecutive unexcused absences. (ARS 15-901 (A) (2)).

Regular attendance is vital to the student's academic progress and level of performance, and frequent absences have an adverse effect on the students' ability to maintain high academic standards at OLPH.

In cases of excessive absences, students must submit a **signed note from a parent or guardian**, and in some cases, a **doctor's note may also be required** to excuse the absences for medical reasons. This documentation must be submitted to the health aide or the classroom teacher. Failure to provide the necessary documentation may result in a **notice of non-compliance** and could lead to a **formal meeting with school administration**.

- 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 summer school and/or will be on probation for the first quarter of the following school year. Students may also be retained due to insufficient instructional time. **Exceptions or medical emergencies will be at the discretion of the principal.**

- **Every 5 tardies is equivalent to 1 day absent. Thus, summer school may be required.**

- A student is considered absent if they are not present in class for at least half of the academic instructional time.

#### **Attendance Violations**

- 3 Attendance Violations: Verbal Warning
  - 7 Attendance Violations: Detention issued. Email to parents and possibly meet with administration.
  - 10 Attendance Violations: Potential all-day suspension.
- Students attend Mass at 8:00 am on Wednesdays. Do not make appointments during that time. We are a Catholic School and we must celebrate Mass as a school community.

**All tardies and absences are part of your child's permanent record.**

**Students will NOT be dismissed any time after 2:15 (Monday through Thursday) or after 12:15 on Friday.**

#### **Supervision-Safety**

- Students are not to be on the school grounds before 6:30 a.m. There is no adult supervision before 6:30 a.m.
- After 7:30 a.m. parents/guardians and visitors must report in at the School Office, sign in and wear an official school badge when on campus.
- Parents/guardians are asked to use the front gate. All visitors must first check into the school office.
- 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, therefore NO student may be on the campus.

- 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, unless under the supervision of their parent/guardian, must go to Extended Day/After Care.**
- Skateboards, roller skates or bikes may not be ridden on the campus.
- 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. **OLPH School complies with CPS and DPS Court Orders.**

### **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.

### **Safe Environment Training**

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. Safe Environment Classes are available online at CMG Connect.

### **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 clarification when in doubt of policy.

**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's 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 an annual renewal.

**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, 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:

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

## 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.

### **New Families**

Newly enrolled families are expected to read and review the handbook within five business days. The Statement of Knowledge of Contents of Handbook for Parents and Students must be signed and turned into the office.

### **Discipline – Restorative Justice**

At Our Lady of Perpetual Help Catholic School, we are dedicated to creating a positive and inclusive school culture through the use of Restorative Justice and Community Circles. Restorative justice is a discipline approach that focuses on repairing harm and rebuilding relationships through open dialogue, accountability, and mutual understanding. While we prioritize healing and learning, we also recognize that inappropriate behavior carries appropriate consequences. Restorative practices, such as community circles, provide an opportunity for students to reflect on their actions, understand their impact on others, and work toward resolution. These activities encourage virtues such as prudence, justice, and fortitude. However, restorative activities are not a substitute for necessary consequences; rather, they go hand in hand with appropriate consequences to ensure a safe and respectful environment for everyone.

### **Consequences Definitions:**

- **Detention** refers to a disciplinary action pursuant to which the student is detained at a time and place determined by the school.
- **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.
- **Suspension** refers to the isolation of a student from some or all school activities.
- **Required withdrawal** refers to the permanent dismissal of a student from school.

## OLPH CATHOLIC SCHOOL DISCIPLINE

### **Kindergarten – 4th grade will use the Clip Up System**

Each time a student follows the school or classroom rules they will clip up. Each time they do not follow the school or classroom rules they will be given a warning and if they continue to struggle, they will clip down with the ability to clip back up.

### **Clip up Color Chart**

Purple - Outstanding

Pink - Awesome Day

Blue - Great Day  
Green - Good Day  
Yellow - Caution  
Orange - Warnings  
Red - Need to set up a parent/teacher conference

### **Grades 5–8 Communication**

Teachers will use email to communicate with parents about classroom announcements, as well as to share feedback on student behavior, both positive and concerning. If a student does not follow school or classroom rules, they will first receive a warning. If the behavior continues, parents will be notified via email. Teachers will provide more details at the start of the year about how they will communicate with families for their specific classrooms.

### **Discipline Committee**

Serious disciplinary cases may be reviewed by the Discipline Committee, which includes a parochial vicar, the assistant principal, faculty members, and other necessary representatives chosen by the principal. The committee can meet without the student and parents but may also request to meet with them if needed.

Based on the severity of the offense, the student's past behavior, and the situation, the Discipline Committee suggests consequences to the principal, who makes the final decision. When a disciplinary case is brought before the Discipline Committee, the following procedures will be followed.

1. The assistant principal will gather facts from various sources including students, teachers, witnesses, and footage from surveillance cameras, and present this information to the committee.
2. Committee members will ask clarifying questions.
3. The student and parents/guardians will have an opportunity to speak.
4. Committee members will ask further questions or provide comments.
5. The Committee will discuss in private to determine what action must be taken.
6. The recommendation will be conveyed to the principal, who will then communicate the final decision to the parents, the student, the Discipline Committee, and other relevant teachers.

The principal may adjust the procedures described if necessary. Reasons for such adjustments could include ensuring the safety of students and the community or any other important considerations as deemed necessary by the principal.

**\*\* Extreme behaviors such as possessing weapons or drugs, using alcohol and tobacco products, including vaping, will result in immediate required withdrawal. Students who have been required to withdraw are permanently barred from returning to Our Lady of Perpetual Help Catholic School.**

**Knightly Notes**

Student Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Week of: \_\_\_\_\_

***Celebrations***

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Our Catholic Faith</b>					
<b>Lifelong Learner</b>					
<b>Proficient Communicator</b>					
<b>Humanitarian</b>					

***Challenges***

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Our Catholic Faith</b>					
<b>Lifelong Learner</b>					
<b>Proficient Communicator</b>					
<b>Humanitarian</b>					

<b>Parent Signature</b>					
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## TECHNOLOGY OFFENSES

Any behavior, whether on or off campus, that negatively impacts the reputation of the school may result in disciplinary action. This includes the inappropriate use of electronic devices, such as accessing offensive or prohibited websites, posting inappropriate content, hacking into student accounts, engaging in cyberbullying, or misrepresenting the school's values on social media.

The homeroom teacher will handle and document violations. Repeated offenses will be referred to the principal/assistant principal for further disciplinary action. Parents will be informed of disciplinary referral to the office and of any consequences the student may receive. 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. The classroom teacher will email and/or post work on Google Classroom for students to complete who are suspended.

**Students who are in-school suspension, probation, and suspension may not take part in any extracurricular activities.**

## CELL PHONES

**\*\*\*\* No cellphones are allowed on school grounds.**

### **Electronic Devices:**

- All personal electronic devices, such as cameras, tablets, AirPods, and smart watches, are not permitted on campus at any time.
- If an electronic device is seen or heard it will be taken away and given to the administration and the parent/guardian must come pick up items from the school office.
- If students need to contact parents during the school day, they may come to the office and call with teacher and office permission.

**\*\*\* All rules apply while on school grounds including morning and aftercare.**

## **School Safety, Bullying, and Cyberbullying**

At Our Lady of Perpetual Help Catholic School, maintaining a safe and respectful environment is a top priority. **Harassment, bullying, and cyberbullying of any kind will not be tolerated.** This includes inappropriate behavior or content shared through online platforms such as Snapchat, Instagram, TikTok, Twitter, Facebook, and others. Whether on campus, off campus, or online, actions that threaten the physical or emotional well-being of others, or reflect poorly on the school, are taken seriously.

All reports of harassment or bullying are investigated by the principal or assistant principal. Depending on the severity of the incident, consequences may include detention, probation, suspension, or a requirement to withdraw from the school. This applies to both serious and so-called "joking" behavior.

## **Respect for Staff**

All visitors to OLPH are expected to treat every member of our school community, including teachers, administrators, office staff, volunteers, and maintenance personnel, with respect. If a concern arises, we encourage parents or guardians to schedule a meeting with the principal or assistant principal.

*Please note: If a family member engages in disrespectful behavior toward school staff or volunteers, they may be asked to withdraw their child(ren) from the school.*

## **Internet and Digital Activities**

At Our Lady of Perpetual Help Catholic School, we are committed to promoting the safety, integrity, and well-being of our school community—both on and off campus. Students are expected to act responsibly online and demonstrate good digital citizenship at all times. This includes appropriate use of social media, websites, and digital tools, as well as conduct that reflects positively on the school.

If a student is found to have shared or posted content online—through platforms such as TikTok, Instagram, Facebook, YouTube, or any other digital space—that includes inappropriate behavior (such as the possession, use, or promotion of drugs or alcohol, sexual content, harassment, hazing, bullying, illegal activity, or threats of violence), the school will investigate and take disciplinary action as needed. Consequences may include detention, suspension, probation, or required withdrawal from the school.

## **Use of Artificial Intelligence (AI)**

Students are also expected to use AI tools ethically and with teacher permission. Using AI to cheat, spread misinformation, or generate inappropriate content will be treated as a violation of the school's academic and behavioral standards and may result in disciplinary action.

## **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 reached age 15 by September 1 of the current academic year, may participate in team sports.

Boys may participate in flag football, soccer, basketball, and baseball.

Girls may participate in volleyball, softball, basketball, and soccer (7<sup>th</sup> & 8<sup>th</sup> grade only).

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.

**Fees** Sports fee for students in grades 5 – 8 is \$40 per sport.

### **Eligibility for all extracurricular activities**

Students in grades 5<sup>th</sup> – 8<sup>th</sup> will receive progress reports every two weeks to determine their eligibility. The responsibility will be placed on the student to return the grade check form to the Athletic Director within two days of receiving the form. **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.

**Any student who is referred to administration for a disciplinary purpose, he/she will be suspended for one day/game of the extracurricular activity. If suspended more than once during the activities conclusion they will be removed from the extracurricular activities.**

All student athletes and parents must attend an **Organizational Meeting** at the beginning of the school year and sign a commitment form stating the parent/child will complete the activity in its entirety, support the program, and help their child stay eligible. If the student quits an activity after two weeks, the student will not be eligible to participate in any other activity for that school year. If the parent does not attend the organizational meeting the student will not be able to participate until cleared by the Athletic Director or Organizational Leader. 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. **The 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**

#### **Choir (Grades 3-8)**

An introduction to choral singing, this program teaches children to use their vocal instrument, develop a sense of rhythm, and express themselves creatively through song. The Children's Choir will lead various liturgies throughout the year and will perform in both a Christmas and an Easter concert. Participants are expected to make a reliable commitment to weekly rehearsals. The choir will sing regularly at weekly school Masses as well as Sunday school Masses.

## Music Class Expectations (Grades K–8)

Our classroom expectations follow the acronym **M.U.S.I.C.**, which reflects both our Catholic values and positive behavior standards:

- **M** – Make good choices
- **U** – Use kind words
- **S** – Show respect
- **I** – Involve yourself
- **C** – Care for each other and our instruments

These expectations apply to all students Monday through Friday. Each class will include singing, dancing, rhythm work, music appreciation, and hands-on exploration with various instruments. Students are expected to participate fully, treat one another kindly, and handle instruments with respect and care.

## Friday Ensembles (Grades 3–8 Only)

Fridays are reserved for students in grades **3rd through 8th** who choose to participate in an **instrumental or vocal ensemble**. The ensembles include:

- Choir
- Piano
- Guitar
- Ukulele
- Violin

Students must sign up in advance and commit to attending their chosen ensemble sessions every Friday. These groups offer a wonderful opportunity to develop skills more deeply and perform throughout the year at school Masses, concerts, and special events.

## Instrument Care Policy

We will be using real instruments throughout the year, and proper handling is essential. Students will be taught the correct way to use and care for each instrument.

### Please note:

If an instrument is **damaged or broken due to misuse or neglect, the family will be responsible for covering the replacement cost** of that instrument. This policy ensures that all students have access to quality instruments and that our music program remains sustainable.

## Library

Each class is scheduled to go to the library once a week to check out books and receive library skills instruction. 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 the 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.

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 officers and 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. Students will submit proof of eligibility according to the contract prepared by the faculty advisor.

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 the Student Council has any disciplinary action against him/her, they will be removed from the 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. 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 has sponsored 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 an 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 assistant 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.

### **ELIGIBILITY FOR FIELD TRIPS:**

\*\*\*Parents are financially responsible for their child's field trip payment. Trips, retreats, or extracurricular activities are a privilege and participation is based on behavior, academics, and attendance.

## 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 the student's 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 which include hearing and vision per state guidelines.

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 health associate 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.

## 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.

### **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 a school sponsored and supervised activity, attending a school sponsored and supervised religious service 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.

### **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. Drivers must have a good driving record and be fully covered by insurance according to the Diocesan form. The minimal acceptable limits for privately owned vehicles is \$100,000/\$300,000.
2. Two adults must be present in each vehicle.
3. Drivers/chaperones must have been trained in the Diocesan Safe Environment Training. 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 administration.

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

### **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.

**OLPH Spirit Shirts** can be worn on Fridays.

#### **PRESCHOOL**

Children in the Preschool Program are to wear OLPH navy t-shirts.

**Girls: Khaki jumper, khaki skirts, and khaki skorts**

**Boys: Khaki shorts or khaki slacks.**

#### **GIRLS**

**Kindergarten – Third Grade:**

Girls wear the Wilson plaid - knife pleat uniform **jumper or skort only (purchased through Anton Uniform)**, with the **navy blue** OLPH uniform polo shirt. Jumpers or skorts **must touch the knee**.

Optional especially during cooler weather: Girls may wear white/navy blue/black knee high socks or footed tights or leggings with their dress uniform. A **long sleeved navy, white, or black shirt** may be worn under the polo school shirt. Jackets /sweatshirts that have our school logo may be worn. Any other non-OLPH jacket will not be allowed in the classrooms.

#### **Fourth – Eighth Grade:**

Girls wear the Wilson plaid - pleated uniform **skirt or skort only (purchased through Anton Uniform), with the navy blue OLPH uniform polo shirt.** Skirt or skort **must touch the knee.** Optional, especially during cooler weather: Girls may wear white/navy blue/black knee high socks, leggings or footed tights with their dress uniform.

For PE days, only school sweatpants will be accepted. Leggings are not to be worn under PE shorts.

A **long sleeved navy, white, or black shirt** may be worn under the polo school shirt. Jackets /sweatshirts that have our school logo may be worn in the classroom. Any other non-OLPH jacket or sweatshirt will not be allowed in the classrooms.

#### **BOYS**

##### **Kindergarten – Eighth Grade:**

**Kindergarten Boys Only: Wear elastic waistband pants.**

Boys wear khaki uniform **pants or shorts** with the **navy blue** OLPH uniform polo shirt. **No cargo pants, brand name pants, or jeans may be worn.** Only short sleeved white undershirts may be worn under the uniform polo shirt. **No elastic on the bottom of the pants.**

##### **Optional during cooler weather:**

Boys may wear long khaki school uniform pants. A **long sleeved navy, white, or black shirt** may be worn under the polo school shirt. Jackets /sweatshirts that have our school logo may be worn in the classroom. Any other non-OLPH jacket or sweatshirt will not be allowed in the classrooms.

##### **Physical Education**

Preschool through Eighth grade will have PE classes. Kindergarten – 8<sup>th</sup> grade students are required to wear their OLPH Physical Education uniform t-shirt and shorts for PE class. Students must wear tennis shoes to school.

#### **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 First through Eighth Grades. Kindergarten girls and boys are encouraged to wear elastic waist pants/shorts.**

**NOTE:** No hair coloring, highlighting, shaved patterns, tattoos...real or pretend are permitted at OLPH. Boys should have a simple haircut. Hair is to be neatly combed and appropriately styled.

Hair should be **above the ears, eyebrows, and collar in length**, and NOT distracting to the student or others. 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 acrylic nails, nail polish, or make-up during school hours.

### **Jewelry:**

- Girls and boys are allowed to wear the following items:
- One ring on any of their ten fingers
- One watch or bracelet (**No smart watches**)
- One necklace, as long as it does not go against our Catholic faith, 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.**
- **Preschool girls are only allowed to wear one pair of post earrings, no other jewelry allowed.**

### **Shoes**

#### **Students in preschool are to wear Velcro shoes.**

Athletic/tennis shoes must be worn and appropriately sized. Shoes should not have lights, wheels or have any thick soles or heels, which are elevated. Tennis shoes must be black, white, or navy and the shoelaces must be solid white or black. Shoes must meet uniform standards.

Sandals may not be worn, **even on free dress days.**

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

**Jackets/Sweatshirts:** Students must wear school attire, which consists of the navy blue school logo sweatshirt or zippered jacket. No exceptions are allowed. Jackets and sweatshirts should not be brought to school during warm weather at the beginning and end of the school year.

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

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 to OLPH.** Parents are responsible to ensure that their child complies with our uniform policy.

Uniform items may be purchased from:

**Anton Uniforms**

<https://antonuniforms.com/>

480-968-6636

### 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 habits and physical activities. The link between nutrition and learning is well documented according to the CDC. 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

- **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.**
- Non-healthy treats brought to school by parents/guardians will not be allowed and we will ask the parents to take them home.

**Classrooms may host three parties per school year, during which any type of snack is allowed.**

**\*\*\* Please note: Birthday treats are not permitted at school.** Any birthday snacks brought in by students will be taken to the office and held for parent pickup at the end of the day. **As an alternative to edible treats, parents are encouraged to send non-edible items such as pencils, bookmarks, erasers, or similar small gifts.**

## 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 7:10 am – 3:30 pm and Fridays from 7:10 a.m. to 1:30 p.m.

**Preschool - 8th Grade Hours: Monday - Thursday 7:30 am - 3:00 pm, Friday 7:30 am - 1:00 pm**

### **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 a power outage or flooding, please watch for text messages, e-mail addresses, or other forms 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.

### **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.** If your family does not qualify for free lunches, billing will be sent out twice a month.

Our Lady of Perpetual Help Catholic School has a **free breakfast program** for the 2025-2026 school year. All students are encouraged to have breakfast in the classroom to set them up for success for the day.

### **School Phones**

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

## **Asbestos Statement**

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 parents, 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 is 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.

### **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 the 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. Normally, these are "lockdown" drills, but may also involve evacuation to a safe area. In the event of a true emergency, parents will be notified via text message or email. Therefore, it is very important that the office has your current email or phone number so we can send out a text message or email for notification.

**Each class is equipped with a Crisis Kit in case of a long lock down or possible injury in the classroom.**

## 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 the 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 a 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 substances).

### EXTENDED DAY CARE STATEMENT OF SERVICES

Extended Care is provided to Our Lady of Perpetual Help families and is available at the end of the school day until 5:30 PM. Every student is eligible to attend and must complete a blue card. Each child must have a current Emergency Card (Blue Card) on file. The program will include time for study, snack, and outside play. 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 5:30 p.m., **they will be charged \$1.00 per minute** for every minute after 5:30 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.

#### Extended Day fees/hours are as follows:

##### Morning Care

\$2.00 per child/daily (6:30 - 7:10 daily)

##### After School Drop-In:

After Care is \$6.00 per hour for drop-in students not previously signed up to attend After Care full time.

##### Full Time:

After Care students is \$60 per week per student

Hours: Monday - Thursday= 3:15 - 5:30 PM, Friday=1:15-5:30 PM

**Any family who exceeds 15 days 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 18<sup>th</sup> 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.

## **FAMILY OBLIGATION REQUIREMENTS AND ORGANIZATIONS**

\*\*Fundraising helps keep tuition affordable, and participation in our fundraising activities is mandatory for every family.

### **Parent/Family Service Hours**

All parents are required to give 15 hours per semester of service to the school (a total of 30 hours per year). A list of service options is available in the school office. **Any unfulfilled service hours will be billed at a rate of \$10 per hour.**

## **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 (Parent Association)**

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, Alumni Association, etc.

### **Parent Meetings**

Parent 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.

## 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

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.

**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 Every classroom teacher must have this on file in the front office for each student.

We have read this handbook of Our Lady of Perpetual Help Catholic School and agree to cooperate in fulfilling its requirements. We have discussed its contents with our child/children. Everyone who visits Our Lady of Perpetual Help Catholic School is expected to treat all of the OLPH staff (including teachers, administrators, office team, maintenance staff) with respect. If there is an issue, please schedule a time to meet with the principal or assistant principal.

\*If there is a display of disrespectful behavior towards OLPH staff, the family will be asked to withdraw from the school.

I acknowledge that I have read and understood this handbook.

Student Signature \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

(Signature)

Grade level: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Student Signature: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

(Signature) Grade level: \_\_\_\_\_ Date: \_\_\_\_\_