



**ARCHDIOCESE OF LOS ANGELES  
OUR LADY OF PERPETUAL HELP SCHOOL  
PARENT AGREEMENT 2022-2023**

**INTRODUCTION**

We, the faculty and staff of Our Lady of Perpetual Help School (the school), welcome you and your family to our school community. You will find that each of us is firmly committed to the formation of a school community which will provide a Catholic education for your child(ren).

Belonging to our school community demands not only the commitment and dedication of the faculty and staff to the philosophy and goals of the school, it is also necessary for each parent to accept the philosophy and goals and to support the efforts of the administration to implement and achieve them. In addition, it is necessary for you, as the primary educators of your child(ren), to understand fully your part in the formation of the school community. We ask you, therefore, to read the following agreement and to sign it as an indication of your acceptance of your obligation to the school community.

**AGREEMENT**

1. We understand that the school is a Catholic, parochial school under the jurisdiction of the Archdiocese of Los Angeles, we therefore accept that:
  - A. The principal is responsible for the immediate direction and supervision of the school programs and policies.
  
2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We therefore agree to:
  - A. Help our child(ren) develop a strong faith commitment by regular Mass attendance.
  - B. Participate in the religion program and related activities in order to make the teaching of religion an environment suitable for home study.

- C. Encourage our child(ren) to learn by providing an environment suitable for home study.
  - D. Abide by the decision of the principal regarding suitable grade placement and advancement or retention of our child(ren).
  - E. Abide by all school and Archdiocesan regulations and policies and to accept all disciplinary action, including withdrawal of our children, for non-compliance with these regulations and policies.
  - F. Complete and return all forms and records necessary to comply with school, Archdiocesan or state regulations
3. We understand that tuition and fees cover only part of the total cost of educating our child(ren). We therefore agree:
- A. To support the school through regular tuition payments by making full payment when due for all tuition and fees. We agree that if we exceed more than two months of outstanding tuition, the school can ask that the child(ren) relocate to another school. Report cards may be held for lack of payment, missing library books or other fees.
  - B. Every family is expected to financially support the PTO fundraising efforts. Families will be billed through SMART Tuition.
  - C. To perform 40 volunteer hours per school year (20 hours due in January and 20 hours due in May). Families will be charged \$20.00 for each unfinished service hour. Every person is responsible for submitting the correct paperwork to assure their service hours are properly recorded.
  - D. That any written letters, notes, e-mails or other electronic communications or confrontational conversations with negative overtones directed to teachers, staff members or administration will be forwarded to Pastor and the principal and may jeopardize the future attendance of our child(ren) in the school.
  - E. To bring any issues/concerns regarding our child(ren) first to the individual teacher, then to the principal's attention and if a solution has not been reached, to the Pastor, who will be available to hear our concerns.
  - F. That our attendance at the Parent General Meetings is mandatory. We will pay a \$50.00 fee for non-attendance promptly when billed and only a major emergency will excuse us from attending this meeting. If an emergency arises, we will contact the principal.
  - G. The school offers two different tuition plans and Plan "A" is for parishioners who contribute at least \$520 per calendar (January 1<sup>st</sup> – December 31<sup>st</sup>) year to support their Catholic parish. We understand that we are required to provide a church contribution letter at the time of re-registration as evidence of our parish support. This letter may be obtained from your parish. If we do not meet these requirements or submit the paperwork on time, we will automatically be in Plan B.
  - H. Participation of a student in any graduation activities may not be permitted if the family's financial account is not current. Report cards may also be withheld.
  - I. Every school family is required to participate in the SMART Tuition payment program, as tuition and other fees are collected through them. Smart Tuition

has a \$40.00 late fee for payments that are delinquent. SMART Tuition charges an annual usage fee.