

OLPH School Handbook
Updated 6/15/21
2021-2022
GENERAL INFORMATION

Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts classwork or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (*e.g.*, extended care, athletics, field trips, *etc.*).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

Parent/Student Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward

reconciliation and shall act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

Parent or Parent-Teacher Organizations and Consultative School Board

If the school has a parent, parent-teacher organization and/or a consultative school board , those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school boards and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

Parent-Teacher Organization

The main functions of a parent or parent-teacher organization (PTO) are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent-teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable. Financial operation of a parent or parent-teacher

organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

OLPH School has a very active PTO in which all parents are encouraged to participate at the level they feel comfortable. This organization's main responsibilities are to help build community amongst the school families and to fundraise at OLPH School. The funds raised through the PTO are used to supplement the school's funding in order to keep tuition cost as low as possible while maintaining a high quality program for all students.

The PTO meets approximately once a month at the school. All parents are invited to attend each meeting.

Fundraising Commitments

Participating in fundraising is a requirement of enrollment in the school and is included in the Parent Agreement that is signed each year. Parents are expected to participate in the mandatory fundraisers each school year. The fees for these mandatory events are billed through SMART tuition.

Consultative School Board

OLPH School has a consultative school board that meets approximately once a month. The general responsibilities of the consultative school board are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the board's goals and activities.

The membership of the consultative school board should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

ADMISSION AND ATTENDANCE

School Student Non-Discrimination Policy

ELEMENTARY SCHOOL NONDISCRIMINATION POLICY 2021-2022

SCHOOL STUDENT NON-DISCRIMINATION POLICY

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color or national and/or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, medical condition, sex or national and/or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

This Catholic Elementary School publishes the above policy in the staff and parent/student handbooks, public relations/recruitment brochures and in other publications such as the parish bulletin and school newspaper. The school also publishes applicable grievance procedures in the staff and parent/student handbooks.

Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)”. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student’s teacher and principal to determine how best to meet the student’s needs. Parents or guardians may request the “Disability Discrimination Complaint Review Process” from the principal to address unresolved issues.

Admission Priority

Priority registration is offered to siblings of current OLPH School families, subject to meeting the admission requirements. In the event the number of applicants for a particular class exceeds the number of spaces available in that class, the order of priority for applicants is as follows:

1. OLPH School family members
2. Out of parish Catholics
3. All other applicants

Guidelines for Admission to Elementary Schools

- Preferences are given to active members of this parish and the other parishes in Santa Clarita
- The required age for Transitional Kindergarten students is four (4) years of age on or before September 1
- The required age for kindergarten students is five (5) years of age on or before September 1
- The required age for first grade students is six (6) years of age on or before September 1
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal may review a student's continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment (see admissions page on the school website)
- All new students will be accepted on a probationary basis for the first year of school.
- The purpose of our school is to educate every student. Any behavior that is not conducive to a cooperative learning environment may result in being asked to leave.

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other

employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

Pupil Records

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “personal information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

Personal Information

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to personal information. Furthermore, if any emails/texts/social media are used as defamation of character to any students, parents, teacher, faculty your family may be asked to leave our school.

Social Media

In keeping with Archdiocesan Christian standards, all forms of social media are prohibited as a forum to disparage students, parents, teachers, staff, faculty and administration. Utilization of social media to discredit the reputation of other families, faculty and staff, or the school in general is strictly prohibited and may result in your family being asked to leave. The use of unauthorized social media is completely prohibited. In addition, no student, parent, or staff member is permitted to record or post to social media, any portion on school campus or any school sponsored event without prior permission from the principal.

Parent Authorization to Use Child's Personal Information

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

See the forms page on the school website, *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes*.

Custodial Procedures

Please keep the school informed of the any changes in custodial privileges. The school requires a copy of court issued custodial documents.

Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

Dress Code/Grooming

In choosing to attend Our Lady of Perpetual Help School you are agreeing to adhere to the values and culture of our school which include our dress code and grooming policies. Please be familiar with these policies and enforce them with your own children. Do not expect your children to be the exception to our policies. Students TK - 8 must be in full uniform each day (appropriate for the day). Uniforms should be in good condition free from rips, tears, holes.

*See uniform guidelines for details. Students should be clean, neat and school appropriate each day. Dress code and grooming policies will be enforced.

Free/Fee Dress

Wearing free/fee dress clothing is a privilege. Careful consideration should be made when selecting this clothing. It is at the discretion of the faculty and administration as to what is deemed appropriate. Be mindful of: hemlines, neck lines, mid-riffs, graphics, messages, no holes in jeans/pants and nothing that is see-through.

Fee dress requires a fee of \$1 per student. Failing to abide by these guidelines will result in the loss of privileges. Students may be asked to call home for a change of clothing.

Tuition and Fees

Please inquire in the school office for current tuition and fee rates.

All families are required to enroll in the SMART Tuition program. SMART Tuition charges an annual enrollment fee. All tuition and fees are billed and automatically debited through SMART Tuition from a checking account, savings account or credit card. Failing to pay tuition and fees on time jeopardizes your family's enrollment at Our Lady of Perpetual Help School.

Late Fee Policy

SMART Tuition charges a late fee for payments that are not paid in full or received on time; this includes tuition, mandatory fees and any other incidental fees. All payments are due upon receipt of invoice and should be paid to SMART Tuition. SMART Tuition may also charge other fees for not paying your account in full and on time. Please read all of the SMART Tuition literature to be informed.

Report cards, diplomas and awards may be withheld if tuition and fees are not paid in full. Parents in grades 6-8 who are not current on tuition will not have access to Gradelink.

Tuition Assistance

The Catholic Education Foundation provides some scholarship support to families who qualify. Please inquire in the school office for the necessary forms. These forms generally need to be completed in March for funding in the following school year.

Further tuition assistance is available through The Cox Scholarship Fund. Applications are accepted over the summer. Please check with the principal for further details.

Required Family Service Hours

OLPH School requires 40 volunteer service hours to be completed by each family during the school year. The first 20 hours must be completed by mid-January and the remaining 20 hours must be completed by mid-May (check the school calendar for exact dates). Service hour

completion slips must be submitted to the main school office. Service hours must be submitted in a timely manner. (i.e. do not submit service slips in March for hours completed in October).

The annual church BBQ is a church sponsored fundraiser; however the school parents may earn service hours by volunteering (20 hours maximum). These hours must be turned in by a preset date. Please check the school calendar for this date.

There is a charge of \$20.00 for every hour not completed by the required date and will be billed through SMART Tuition.

Student Service Hours

Middle school students are required to complete volunteer service hours every year. Check with the religion teacher for a list of volunteer hours. Forms are available on the religion teacher's website.

6th grade: 12 hours (3 hours quarterly)

7th grade: 16 hours (4 hours quarterly)

8th grade: 20 hours (5 hours quarterly)

Students who fail to complete their volunteer service hours and submit the Student Service Hours form quarterly will negatively impact their religion grade.

Absences

Teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. It is the parent's responsibility to inform the school attendance office when their child will be absent that day. Our school defines a full day as 7:50 am to 2:50 pm, and a minimum day as 7:50 am to 12:30 pm. A half day of attendance requires a student to be present at least 3-1/2 hours on a full day and they must be present at least 2 hours and 20 minutes on an early dismissal day. Tardies are defined by the following criteria:

1. A student arriving after 7:50 am but before 8:20 am
2. Students arriving after 8:20 am but before 11:20 am will be counted for a half day absence

Students should stay home when they are not feeling well. However, when your child is attending school he/she must be on time and all missed work must be made up by the date the teacher determines. Our Lady of Perpetual Help School does not track excused or unexcused absences. Regardless of the reason, all tardies and absences are recorded.

Full Day Policy

If your child is absent up to the first 30 minutes of the day it will be considered a tardy. If your child is absent for less than 3-1/2 hours of the day that will be considered a half day absence. If your child is absent for more than 3-1/2 hours of the day that will be a full day absence. Any students leaving earlier than 2:50 pm for any reason other than school sponsored sports/events

will be counted as a half day absence or full day absence depending on the number of hours a student is present. Students participating in OLPH school sports/events are not penalized however, this exemption does not extend to siblings.

Half Day Policy

If your child is absent, please call the school attendance office to let us know before 9:00 am. 661-259-1141 x1. Also, be sure to call to report your child absent to the lunch program before 9:00 am so that a credit can be issued.

If a student is absent for an extended time, (*e.g.*, 15 or more days), official grades may be withheld. Please contact the school for any extended absences.

Excessive tardies will affect student in receiving awards. Students will not receive any awards if they are tardy more than 10 times per semester.

Leaving School Early

If your child is involved in OLPH sports/school activity and an early dismissal is required, they will not have an afternoon absence recorded. However, any student who leaves class for the purpose of attending a school event they are not participating in will be marked with a half day absence.

Tardiness

A student is tardy if he or she arrives in the classroom after 7:50 am (students should be with their class when the bell rings). A record of all tardiness is kept in the attendance register and records. If a student arrives after 8:20 am he/she will be marked with a half day absence. (See absence policy)

All students are expected to participate in morning prayers at 7:50 am. Students will be considered tardy if they arrive after 7:50 am and must go to the office to get a tardy slip. There will be consequences for excessive tardiness; students will not receive any awards if they are tardy more than 10 times per semester. Inclement weather, car trouble and bad traffic are not valid excuses for tardiness.

Truancy

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an excuse) and all resources at the school level have been exhausted, the school principal may notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, may be reported again

as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times may be considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

Work Permits

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: www.cde.ca.gov.

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school.

A copy of the signed work permit must be kept in the student's file.

For additional information and forms see

<http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

Student Accident Insurance

The Student Accident Insurance Program is provided for all full time students in an Archdiocesan schools/parish. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

Arrival/Dismissal Procedures

Students may be dropped off at school beginning at 7:30 am. If a child arrives prior to 7:30 am they will automatically be sent to Kids Care in Room 8; and parents/guardians will be charged a fee according to the Kids Care published rates.

Students not picked up by 3:05 pm (12:45 on minimum days) will be sent to Kids Care and parents/guardians will be charged a fee according to the Kids Care published rates beginning at 3:15 pm (12:55 on minimum days)

- No vehicles are ever permitted to park inside the gated area—for any reason or length of time, no exceptions.
- If you need to park your car, you must use the lot on the east side of the school.
- Never walk through the drop-off or pick-up line and never ask your children to walk through the line as it creates an unsafe environment for everyone.
- If you have a need to speak with the teachers, please wait until their carline responsibilities are completed. It is crucial that teachers keep their focus on the safety of the students during this time.
- Students should have all belongings ready to exit the car and not be permitted to get backpacks out of the trunk.
- Students not picked up on time on days when Kids Care is unavailable will be charged the regular Kids Care fee.

Transitional Kindergarten, Kindergarten and First Grade

Drop-off: Parents must park safely on the west parking lot and walk your child to the Transitional Kindergarten, Kindergarten and first grade classroom.

Pick-up: Parents must park safely on the west parking lot and walk to the Transitional Kindergarten, Kindergarten and first grade classroom.

Grades 2-8

Drop-off: Enter the parking lot through the east gate at Lyons Avenue to drop-off and pick-up. At this time this entrance is one-way (enter) only. Cars will proceed along the safety cones parallel to the school building. Once near the loading area, your child is to exit out of the right side of the car. Pull out slowly and carefully. Exit along the library and pull out from the west end of the Lyons parking lot. Cars are to make right turns only onto Lyons. See map. Parents may also park and safely walk students on to campus.

Pick-up: Same as above. Please follow the teachers' directions at all times.

Inclement Weather Procedures (rain and excessive temperature)

Transitional Kindergarten and Kindergarten

Drop-off: Parents must park safely on the west parking lot and walk your child to the Transitional Kindergarten and Kindergarten classroom.

Pick-up: Parents must park safely on the west parking lot and walk to the Transitional Kindergarten and Kindergarten classroom to pick-up your child.

Grades 1-8

- Drop-off:** Use the morning drop-off procedure with the drop-off lane moved closer to the school building. Grades 1-8 enter through the east gate on Lyons Ave. and cars are to line up single file along the safety cones in front of the school building. Students are to exit on the right side of the car.
- Pick-up:** Park safely on the east parking lot and walk to your child(ren's) classrooms to get them. The drive through gates will remain locked.

SECURITY PROCEDURES

Zero Tolerance Policy

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- May not have any paid or volunteer assignment in any ministry in the Archdiocese, and
- May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy. As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese's Zero Tolerance Policy.

Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include the Archdiocese of Los Angeles Self-Protection Program 1-12, Good-Touch/Bad-Touch® and VIRTUS® Teaching Touching Safety (*Mandated September 1, 2006*).

The Archdiocese of Los Angeles Self-Protection Program 1-12 was developed by the Archdiocese of Los Angeles to assist the parishes and school to comply with the US Conference of Catholic Bishops mandated self-protection programs. It is to be presented annually at each grade level.

Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® Teaching Touching Safety is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. Please review the following guidelines and sign the “Acknowledgment of Receipt” for the file at the parish or parish school where you work or volunteer.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (*e.g.*, notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor

- shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
 - When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
 - Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
 - Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
 - Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors
 - Parent or guardian written permission is required for the publication of a picture of a minor
 - Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements

Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign a Code of Conduct form to verify that they understand their obligations. (Available on the forms section of the school website.)

Closed Campus

To preserve the academic environment and school security, archdiocesan and parish schools are designated as “closed campuses.” No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

Removal of Students from School During School Hours

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

Interview and Removal from School of Students by Police Officers

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached
- By properly identified representatives of a Child Protective Agency when taking a child into custody

Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

Interview of a Student During School Hours by a Police Officer

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts. In the case of the release of the student to the officer, the reason for such an action
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student’s parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the school principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency’s duty to notify the parent or guardian.

EMERGENCY PROCEDURES

Emergency Communication

In the event of an actual emergency please do not call the school. A mass notification message will be sent out as soon as safely possible. Again please do not call the school asking for more information as school employees will be engaged in keeping a safe environment.

Medical

Parents are notified of any serious injury or sudden illness that occurs during school hours. A student's enrollment at Our Lady of Perpetual Help School allows the school to assume the right to select emergency care providers in the event that parents/guardians are unable to be reached. It is understood that no liability will be attached to such decisions in the event that the parent/guardians cannot be reached.

Emergency Drills

Emergency drills take place at various times throughout the school year. During the emergency drills, students practice what they should do in the case of a real emergency. Emergency procedures are consistently reviewed and revised cooperatively by all staff.

In the event of a real emergency, parents, guardians, or others listed on the emergency card will be directed to safely and efficiently remove their child from the campus.

Earthquake Drills

Earthquake drills are held on various days. Students and faculty are instructed to drop, cover, hold on and evacuate to a safe area as soon as possible.

Fire Drill

Fire drills are conducted as a precautionary measure for the safety of the students once a month. Students should quickly and quietly evacuate the building and go the pre-assigned meeting place.

Lockdown Drill

The lockdown procedure is practiced with the students on a regular basis. Students are instructed to go inside the nearest room and stay low. Everyone should remain in that position until told to do otherwise or when common sense tells them differently. Teachers are instructed to lock all doors and close all window coverings.

If police activity in the area warrants, a lockdown will be called by the administration. The school will follow lockdown procedures that are already in place. Gates will remain closed and no student will be released to any parent/guardian during the lockdown.

Air Quality Alerts

When the Air Pollution Control District issues an air quality alert, all strenuous outdoor activities may be restricted. Directives of the Southern California Air Quality Management District shall be followed. If your child has a health problem, you may send a note requesting he/she remain indoors. Physical education classes may be restricted or held indoors when the AQMD advises, and after-school sports may be cancelled.

Inclement Weather

Due to extreme temperatures students may be kept indoors at recess, lunch, or PE.

HEALTH AND SAFETY

Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to be made. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency. No student may attend school without an up-to-date Emergency Card on file in our office.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be legible, accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

No medicine of any kind, including aspirin, may be given to students without a written permission form from the doctor. Female students who are menstruating should bring supplies to school for the duration of their period.

Examinations and Inoculations

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual and scoliosis upon referral by the principal.

Immunizations

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. Proof of a T-dap must be provided by the first

day of school. All students entering a California school for the first time must have a Mantoux tuberculosis test.

Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

Medical Appointments

Parents/guardians are urged to keep early dismissal for medical and dental appointments to a minimum and encouraged to schedule appointments during vacation or after school hours. Please refer to the attendance policy. Parents are required to check the student in and out of school at the school office or clinic. Students will be called from their classroom only after they have been checked out.

Medications

The school will not furnish medications. All medications administered at school will be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the nurse's office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

Communicable Diseases

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a).

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

Masks

Depending on current health department regulations students may be required to wear school appropriate masks. These must meet all current health department guidelines.

Head Lice

In the event of a head lice outbreak all parents in the affected class will be notified and the student may not return to school until they are lice free including nits.

Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. For this reason, students are encouraged to eat only food they have brought from home or provided by the school lunch program. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

Student Sexual Conduct and Pregnancy

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or

elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual, must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

EXTENDED SCHOOL DAY PROGRAM

Kids Care Before and After School Program

Our before and after school care programs are offered to our school families for children in Transitional Kindergarten through 8th grade. Transitional Kindergarten before and after school care will be provided in their own classroom. Kids Care is open during the school year on Monday-Friday from 6:45-7:30 am. After School care is also open during the regular school year on Monday- Friday from 2:50 to 6:00 pm (early dismissal days 12:30-6:00 pm). Any exceptions to these days will be communicated through the school calendar and other publications.

Once students attend Kids Care, parents are billed the \$50 registration fee. Parents are billed for the days students actually attend Kids Care. All Kids Care fees are billed monthly through SMART Tuition.

The before school Kids Care program is located in Room 8 for grades K – 8 and in the TK room for TK students. The after school Kids Care program is located behind the school on the lower playground. After school, the children are signed in and are given the opportunity to play outdoors or to do their homework. At 3:15 pm (12:55 on early dismissal days) you will be charged if your child is still at Kids Care. In the case of inclement weather, children play inside the building.

Please inquire at the school office for current Kids Care rates.

Attending Kids Care is a privilege. Students who are a behavior problem may be asked to find alternative care.

ACADEMICS AND CO-CURRICULAR ACTIVITIES

Curriculum Offerings

Our Lady of Perpetual Help School provides a challenging, comprehensive, and relevant curriculum for each student that fulfills the mission and philosophy of the school. Our course of studies is derived from the California Department of Education and the Archdiocese of Los Angeles. In addition to the core curriculum, OLPH offers the following: a well-stocked school library, school-wide art, music (including band and choir), physical education, computer lab and a variety of educational applications, foreign language instruction (using *Rosetta Stone for middle school students*).

Central to our curriculum is our religion program. Students actively participate in the liturgy during the week. Two times a year the Sacrament of Reconciliation is made available to the students. The school celebrates important events with prayer services; students plan Masses, pray the rosary communally, and follow other traditions of our Catholic faith. Catholic doctrine is interwoven throughout all areas of instruction. As part of our religion program, grades 6-8 are required to complete Christian service hours.

Communication

Communication is an integral part of the parent/school connection. For general information and news on upcoming events, parents receive an electronic newsletter, a weekly phone blast, and can always check the school website for more information.

As good communication is important to your child's education, you will receive quarterly progress reports and semester report cards. In October/ November, you will have the opportunity to conference with your child's teacher. In addition, parents in grades 6-8 should also check their child's progress regularly on *Gradelink*.

If you have a need to speak with the teachers, please wait until their carline responsibilities are completed. It is crucial that teachers keep their focus on the safety of the students during this time. Teachers are available to meet before and after school by appointment. Most teachers are accessible by email and strive to respond to them in a timely manner.

Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Lunches, forgotten books and assignments, messages about changes in after-school pickup

arrangements are interruptions to the class. Please teach your children to be responsible to have what they need when they come to school each day, including the proper uniform.

In keeping with Archdiocesan Christian standards, all forms of social media are prohibited as a forum to disparage students, parents, teachers, staff, faculty and administration. Utilization of social media to discredit the reputation of other families, faculty and staff or the school in general is strictly prohibited and may result in your family being asked to leave our school.

Tutoring

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes; voluntary tutoring of students is at the discretion of the teacher.

Counseling Policy

The mission and purpose of the school is education. The school does not assume the responsibilities proper to the family and to society. The school may not assume the responsibility for psychological counseling or therapy because it is not qualified or licensed to provide such counseling or therapy.

The school may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professionals for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and

governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

Transfer of Records

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register. Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

Cumulative Pupil Record

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

- Permanent records cards include only the following information:
- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- Standardized test data
- Transcript of classes
- Attendance information
- Record of withdrawal or graduation and place to which any copy of the record is sent
- CJSF honors are noted on the student's transcript

Retention

The decision to promote a student to the next grade or to retain him/her in the present grade shall be based on a consideration of the overall welfare of the student. While the opinions of the parents and teachers are carefully considered, the final responsibility for this decision is the principal's.

Testing and Assessment

Standardized testing will be administered to all students in grades TK-8 three times a year. This test provides educators with a diagnostic look at how their students are progressing in key academic areas, and offers diagnostic data that can be used to create intervention groups and to drive curricular decisions. These results will be provided to parents.

The Assessment of Catechesis and Religious Education (ACRE) test is provided by the National Catholic Educational Association as a way for institutions to measure their student's proficiency in the understanding of the Pillars of Catechism of the Catholic Church. This test is administered in December/January to students in grades 5 and 8.

Academic Grading Key

TK and Kindergarten

M=Mastery

X=Emerging Skills

T=More Time to Develop

Grades 1 through 3

O=Excellent 92.5-100

G=Good 84.5-92.4

S=Satisfactory 69.5-84.4

NI=Needs Improvement 69.4 and Below

Skills

+ = Area of Strength

✓ = On Target

- = Area of Improvement

Grades 4 through 8

GRADE	PERCENT	GPA
A+	100-99.5	4.0
A	99.4-93.5	3.66
A-	93.4-89.5	3.33
B+	89.4-86.5	3.0
B	86.4-82.5	2.66
B-	82.4-79.5	2.33

C+	79.4-76.5	2.0
C	76.4-72.5	1.66
C-	72.4-69.5	1.33
D+	69.4-66.5	1.0
D	66.4-62.5	0.66
D-	62.4-59.5	0.33
F	59.4 or lower	0.0

Skills

+= Area of Strength

✓ =On Target

- = Area of Improvement

Work Habits

O=Excellent

G=Good

S=Satisfactory

NI=Needs Improvement

Academic awards will be given at the end of each semester based on the current semester's GPA. A student who has more than 10 tardies, a suspension, an expulsion, or home study due to disciplinary actions, shall not receive academic semester awards. Additionally, students with a D, F or an NI for any academic grades (including art, music, computer, etc.) on their semester report card will be ineligible to receive any academic awards.

Grades 4-8

4.0-3.95 = OLPH Excellence Award

3.94-3.48 = Principal's Award

3.47-3.0 = Honor Roll

Gradelink

Parents in grades 6-8 will be given login information to allow them to track their child's academic progress on *Gradelink* throughout the school year. Please keep this login information in a safe place as you will need them to login. Please be aware, if you are not current on your tuition, you will not have access to this information. Approximately a week before each grading period ends, *Gradelink* will be unavailable as teachers are finalizing grades.

Homework

Homework is given daily at the teacher's discretion, and may also be given on weekends. From time to time, long term projects may also be assigned. If you feel your child is spending an excessive amount of time doing homework, you may discuss your concerns with your child's

teacher. The purpose of homework is to reinforce concepts taught at school. Studying is an integral part of homework and will ensure a student understands the lesson.

Each child in grades 2 through 8 receives an agenda to write down homework assignments. It is the responsibility of the student to accurately write their homework assignments in the agenda book. The agenda may also be used as a communication tool between teachers and parents. Parents should check their child's agenda daily. When a student is absent he/she may pick up their missed work upon returning.

Honors/Awards

We recognize academic and personal achievement at awards assemblies twice a year. Areas acknowledged may include effort, citizenship, academics, and athletics. In addition, we have four Accelerated Reader (AR) periods each year for which the students can receive an award for meeting or exceeding their AR goal. Seventh and eighth grade students have the opportunity to qualify for the California Junior Scholarship Federation (CJSF) and will be recognized at graduation for this honor. OLPH students are also acknowledged for positive character traits by being named Ambassadors for Christ and receiving an award at our monthly assemblies.

There is a separate awards banquet for our graduating 8th graders each year. 8th graders who have earned various awards and scholarships will be recognized at this event.

Academic awards will be given at the end of each semester based on that semester's GPA. A student who has more than 10 tardies in one semester, or a D, F or an NI for any academic grades (including art, music, computer, etc.) on their semester report card will be ineligible to receive any academic awards. Any students with suspensions, expulsion, or home study due to disciplinary actions shall not receive academic semester awards.

Grades 4-8

4.0-3.95 = OLPH Excellence Award

3.94-3.48 = Principal's Award

3.47-3.0 = Honor Roll

Grades 1-3

Citizenship

Most Improved

Best Effort

Principal's Award

Summer Programs

The principal is responsible for the overall administration of all summer programs. All Archdiocesan policies are applicable to summer programs. Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor.

FIELD TRIPS AND TRANSPORTATION

Field Trip Policies

The field trip policies listed below apply to class trips, school group trips (*i.e.* choir, academic decathlon) and trips for school sport teams.

The school may plan field trips for one or more days including overnight field trips. The school, at its option, may decide not to offer overnight field trips. Field trip costs will be paid by parents. Attending a field trip is a privilege that may be revoked due to student's behavior or if a student's tuition is not current. The purpose of a field trip is to extend classroom learning and to provide an experience for students outside the classroom.

All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip.
- All chaperones must have current VIRTUS certification and have applied for and received DOJ fingerprint clearance.
- All participants must have appropriate identification and travel documents
- All Archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.
- ***The classroom teacher will select the chaperones that will be needed to safely conduct the field trip.***
- Chaperoning adults should never bring other children to supervise.
- Chaperones agree to obey all field trip policies given by the teacher.

Transportation Policies

- Transportation may be by personal car, school or chartered bus or van, boat, or airplane.
- Drivers must have current VIRTUS certification and have applied for and received DOJ fingerprint clearance.
- Drivers agree to obey all traffic codes as well field trip policies given by the teacher.
- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.
- All contracts with bus companies or other transportation vendors must be submitted to the archdiocesan Legal Department for review prior to signature.
- Schools may only use buses or vans with valid California State approved licenses or charters. Verification may be obtained on the state Public Utilities website at <http://www.CPUC.ca.gov>. In addition, schools must verify insurance coverage of the transportation company.

ATHLETICS

Sports Program

Through our athletic program, students learn the importance of teamwork, gain self-confidence and are given the opportunity to experience success and failure. Participating in the after school sports program is considered a privilege. Students must maintain satisfactory grades in conduct and behavior. Students who participate in the sports program must have signed an *After School Sports Program Contract* and paid the sports fee of \$60 per child per sport before playing any games. There may be an additional cost for uniforms. Students must return all uniforms to the office when their particular sport season has ended. Parents will be held financially responsible for any uniforms not returned. Parental support is required for students to be a part of any team sport. This may include helping provide transportation to and from games.

Students may not participate in after school activities or sports, including practice sessions, on days when they are absent from school.

Participants, coaches and spectators, including parents, must abide by the following sportsmanship rules:

- Decisions of the officials must be respected. What you may judge to be a poor call or unsportsmanlike conduct by an opponent is no justification for the OLPH community to exhibit poor sportsmanship/behavior.
- Respect must be shown for coaches, refs, and players on both teams.

- Coaches, parents or students must refrain from making derogatory comments or gestures towards either team, coaches or officials, or use any profanity.
- There may be consequences for not abiding by the above sportsmanship rules
- For the safety of our students, no sports practices may begin on the upper playground before 3:05 pm

DISCIPLINE

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development. Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Bitting

Any student TK or Kindergarten, who bites another student/faculty member will have their parents notified that day and will be suspended. A second incident will result in a meeting with the child, parents and teacher where a behavioral plan and other consequences will be discussed. On the third occasion, the student will no longer be allowed to attend OLPH School.

Maintenance of Effective Discipline

Effective discipline is maintained when there are:

- School wide expectations
- Positive reinforcement
- Encouragement of acceptable classroom conduct
- Fair treatment of all students
- Consistency

Detention

- Detention before or after school hours is considered an appropriate means of discipline
- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who shall also be informed of the reason for detention and the exact time the period of detention will begin and end

Suspension

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student

- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism (repeated)
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion

- If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal
- In no case will a teacher on his or her own authority expel a student
- Full credit will be given for all work accomplished by the student up to the moment of expulsion

Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports.

Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference
- The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

Reporting of Expulsions

All expulsions even if they occur at the end of the year, are reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions.

Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

Home Study

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, *etc.* outside school hours so that grades can be reported. Any students placed on home study due to disciplinary actions shall not receive academic semester awards and may not participate in school functions (i.e. concerts, plays, sporting events).

Harassment, Bullying And Hazing Policy

The school is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- **Verbal harassment:** Derogatory comments and jokes; threatening words spoken to another person.
- **Physical harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- **Visual harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures
- **Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyber bullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks
- Using someone else's username to spread rumors or lies about someone

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified.

Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed. The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

Acceptable Use and Responsibility Policy for Electronic Communication

See *Acceptable Use and Responsibility Policy for Electronic Communication* in the forms section of the school website.

Consequences of Violations of Electronic Communications Policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

Use of Electronic Devices

Cell phones and all other portable communication devices must be turned “OFF” and stored in a backpack while students are on campus. Communicating with your child via these devices during school hours is strictly prohibited. All communication to students must go through the school office.

Students may not wear or use smart watches or ear buds while on campus.

This prohibition includes, but is not limited to, recess and lunch breaks, class changes, car line and Kids Care and any other scheduled or non-scheduled activity that occurs on school grounds.

If a student uses a portable communication device or any of its functions for any reason during the school day without express staff permission, the following measures will be taken:

- The device will be confiscated from the student
- The device will be returned only to the student’s parent or legal guardian
- Depending on the circumstances, the student may be denied the right to bring the device to school
- Repeat violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted
- If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken

The school is not responsible for lost, misplaced, stolen, or broken portable communications devices or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced or stolen after they are confiscated and will NOT pay for any communications charges.

Research Projects and Rights of Parents

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

Guidelines Related to Possession and Use of Alcohol and Controlled Substances

State and federal law prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription.

The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually. Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

Procedures in the Case of Suspected Possession or Use

In cases of suspected use of alcohol or controlled substances on campus, school administrators should follow certain procedures. They should:

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness

- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation
- In cases where sale or possession is verified, school administrators follow these procedures:
 - Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
 - Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner.

APPENDIX

Appendix A

See *Code of Conduct for Student Workers/Volunteer* in the forms section of the school website.

Appendix B

See *Release to Use Child(ren)'s Image, Voice, Work and Name* in the forms section of the school website.

Appendix C

See *Permission Slip* in the forms section of the school website.

Appendix D

See *Medication Permission* in the forms section of the school website.

Appendix E

Carline Map



Daily Uniform for Boys in Grades K-8 2021-2022

Shorts	Charcoal uniform shorts (elastic waist for kinders and first grade only)
Pants	Charcoal uniform pants (elastic waist for kinders and first grade only)
Polo Shirt	Light blue or yellow with school logo (long or short sleeve) (no other shirts to be worn under)
Jacket	Navy blue fleece with school logo or waterproof heavier jacket with logo or P.E. Jacket
Belt	Must be black (required with formal uniform, excluding K and 1 if elastic waistband pants)
Shoes	Solid black, solid white or black and white lace-up oxford style or tennis shoe only (solid black or solid white laces) no slip-ons, no hi-tops, patterns, cartoon characters, skulls
Socks	White socks, no logos
Hair	Boys are required to have a traditional haircut - no fads, perms, mullets, or extreme cuts. A traditional gentlemen's haircut is off the face, above the eyebrows, around the ears, off the collar, neatly groomed and their natural color. No noticeable facial hair.
Jewelry	In keeping with conservative Catholic values, boys may not wear earrings and may only wear a small religious necklace or bracelet on campus. No Smart Watches allowed on campus.

Formal Dress Uniform for Boys in Grades K-8

Pants	Charcoal uniform pants only (elastic waist for kinders and first grade)
Shoes	Solid black dress shoes no tennis shoes K-8 (solid black laces)
Socks	White socks, no logos
Shirt	White oxford with school logo, short or long sleeve K-8
Jacket	School uniform jacket with school logo only
Tie	Solid navy blue only (no other colors or prints) K-8
Belt	Must be black (required with formal uniform, excluding K and 1 if elastic waistband pants)

P.E. Uniform Grades for All Students in K-8

Shorts	Navy mesh with school logo
Shirts	Grey T-shirt with school logo (no other shirts to be worn under)
Pants	Kinder and First Grade: Navy with school logo Grades 2-8: Navy microfiber athletic pants with school logo
Jacket	Kinder and First Grade: Navy front zippered sweatshirt with school logo Grades 2-8: Navy athletic microfiber zipper jacket with school logo (may be worn any day)
Shoes	Solid black or black and white lace-up tennis shoes (solid black or solid white laces) only. No slip-ons, patterned, cartoon characters, skulls and no hi-tops

Failure to comply with the uniform/appearance code will result in any of the following:

- * 1 verbal warning to student/parent per semester
- * 2nd uniform violation –written Uniform Violation Form with parent signature required
- * 3rd and subsequent violations – benched at recess
- * Excessive – Parents called and required to bring proper uniform to school

FREE DRESS: Careful consideration should be made when selecting an outfit: no ripped/torn clothing, no baggy pants/shorts, no inappropriate graphics or messages.

Daily Uniform for Girls in Grades K-8

2021-2022

Shorts	Charcoal uniform shorts (elastic waist for kinders and first grade only)
Pants	Charcoal uniform pants (elastic waist for kinders and first grade only)
Jumpers	Grades K-4: Navy plaid: must be knee length**
Skirts	Grades 5-8: Navy plaid must be knee length**
Blouse	Grades K-4: White with lace collar to be worn with jumper
Polo Shirt	Light blue or yellow with school logo long or short sleeve (No other shirts to be worn under) to be worn with shorts, pants, skirts or jumper
Jacket	Navy blue fleece with logo or waterproof heavier jacket with logo or P.E. Jacket
Shoes	Solid black, solid white or black and white lace-up oxford type or tennis shoe only (solid white or black laces); No slip-ons, patterns, cartoon characters, skulls and no hi-tops
Socks	White socks no logos or white tights
Tights	Girls may only wear white tights under jumpers/skirts (no leggings may be worn)
Hair	Girls hair should be their natural color and no fads or extensions added Extreme hairstyles are not permitted. Hair bows and barrettes should be in neutral colors such as silver, gold, black, white, tan, yellow and navy.
Make-up	Students may not wear make-up of any kind including tinted lip gloss, nail polish, or artificial nails
Jewelry	In keeping with conservative Catholic values, girls may wear one set of stud earrings and may only wear a small religious necklace or bracelet on campus. No Smart Watches allowed on campus.

Formal Dress Uniform for Girls in Grades K-8

Grades K-4

Jumpers	Navy plaid must be knee length**
Blouse	White with lace collar to be worn with jumper only
Shoes	Black dress shoes, no tennis shoes
Socks	White socks, no logos
Jacket	School jacket with school logo

Grades 5-8

Skirts	Navy plaid must be knee length**
Blouse	White fitted $\frac{3}{4}$ length sleeve with school logo***
Shoes	Black dress shoes, no tennis shoes
Socks	White socks, no logos
Ties	Cross plaid tie
Jacket	Navy blue fleece with school logo
Hair	Girls hair should be natural color and no fads or extensions added Extreme hairstyles are not permitted. Hair bows and barrettes should be in neutral colors such as silver, gold, black, white, tan, yellow and navy.

All Uniform items must be purchased through Gloria's Uniforms

**Strongly recommend girls wear solid black or navy bicycle shorts under jumpers and skirts.

***Grades 5-8 girls may wear solid white tank top under the formal uniform blouse, tanks should not be visible.

FREE DRESS: Careful consideration should be made when selecting an outfit. Nothing too low cut, short, see through, thin strapped or strapless, backless, no clothing with rips or tears, and no bare midriffs allowed.

Failure to comply with the uniform/appearance code will result in any of the following:

- * 1 verbal warning to student/parent per semester
- * 2nd uniform violation –written Uniform Violation Form with parent signature required
- * 3rd and subsequent violations – benched at recess
- * Excessive – parents called and required to bring proper uniform to school

Daily Uniform for All Transitional Kindergarteners 2021-2022

All Uniform items must be purchased through Gloria's Uniforms

Shorts	Charcoal uniform shorts (elastic waist)
Pants	Charcoal uniform pants (elastic waist)
Shirts	Teal, dry fit, long or short-sleeved shirt with logo
Jacket	Navy blue fleece with logo or waterproof heavier jacket with logo
Shoes	Solid black, solid white or black and white velcro shoes only; no slip-ons, patterns, cartoon characters, skulls and no hi-tops
Socks	Girls: White socks, no logos Boys: White socks, no logos
Hair	Girls: Hair should be their natural color and no fads or extensions added Extreme hairstyles are not permitted. Hair bows and barrettes should be in neutral colors such as silver, gold, black, white, tan, yellow and navy. Boys: Boys are required to have a traditional haircut - no fads, perms, mullets, or extreme cuts. A traditional gentlemen's haircut is off the face, above the eyebrows, around the ears, off the collar, neatly groomed and their natural color.

*TK students will not wear a PE uniform nor a formal uniform



2021-2022

Acceptance of Parent/ Student Handbook

Our family has received and read the Our Lady of Perpetual Help School's Parent/Student Handbook. We are aware of, understand, accept and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature _____ Date _____
Mother's or Guardian's Signature _____ Date _____

Print student names and grades:

Student's Name _____ Grade _____ Student's Name _____ Grade _____
Student's Name _____ Grade _____ Student's Name _____ Grade _____

Please return this signed form promptly to the school office.
This form will be placed in the students' permanent files

(Please print neatly except where signatures are required)