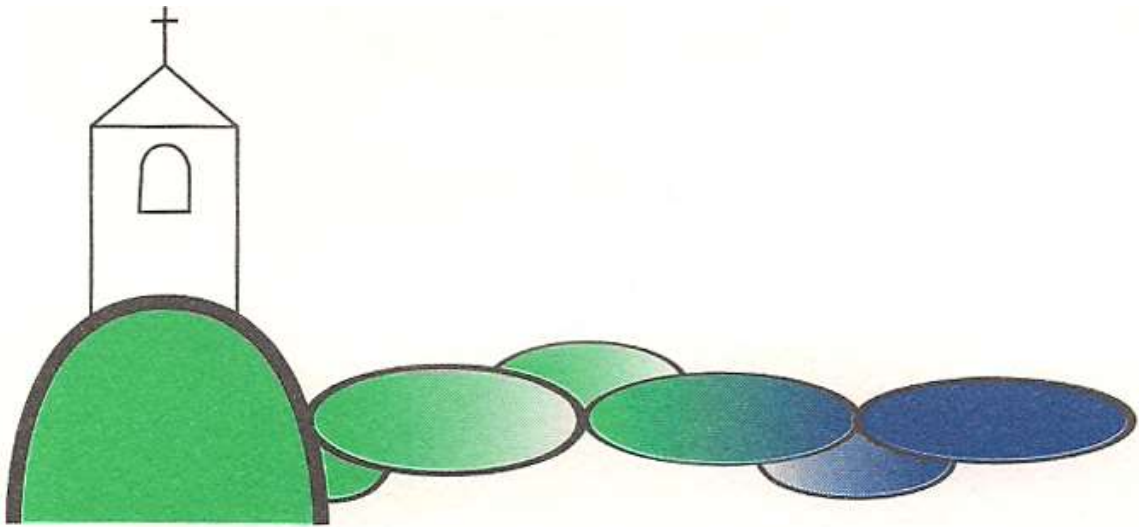


**Our Lady of Perpetual Help School
Daly City, CA**



**Parent / Student Handbook
2018-2019**

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I. FACULTY AND STAFF LIST

OUR LADY OF PERPETUAL HELP SCHOOL
80 Wellington Avenue
Daly City, CA 94014
(650) 755-4438

Rev. Augusto Villote, Pastor

Ms. Kathleen Franco, Principal

Ms. Emmerline Martinez	Kindergarten
Mrs. Pauline Flores	First Grade
Ms. Meghan Highsmith	Second Grade
Mrs. Gemma Glean	Third Grade
Mrs. Casilda Lazalde	Fourth Grade
Ms. Jaime Stella	Fifth Grade
Ms. Mary Tunnell	Sixth Grade, Seventh and Eighth Grade Math
Mrs. Sheila Ortega	Seventh Grade, Vice-Principal, Sixth and Eighth Grade Science
Mr. Angelo Marquez	Eighth Grade, Sixth and Seventh Science Physical Education Teacher
Rhythm and Moves	Music
Mrs. Cynthia Coronado-Marquez	Lower Floor Aide
Mrs. Christine Leggero	Secretary
Mrs. Arlene Castillo	Bookkeeper
Mrs. Julia Dwyer	Counselor
Mrs. Barbara Sky	Drama Director
Mr. William Kovacich	Cafeteria Service
Mrs. Patricia Falcon	Office Assistant/Extended Care

II. MISSION, PHILOSOPHY, GOALS, OBJECTIVES & STUDENT LEARNING EXPECTATIONS

MISSION STATEMENT

At Our Lady of Perpetual Help School, we aspire to educate the whole child spiritually, intellectually, socially, psychologically and physically, in light of Catholic/Christian principles and service. We are committed to providing our students with a quality education, which will prepare them for their roles in society.

PHILOSOPHY OF OUR LADY OF PERPETUAL HELP SCHOOL

Philosophy Statement

We believe in God and the teachings of the Catholic Church.

We believe in the dignity of each individual and his/her inalienable right to a quality education.

We believe that parents are the primary educators of their children, and that the learning process is, most fundamentally, a collaboration of parents, teachers, and students.

With this sense of shared responsibility, we at OLPH parish school are dedicated to:

1. the creation of a Catholic/Christian environment of care, encouragement, and love.
2. the pursuit of academic excellence.
3. the joy of learning.

We believe, further, in the importance of personal self-esteem and community spirit, the principles of mutual respect and understanding among all people, and the need for

global awareness based on the Gospel values of peace, justice, and service.

With this in mind, we take pride that the student population we serve reflects the great richness of our parish and surrounding community.

Finally, **we believe** education is a journey, which demands vision, commitment, and courage. We believe each individual should make the most of his or her unique gifts and talents, education being key to the happy, fulfilled life God intended.

SPIRITUAL GOALS AND OBJECTIVES

The fullness of Christian maturity is developed when the individual, knowing the Gospel and integrating its message into his/her everyday life, becomes a totally committed Catholic. The faculty and staff strive to develop knowledge of the Gospel and insight into internalization of its message, in the following ways:

1. Impart our faith as revealed through Scripture, tradition, the teachings of the Church, and the faith-life of our Catholic community to our students and their families;
2. Provide opportunities for students to experience and develop a personal and communal relationship with Jesus and Mary through worship, prayer, participation in and planning of liturgical celebrations, reception of the sacraments, and the integration of our Religion curriculum into their daily lives;
3. Help each child realize his/her essential goodness and innate dignity, recognize these qualities in others, and instill a respect for life;
4. Assist each child in his/her moral development by providing a Catholic foundation upon which to build;
5. Provide opportunities for students to serve their school, parish, and community;
6. Encourage students to take an active role as Catholic leaders

in promoting peace and social justice for all the peoples of the world;

7. Integrate Religion into all areas of the curriculum;
8. Inform students about the teachings of the Church on AIDS and the HIV virus, and to surface the main religious and moral questions which surround this issue;
9. Provide opportunities for our students to learn about Church vocations in the modern world;
10. Present information about other Christians honestly and accurately, communicate the divine truths and values Catholics share with others, and pray for Christian unity.

INTELLECTUAL GOALS AND OBJECTIVES

We see learning as a product of two functions: acquiring information and, more importantly, developing personal meaning through discovery. It is the responsibility of the school administration, faculty and staff to:

1. Create an atmosphere of learning that combines structure and creativity;
2. Develop good study habits and critical thinking skills;
3. Use academic subjects not only as means in themselves, but as tools to teach specific skills;
4. Encourage each student's involvement in learning, instill enthusiasm through a variety of techniques and approaches, and relate learning to everyday life experiences;
5. Help parents recognize they are the primary educators of

their children;

6. Impart an appreciation for the fine and performing arts;
7. Develop in each child an awareness, appreciation, and self-confidence in his/her talents, abilities, and skills;
8. Encourage the academic potential of each child and, to the best of our ability, meet his/her individual needs.

SOCIAL GOALS AND OBJECTIVES

We acknowledge and respect the ethnic and social composition of OLPH. We want our students to leave with a Catholic sense of community, compassion, and service. We strive to develop in our students an awareness of their relationship with one another and all peoples of the world. The faculty and staff will provide opportunities for the students to actively:

1. Deal with social and political change with a sense of Catholic /Christian conviction and fairness;
2. Learn the importance of working together for common goals and the common good;
3. Develop attitudes of mutual respect, and an understanding of our local community, the United States, and the world at large;
4. Develop an awareness of their "global citizenship," the need for peace and justice, and the dignity of all men and women everywhere;
5. Take pride in their own cultural heritage;
6. Gain an ecological sensitivity by learning how to preserve the rich and varied life forms that were created for our use and enjoyment.

PSYCHOLOGICAL GOALS AND OBJECTIVES

Children must believe in themselves if they are to grow spiritually, intellectually, socially, and physically. The faculty and staff will foster the students' positive self-image by:

1. Encouraging them to feel positive about themselves, and their capabilities and accomplishments;
2. Assisting students in formulating healthy personal goals and in making decisions to achieve those goals;
3. Making students aware of their strengths and weaknesses, and assisting them in coping realistically with them;
4. Encouraging students to express their feelings in a positive manner;
5. Providing on-site counseling and referring students to outside agencies when necessary;
6. Providing opportunities for students to interact with one another and to grow morally, psychologically, and socially;
7. Creating an atmosphere of acceptance, care, encouragement, and Christian love.

PHYSICAL GOALS AND OBJECTIVES

Realizing the importance of developing well-balanced healthy individuals, the school staff encourages our students to be healthy choice makers by:

1. Imparting the principles and practices of self-care, good nutrition, and hygiene;
2. Encouraging self-awareness and an appreciation of the physical strengths and limitations of others;
3. Developing basic motor skills through organized play;

4. Providing knowledge and observation of the basic rules of safety;
5. Developing an understanding of rules and regulations, fair play, and sportsmanship;
6. Providing after-school sports programs for student participation;
7. Providing education and information to parents and students regarding drugs and alcohol abuse;
8. Presenting the major medical facts about the HIV virus and helping students understand the related health and moral issues.

Our Lady of Perpetual Help School Student Learning Expectations

PRIMARY

Students at Our Lady of Perpetual Help School are SAINTS

1. Spiritually Active Christians who:

- a. know God and strive to live like Jesus.
- b. make good choices.
- c. sing and say prayers in Church.
- d. memorize prayers and pray everyday.

2. Accountable Citizens who:

- a. are kind and fair to everyone.
- b. listen to everyone's ideas and talk about their problems.
- c. help the needy.

3. Independent Thinkers who:

- a. know their talents and work hard.
- b. display leadership qualities.
- c. practice good manners.
- d. participate in different forms of art.

4. Noteworthy Learners who:

- a. work by themselves.
- b. speak clearly.
- c. can read and write.
- d. try their best in every subject.

5. Thoughtful Choice Makers who:

- a. get involved.
- b. try to stay healthy.
- c. play well with others.

SECONDARY

Students at Our Lady of Perpetual Help School are SAINTS

1. Spiritually Active Christians who:

- a. have a dedicated knowledge and uphold the beliefs of their Catholic faith.
- b. exhibit Catholic / Christian values through moral decision-making.
- c. demonstrate a willingness to serve the Church.
- d. participate in memorized and spontaneous prayer.

2. Accountable Citizens who:

- a. take responsibility for their own actions.
- b. understand divergent points of view and resolve conflicts peacefully.
- c. are aware of community and global issues.

3. Independent Thinkers who:

- a. appreciate, utilize and share the gifts and talents God has given us.
- b. display leadership qualities.
- c. exhibit appropriate manners and behavior in social situations.
- d. recognize and understand the importance of the creative arts

4. Noteworthy Learners who:

- a. take responsibility for their learning and demonstrate good study habits.
- b. can articulate ideas clearly and creatively.
- c. read and write effectively
- d. work toward academic excellence in all subject areas.

5. Thoughtful Choice Makers who:

- a. participate in activities that promote self esteem
- b. practice good health habits
- c. demonstrate good sportsmanship and are able to work together cooperatively

III. ADMISSION POLICIES

Our Lady of Perpetual Help School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at this school. OLPH does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex, or disability in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. Likewise, OLPH does not unlawfully discriminate against any applicant for employment on the basis of age, sex, disability, race, color, and national and/or ethnic origin. Admission of students with special needs will be dependent on the school's ability to meet those needs. Our Lady of Perpetual Help School is fully accredited by both the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA).

Applications may be obtained from the school office after January 1 each year. Birth and baptismal certificates, along with complete immunization records, **must** accompany the completed application form and testing fee. Students entering Kindergarten must show evidence of attendance at preschool. Students entering Grades 1-8 must also show proof of appropriate academic progress and/or promotion (report cards, etc.).

New applicants are tested in February/March each year. The test measures the academic readiness of each child for his/her appropriate grade level. After test results are discussed between the teacher administering the test and the principal, parents are notified by the school office of their child's status for the following school year.

Final acceptance of a child into OLPH is contingent on the completion and filing of all necessary forms and payment of the **non-refundable** Registration Fee.

IV. FINANCIAL POLICIES

REGISTRATION FEE

A non-refundable registration fee of \$255 plus a \$100 technology fee per student is due at the time of registration. These fees cover Archdiocese and local administrative fees, as well as insurance, books, updated technology and other classroom supply costs. No student is officially enrolled, nor is space saved until these fees are paid. If a student's Registration Fee has been paid and he/she does not attend OLPH for any reason, the fee is **non-refundable**.

TUITION

Each family must sign and return a copy of the "OLPH Tuition Agreement" Form, which defines school tuition policy (See appendix). Families choosing to pay tuition monthly must also fill out a F.A.C.T.S. Tuition Agreement allowing F.A.C.T.S. to collect your monthly payment once each month from your checking or savings account. Tuition may be paid annually (Due in June), semi-annually (August and January), or in equal monthly payments (11 months) through F.A.C.T.S. Tuition Management Company. Monthly payments are taken from your designated bank account on the 5th or the 20th of each month (July-May for 11 month option). Tuition must be paid in full by June 1st before re-registration for the next year is accepted. Any questions/problems regarding tuition should be referred to the school office.

2018-2019 TUITION SCHEDULE (GRADES K - 8):

	Monthly 11/mo	Semi	Yearly
1 child	\$600/mo	\$3,300	\$6,600
2 children	\$1,081/mo	\$5,945.50	\$11,891
3 children or more	\$1,468/mo	\$8,074	\$16,148

*See page 17 for description of non-participating.

ADDITIONAL CHARGES/INFORMATION

A technology fee of \$100 per child annually must be paid at the time of registration

There is a \$20 school service charge on all returned or "bounced" checks used for

payment of tuition and/or fees. Any family who has two or more checks returned by their bank will be required to make all future payments in cash or by money order.

V. ACADEMIC POLICIES

CURRICULUM

Local curriculum development is the responsibility of the Principal and faculty following the approved Archdiocesan guidelines.

HOMEWORK GUIDELINES

The assignment of homework is meant to reinforce the individual study habits of each student. All assignments are an outgrowth of the day's work and not a substitute for classroom teaching.

Homework is a reinforcement and/or extension of materials and skills covered in the classroom. As reinforcement, assignments should cover skills previously taught. As extension, long-term projects such as compositions, book reports, research projects, and oral presentations may be assigned. Homework is a responsibility over which extra-curricular activities should not take precedence.

Homework is also a communication with the parents. To promote good study habits, parents can help by providing their children with the following:

1. A quiet time and place to study.
2. No outside distractions, such as the telephone, television, or radio.
3. A set study/homework routine.

Students should be able to complete their homework assignments satisfactorily under these conditions. The time allotments which follow should serve as a guideline for parents.

Repeated incomplete or missing homework assignments will be reported to parents.

HOMEWORK TIME ALLOTMENTS

The following time allotments are approximate for each grade level. Individual students may require more or less time, on a given day, depending on their individual skills and capabilities.

Kindergarten 1 assignment

Grade 5

60-75 minutes

Grade 1	20-35 minutes	Grade 6	75-90 minutes
Grade 2	30-45 minutes	Grade 7	90-120 minutes
Grade 3	30-45 minutes	Grade 8	90-120 minutes
Grade 4	45-60 minutes		

MAKE-UP WORK

Students are required to make up work missed during an absence from school. If the school office is notified prior to 10:00 A.M., work may be sent home with another student or sibling or be ready for parents before school dismisses. Parents are not to interrupt class to pick up work or to conference with a teacher.

If parents take their child/ren out of school for a non-calendared vacation, they should not expect the teacher to prepare assignments for the time missed. Students must make up required work at the discretion of the teacher.

PROGRESS REPORTS

Parents will be informed of student progress and/or difficulties through a quarterly student Progress Report. This report will include information regarding student performance on tests and homework. In addition, grades 3- 8 have grades available via SchoolSpeak. Children / parents can view grades at any time and are encouraged to do so.

TESTS

Tests are indicative of student progress and are important means of communication between home and school. Parents are expected to review their child's tests when they are sent home. Parent's signatures on selected tests indicate that they have done so. It is the responsibility of the student to see that tests are reviewed and/or signed and returned.

REPORT CARDS

Report Cards are issued quarterly each school year. Parent-Teacher Conferences are scheduled immediately following the first Report Card period. Parents are to sign and return Report Cards promptly. A child who is absent 10 or more days in a quarter, and fails to make up missed assignments, will receive an incomplete grade (I) for each subject involved. Failure to correct deficiencies will lead to the incomplete grades (I's) being changed to F's at the end of the following quarter.

ACADEMIC MARKING CODE

The Archdiocese of San Francisco Department of Catholic Schools has established the following academic marking code for all elementary schools:

Kindergarten, Grade 1 and Grade 2

E	Exceeds standard
M	Meets standard
W	Working toward standard
N	Not at grade level standard
No Mark	Standard not addressed during current marking period

Co-Curricular Subjects

P	Participates
NP	Does not participate

Grades 3 through 8:

<u>A</u> (96 -100)	C (74-80)	A - Outstanding Achievement
A- (93-95)	C- (70-73)	B - Above Average
B+ (91-92)	D+ (67-69)	C - Average Achievement
B (87-90)	D (63-66)	D - Below Average
B- (84-86)	D- (60-62)	F - Failure
C+ (81-83)	F (59-below)	

(+ and - indicate degree of letter given)

ACADEMIC AWARDS

An Academic Awards Assembly is held at the end of each quarter to recognize student achievement in Grades 3 through 8. "A" Honors are awarded to students with a Grade Point Average (GPA) of 3.50 to 4.00; "B" Honors are awarded for GPAs of 3.00 to 3.49. Parents and friends are encouraged to attend our Academic Awards Assemblies throughout the school year.

PROMOTION

A student satisfactorily completing each grade's work will be promoted to the next grade.

RETENTION

Any decision concerning non-promotion must be made after considering all facts related to the child's development (emotional, physical, social as well as intellectual and academic), collected from a wide range of sources throughout the year. Written documentation of compliance with the following procedures is to be retained in a confidential file. A) There is consultation between teachers and principal as early as possible in the first semester. B) A conference is held with the parents no later than the beginning of the second semester to advise them of the possibility of retention and to discuss possible remedial actions. C) Follow-up conferences with parents are held to evaluate the academic progress of the child D) Evaluations and reports to parents must indicate failure to achieve minimum objectives in at least two basic subjects. A student shall be retained no more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school. (Administrative Handbook #5134)

STUDENT RECORDS

Parents wishing to see their child's cumulative record must request an appointment. This arrangement ensures that a qualified person will be available to answer questions and interpret the recorded data. Any request for, correction of, or addition to recorded data must be addressed in writing to the principal.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled immediately following the first Report Card period for all OLPH families (usually during the first week of November). Conferences are scheduled for the convenience of each family, through a note sent home with each child. The first Report Card and STAR Test scores (Grades 2-8) of the student will be distributed and discussed at the conference. During the week of conferences, students are dismissed at 12:30 P.M. each day (Minimum Day Schedule). Individual parent-teacher conferences are also scheduled whenever needed throughout the school year.

ACADEMIC PROBATION

Parents will be informed through Report Cards, Progress Reports/Folders, and other means of communication of the academic progress of their child. If a student is experiencing a serious academic problem, and improvement is not seen within a reasonable period of time, the student may be placed on Academic Probation. Probation will last between four to nine weeks. Parents will be highly involved and frequently informed of their child's progress during this period. At the end of the probation period, if the student is still not performing satisfactory work, a conference with the principal will be held to determine a future course of action.

ACADEMIC SUSPENSION

Suspension shall last for a period of one to three days, during which the student is to satisfactorily complete all required make-up work. A suspended student will not be allowed to participate in any school-sponsored social and/or athletic activities during the period of suspension. The place of suspension will be agreed upon at a conference including the student, his/her parents, the teacher, and the principal.

VI. SCHOOL PROCEDURES AND POLICIES

ABSENCES AND TARDIES

All absences are disruptive and take valuable time away from classroom instruction.

First Day of Absence: Parents must call the school office (650-755-4438) whenever a child is absent due to illness or emergency. Calls should be made on the first day of absence before 9:30 A.M. If secretary is unavailable please leave a message on the school recorder.

When calling the school office, parents should request any make-up work, specifying whether the work should be sent with a sibling, a neighbor, or left at the office for the parent to pick up before school dismisses.

Appointments

Since class time is extremely valuable, student appointments for the doctor or dentist, or for any other reason, should be made after 3:00 P.M. or on a day when school is not in

session.

If a scheduling conflict is unavoidable, parents must send a note with their child (in advance if possible) indicating the date, time, and purpose of the appointment. Please note that: 1) parents must sign students in and out in the school office for all appointments, and 2) students are expected to make up all school work missed because of outside appointments.

Extended Absences

Parents are strongly discouraged from taking children out of school for any extended absence. Any such absence during the course of the school year is considered unexcused. Excessive absences may severely affect a student's grades and may even jeopardize a student's promotion. Teachers are not required to provide work and/or give make-up tests for students who miss school due to extended absences.

Tardies

It is the responsibility of each parent to guarantee that their child is on time for school each morning. The doors/gates to the school will be opened at approximately 7:45--this is when a teacher supervisor is on duty. Students should wait in the yard (or hall on rainy days) until a warning bell tells them that it is time to line up for morning assembly at 8:00. Any student who arrives after 8:00am is considered late and must pick up a tardy slip in the school office. 3 tardies will result in loss of recess privileges.

We must have the full cooperation of our parents and friends regarding the following arrival and dismissal policies of Our Lady of Perpetual Help School. The safety of our students, parents, and staff is always our foremost concern.

ARRIVAL AND DISMISSAL

With the exception of those students enrolled in before-school Extended Care, no student should arrive at OLPH before 7:45 A.M. There is no yard supervision before this time, and the school assumes no responsibility for students before 7:45 A.M. Any student who is on school grounds before 7:45 A. M. will be checked into before-school Extended Care.

Once students have been dropped off at school, they are not allowed to leave the school grounds to visit any neighborhood business. The school is not liable for students who visit a local business before or after school. Students are not allowed to be in the

church courtyard area at any time.

Students are dismissed at 3:05 P.M. everyday, except on Mondays when school dismisses at 2:05 P.M. On the third Monday of each month, the school is usually on a Minimum Day Schedule – dismissal at 12:30 P.M. – to allow our teachers to attend an In-service in the afternoon. Other 12:30 P.M. dismissals occur before holidays and vacations, and will be announced in the Wednesday envelope and noted on the calendars sent home throughout the year. Please post your monthly school calendar and refer to it frequently.

Students are dismissed by their classroom teacher. At 2:50 Kindergarten students will be dismissed from the gate nearest the teacher's parking lot and will be released only to those authorized to pick up the student. Students in grades 1 through 4 will remain against the wall of the building, with their teacher, until an authorized person collects them. It is the responsibility of parents to make sure their child is picked up on time, as there will be no supervision after dismissal regardless of the school's schedule. If needed, after-school Extended Day Care is available to all students. Students not picked up by 3:15 will be sent to Extended Day Care and will be billed accordingly.

Automobile Traffic

Students always have the right of way. Cars must yield to all pedestrians at all times. Drivers are expected to cooperate with and follow the directions of our student Safety Patrol, Supervising Staff personnel and obey traffic laws, for the safety of all members of our community. Drivers are expected to keep a lane clear at all times to allow for the flow of traffic to continue.

CAFETERIA

OLPH's monthly menu is prepared and distributed by the head of our cafeteria service. We offer daily specials, snacks, drinks, and sandwiches. Students must purchase these items through lunch cards in \$10.00 and \$25.00 denominations, paid for through the school office.

Lunch/Snack Rules

1. Food is allowed in the school yard at recess time only (10:00-10:40 A.M.). All lunches should be eaten in the cafeteria or the classroom, and no food is allowed in the school yard between 11:45 A.M. and 1:00 P.M.

2. Students are allowed to eat snacks or lunches only in the cafeteria, classroom, or the school yard during morning recess. Eating in the hallways or other areas of the school is forbidden at all times.
3. Cafeteria time is for eating and socializing using basic and appropriate forms of meal etiquette.
4. Students are expected to be relatively quiet and controlled when they are in the cafeteria.
5. Students are expected to bring healthy and nutritious snacks and lunches to school each day, or they may purchase them in the cafeteria. Parents who are bringing lunch to school for their child must leave the lunch, with the students' name on it, on the counter outside of the office. Parents are not allowed in the cafeteria during lunch hours unless they have signed up to assist as cafeteria support.
6. While in the cafeteria, all students must remain seated until they have finished their lunch, cleaned up their table, and are dismissed to the school yard by grade.
7. Throwing, spilling, and/or dropping food or papers on the floor of the cafeteria is strictly prohibited. Empty lunch bags, papers, and cans/plastic bottles are to be deposited in the appropriate garbage receptacles. Glass bottles and containers are prohibited in school for the safety of all students.
8. Before going out to play, tables are to be cleaned by students assigned from each grade (table monitors).

Student Lunches

Students are encouraged to bring a bag/sack lunch or to purchase their lunch in our school cafeteria. If parents need to drop off student lunches, they should do so at the school office and not disturb the classroom. The school encourages parents to provide healthy and nutritious snacks and lunches for their children.

COMMITMENT HOURS

Each family at OLPH has a minimum 15-hour commitment that must be met each school

year. Single parents have a minimum 7.5 hour commitment. These hours can be fulfilled in various ways that fit the convenience of each family's schedule. Your Commitment Hours go a long way to keeping school costs and, therefore, tuition down, and are a direct measure of your support for our program. Parents/guardians unable or unwilling to complete the 15/7.5 commitment hours will be considered "non-participating" and will be assessed an additional \$275.00 on their tuition for the following year.

Archdiocese rules require that all parent/guardians fill out the Application Form for Volunteers. In addition to completing this form, parents, guardians, or non-parent volunteers having regular contact with children and youth will be asked to complete VIRTUS and LiveScan-fingerprinting for clearance. The principal will notify you if you fall under the category of having "regular contact".

COMMUNICATION

OLPH School uses SchoolSpeak as its information system. All material including the principal's bi-weekly newsletter, information on upcoming events and activities, the monthly calendar, yearly calendar, Archdiocesan-sponsored information and materials, and reminders will be available on SchoolSpeak. It is important to check SchoolSpeak regularly for updates and to ensure that your child's profile contains the most recent information. Additionally, information is available to parents and students on the school website. www.olphdc.org

COUNSELING

Any child believed to benefit from counseling services at Our Lady of Perpetual Help School must first have the consent form for "School Counseling Services" completed by the parent/guardian (See XII. REQUIRED FORMS). The form will be kept on file by the school counselor. However, at administrators' discretion the counselor may meet with any student for 30 minutes without signature of consent form.

DISCIPLINE AND CONDUCT

Discipline at Our Lady of Perpetual Help School is considered an aspect of moral guidance and not simply a form of punishment. It attempts to promote the individual student's personal development and self-discipline. Discipline is administered with respect to the rights of the student being disciplined, and is meant to be instructive rather than merely punitive.

Discipline is attained when parents and students work cooperatively with the principal, the teachers, and other members of the school community to attain class and school objectives.

Suspension

A pupil may be placed on suspension for serious misconduct, on campus or off campus, or for continued misconduct after having been placed on disciplinary probation. Official suspension may assume various forms:

1. The pupil may attend class but lose the right to participate in any school activity on or off campus.
2. The pupil may be suspended from a particular class and required to report to a specific place during that time (i.e., "on campus suspension").
3. The pupil may be assigned at home suspension (one to five days). Assigned academic work to make up the class time lost will be provided.

Note that three home suspensions make a student subject to immediate expulsion from OLPH.

Expulsion

A pupil may be expelled from OLPH for misconduct of a very serious nature calling for immediate dismissal without suspension, or for a repetition of conduct for which the pupil has been suspended one or more times. Expulsion, the permanent termination of a pupil's enrollment, is a sanction that will be invoked rarely, and only as a last resort for clear and serious cause.

Violations and Infractions

Grounds for suspension or expulsion are not applied automatically, and in all cases parents will be notified by the principal and/or required to attend a conference on the matter. There are, nevertheless, acts which constitute good cause for suspension or expulsion from school when the conduct is committed by a pupil while under the

jurisdiction of the school, or when the conduct is directly related to a school activity or school attendance. Among these offenses are the following:

1. Actions gravely detrimental to the moral, physical, and spiritual welfare of other pupils.
2. Habitual vulgarity or profanity.
3. Assault, battery, or any other act of intimidation, force, violence, or harassment directed toward any school staff member or pupil.
4. Open and persistent defiance of the authority of a teacher or staff member.
5. Incurable or disruptive behavior which impedes the progress of the rest of the class.
6. Continued willful disobedience.
7. Use, sale, distribution, or possession of any narcotic(s).
8. Use, sale, distribution, or possession of any alcoholic beverage(s).
9. Smoking or having tobacco.
10. Willful defacing or otherwise injuring in any way any real or personal property belonging to the school.
11. Truancy in any form.
12. Theft, extortion, arson.
13. Public misconduct while under school jurisdiction (to, during, and from school sports activities, at a bus stop, on field trips, etc.).
14. Cutting class and/or leaving the school grounds during the day.
15. Use, sale, distribution, or possession of knives, dangerous weapons, firecrackers, fireworks, handcuffs, and other similar materials.
16. Consistent uniform infractions or failure to comply with the OLPH code regarding personal appearance.
17. Cheating, plagiarism, or other forms of dishonest behavior.
18. Lying or forging signatures.
19. Consistent failure to complete assignments in a satisfactory and acceptable manner.
20. Throwing rocks.
21. Any and all other violations of good order, conduct, and discipline.

THIS LIST IS NOT INCLUSIVE, BUT MERELY THE MOST OBVIOUS VIOLATIONS/INFRACTIONS THAT WILL RESULT IN DISCIPLINARY ACTION.

HARASSMENT POLICY

In 1992, the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. In 1996, a supplement to that policy was added specifically focusing on student-to-student harassment. In 2001, the newly revised Archdiocese of San Francisco Policies and Procedures Regarding Child Abuse and Harassment, including detailed policies on child abuse and student-to-student harassment, was published. A complete copy is available in the principal's office, while the section on "Student-to-Student Harassment Policy and Procedures" can be found in the Appendix of this Handbook. These policies will be strictly adhered to at Our Lady of Perpetual Help School.

OLPH affirms the Christian dignity of every student. It is the policy of OLPH to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, or gender. Harassment of any student by any other student is prohibited and will not be tolerated.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

Disciplinary Probation Process

Disciplinary probation is a serious step taken when a student, who after parent contact and teacher and/or principal initiated disciplinary measures, continues to exhibit unacceptable behavior at Our Lady of Perpetual Help School. The procedures used in the disciplinary probation process are as follows:

1. Decisions regarding placement on disciplinary probation come from the

principal after consultation with the teacher and/or staff member directly involved (if applicable).

2. A conference is called with the parents, student, teacher and/or staff member, and the principal to discuss the areas of behavioral change necessary for the child to remain at OLPH School.
3. A time frame for compliance is set, usually either one quarter, one semester, or the full school year.
4. A student on probation is denied the privilege of participating in any sport or other extra-curricular activities during the probation period.
5. Evaluation of the student's progress is made frequently during the probation period, and parents are notified of the student's progress or lack thereof.
6. If, by the end of the time period stated, the student has not met the behavioral conditions mandated – or if another but different episode of unacceptable behavior arises in the interim – the student may be either suspended or expelled from OLPH.

THE ARCHDIOCESE OF SAN FRANCISCO

II.

**STUDENT-TO-STUDENT HARASSMENT
POLICY AND PROCEDURES**

I. STUDENT-TO STUDENT HARASSMENT

A. INTRODUCTION

This document is designed to serve as a policy and teaching tool for the students in Archdiocesan schools. It serves as a tangible witness to the Catholic commitment to live, love, and respect as Jesus did.

As indicated below, student-to-student harassment can take many forms. To the extent it involves child abuse, as defined by law, the Archdiocesan Child Abuse Policy and Procedures, including the requirement to report the abuse to civil authorities, shall be followed.

B. HARASSMENT IN GENERAL

Catholic teaching and practice affirm the Christian dignity of every person. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, religion, creed, color, age, national origin, ancestry, physical or mental disability, medical condition, or sex. Harassment of a student by any other student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect and dignity.

C. SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following:

Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.

Written Harassment: Suggestive or obscene letters, notes, or invitations.

Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.

Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures, cartoons, or posters.

D. DISCIPLINARY ACTION

1. This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time including, but not limited to, any of the following:
 - a. While on school grounds;
 - b. While going to or coming from school;
 - c. During the lunch period whether on or off campus;
 - d. During, or while going to, or coming from, a school-sponsored activity.
2. Any student who engages in the harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

Note:

Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline, as students of Archdiocesan schools are expected to conform their lives to Christian principles at all times.

E. STUDENT'S RESPONSIBILITY

It is the student's responsibility to conduct himself or herself in a manner which contributes to a positive school environment. Students will not commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

F. ADMINISTRATION'S RESPONSIBILITY

To promote an environment free of harassment, the Principal shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of harassment. The school will treat allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, professional, and thorough manner.

II. STUDENT HARASSMENT ADMINISTRATIVE PROCEDURES

A. DISSEMINATION OF POLICY

In order to ensure that all students and employees have knowledge of this policy and administrative procedures, a copy of the policy:

1. will be posted in a prominent location in the administrative building on each campus;
2. shall be provided to all faculty members, administrative staff, and support staff at the beginning of each school year or at the time that a new employee is hired; and
3. a summary of the policy shall appear in the parent and student handbooks at each local site.

B. COMPLAINT PROCEDURE

- Students who feel aggrieved because of conduct that may constitute harassment may, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop. In many circumstances, it may be better to directly contact an adult, such as those listed below.
- If students do not feel comfortable doing this or are unable to do so, they shall direct their verbal complaint to their parents or to a school counselor, principal, or assistant principal. If a claim of sexual harassment is involved and students are uncomfortable speaking to administrators who are of the opposite sex, then they may request that a same-sex teacher also be present. These persons have been designated to assist in resolving harassment complaints and are bound by the highest degree of sensitivity, concern, and professionalism.
- The designee receiving the complaint will follow the school's disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and responded to in accordance with legal and Archdiocesan requirements. Any investigation will be conducted in as confidential a manner as is consistent with these requirements and a thorough investigation of the complaint.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS AT OUR LADY OF PERPETUAL HELP SCHOOL

The students' interest in receiving a quality, morally-based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the parents/guardian of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student-parent handbook of the school.

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

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parent/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 should bring their problems through the proper chain of command; teacher/coach, vice-principal or principal/athletic director or the pastor as a last resort. Parents should not approach another student in an attempt to resolve a personal conflict.
3. These expectations for students and parents/guardians 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, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, 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 a warning and/or without an intermediate step short of withdrawal.

Standards of Student Conduct

Our Lady of Perpetual Help School requires the following standards of student conduct:

1. Respect and courtesy to all faculty, staff, and other students within the school.
2. Respect the rights and property of others.
3. Respect all school property at all times. Vandalism of any kind will not be tolerated. Lost or damaged books must be paid for to cover replacement costs.
4. Uniforms must be worn at all times. Shirts/blouses must always be tucked in. Belts are required for boys.
5. Students are encouraged to use the restrooms before school and during the recess and lunch breaks to minimize classroom interruptions.
6. Students are expected to be quiet and orderly in the hallways and stairways. Pushing, shoving, and running will not be tolerated.
7. Gum chewing or sunflower seeds are not allowed at any time during the school day.
8. Food is permitted on the playground during the morning recess only. Students should responsibly place litter in the appropriate receptacles and help keep the school yard clean.
9. During recess, students must remain in the play area. Leaving the yard,

climbing fences, destroying shrubs or trees, throwing rocks, climbing the hill, or playing in or defacing the restrooms is forbidden.

10. Recreational equipment is supplied by the school. Students should leave their own equipment and/or toys at home.
11. Cellular phones, pagers, and all other electronic communication devices and/or games are prohibited during school hours. If brought to school, they will be subject to confiscation.
12. A warning bell will be rung 5 minutes before the end of recess/lunch to allow students time to use the restrooms. When the final recess/lunch bell rings, each student must stop playing and proceed immediately to their line-up area. Entering the school building must be done in silence.
13. Actions which are expressive of a lack of respect or disruptive behavior may result in the forfeiting of playground privileges.

TECHNOLOGY

OLPH strongly believes in the educational value of technology and recognizes that electronic services have the potential to support our curriculum and advance student learning. Our goal is to develop uses for technology at all grade levels, so that students use technology as a tool in a variety of subject areas. A school-wide computer network provides teachers, staff, and students access to the internet. The school will make every effort to protect all parties from misuses or abuses of the internet as a result of improper and/or unauthorized use. However, users (students, teachers, staff) may encounter material which is controversial, inappropriate, and/or offensive. On a global network, it is virtually impossible to effectively control the content of data, and it is, therefore, the user's responsibility not to abuse or misuse his/her internet access. To ensure that OLPH's technology policies and procedures are understood and followed, all students and their parents/guardians are required to sign and return the "Acceptable Technology Use Agreement for Our Lady of Perpetual Help School" as a condition for student use of school technology resources.

UNIFORM / DRESS CODE / GROOMING

Simply Uniforms -- located at 7801 El Camino Real, Colma (650-757-5722) -- is the official uniform supplier for OLPH School. All uniform pieces (sweaters, pants, shirts) must be purchased at Simply Uniform Supply store.

All students must wear the proper school uniform, unless excused by a written note from their parents or on a non-uniform dress day given by the principal. In any case, neatness, cleanliness, and appropriate attire is always required of all students.

Shoes/Socks:

- A good quality athletic shoe must be worn by all students.
- Shoes must be **one solid color**, either black or white.
- Markings/accents must be limited and may only be black or white.
- Shoes without good support (platform shoes, sandals, flip flops, etc.) are prohibited, as are slip-on shoes, shoes with roller wheels, and other unconventional models of footwear.

Dress Code:

- Shoes must be tied in an appropriate and proper manner at all times to ensure student safety and decorum.
- Socks must be worn at all times.
- Socks must be either white, dark green or navy in color, and at a minimum must **cover the student's ankle and be visible above the shoe**.
- School sweaters must be worn to school each day. Official class graduation sweatshirts may be substituted for school sweaters in the 8th grade except on Mass days when sweaters are required. Only OLPH sweaters or jackets may be worn in the classroom or in the church.
- Official OLPH PE uniforms should be worn on Fridays. Students who chose not to wear official PE uniforms must wear their school uniform.
- Only a solid white short-sleeved undershirt or a white turtleneck are allowed under the school shirt. Shirts must be tucked in.
- Non-uniform dress days are given throughout the year. Students are expected to dress in an appropriate manner. Examples of unacceptable include: sandals, flip flops, shorts, halter tops, tank tops, ripped or torn garments.

Boys:

- Hairstyles must be neat and conventional. Hair must be blended or tapered. No wedged, shaved, or sculptured sides, ridges or lines, tails, dying, highlighting, coloring, or other trendy fad styles will be allowed.

- Boys' hair may not be longer than the top of the shirt's collar. Sideburns may not extend longer than the middle of the ear.
- Students must be clean shaven. Mustaches, goatees, or other facial hair are not allowed.
- Hats, bandanas, earrings, or flamboyant hair ornaments are not allowed.
- Belts must be worn with pants at all times. Boys' shirts must be tucked in pants at all times.

Girls:

- Girls' skirt lengths may not be more than one inch above the knee.
- On cold days girls may wear white, dark green or navy tights
- Hairstyles must be neat and conventional. No highlighting, coloring, or other trendy fad styles will be allowed.
- Earrings are allowed for girls only. Only one pair may be worn at a time. Dangling or hoop earrings may not be worn. Excessive jewelry is not allowed.
- Make up and nail polish is not permitted.

Student in violation of the above OLPH Uniform/Dress Code policy will be subject to detention until problem is corrected. All judgments in this regard are at the discretion of the administration.

GENERAL INFORMATION

Birthday Parties

Our Lady of Perpetual Help School encourages consideration of all students' feelings when planning birthday parties or other activities which involve class members. If you desire to give your child a birthday party in his/her classroom, at least two days advance notice (48 hours) must be given to your child's teacher.

Communications

Parents are encouraged to call the office (650-755-4438) or send a written note with their child to schedule a conference with a teacher and/or the principal. An appointment should be made at least one day in advance.

Development/Publicity

Part of the job of the Development Department of OLPH is to advertise individual student achievement, publicize fundraisers and publish a semi-annual alumni newsletter. Please be aware that occasionally student pictures appear for these purposes. Anyone who does not wish to have the child's photograph must inform the office.

Early Pick-Up/Visitors

If you must pick up your child before the regular dismissal time for any serious reason, you must report to the school office first and sign your child out. Your child will be called for and dismissed by the school secretary only – please do not interrupt any classroom on your own. Your child must report to the office when returning from an appointment.

Visitors must report to the school office immediately upon arrival on school property, and should not under any circumstances enter a classroom or walk around the school grounds.

Educational Field Trips

Field trips are planned to enhance and enrich the OLPH curriculum. Participation may be denied students who are experiencing academic or behavioral difficulties. Parent drivers and chaperones must follow the directions given by the teacher conducting the field trip.

Emergency Forms

Updated Emergency Forms are required to be on file in the school office and on **SchoolSpeak**. The school must be informed of any changes in home and/or work phone numbers and addresses on the Emergency Forms once school has started. Four (4) responsible adults must be listed in case of an emergency where we are unable to reach a child's parents. Their addresses and phone numbers must be different from the parents (or each other), and they must live in close proximity to the school and have immediate access to an automobile.

OLPH Parents' Club

All parents of OLPH students are members of the OLPH Parents' Club. Our Parents' Club is guided by a Parent Club Board made up of representatives of different classrooms from the school. The Parent Club cooperates with school administration in helping to organize school events, activities, school fundraisers and generally reflects the interests and concerns of the parent community. All parents are encouraged to be involved in

parent club activities.

Room Parents

There are at least two Room Parents per grade. Their duties include:

1. Helping to organize class parties, field trips, and activities.
2. Being a resource person for the teacher and a contact person with other parents.
3. Though we attempt to protect your home phone number be aware that room parents are given the phone numbers of all families at their grade level.
4. **Completing the VIRTUS training and being fingerprinted.**

School Telephone

The school telephone is a limited service phone for the use of the school staff only. Children may not use the school phone without permission and supervision by a staff member. In case of accident, illness, or other emergency you will be notified immediately by the school office.

Visitors

All visitors must register at the school office. A visitor badge must be worn while on campus. Visitors include room parents and parent volunteers.

Yard Duty Supervision

Any parent who volunteers to do Yard Duty Supervision must have completed VIRTUS and be approved by the school office. Supervisors are to report to the office where you will be assigned a designated area to supervise and given a volunteer badge.

Volunteer Yard Duty Supervisors are responsible for assisting the designated teacher on duty in maintaining the safety and order of students.

General expectations for Yard Duty Supervisors include:
Follow established procedures in case of accident, injury or illness.
Report strangers on property.

Be sure no student leaves campus.
Report all incidents / concerns to the supervising teacher on duty.
Do not use cell phones for personal calls or to take pictures.
Do not lift or handle any child.

VII. EXTRA-CURRICULAR ACTIVITIES

It is the policy of Our Lady of Perpetual Help School that students who participate in extra-curricular activities (including our athletic program) must maintain satisfactory standards in their school work, homework, conduct, and effort. A GPA of 2.0 and/or an unsatisfactory conduct grade jeopardizes student's participation in extra-curricular activities. Parents and student will be notified prior to suspension of activities.

Sports Program

Our Lady of Perpetual Help School's sports program for Grades 3-8 is designed to:
1) develop basic motor skills through organized play; 2) foster an understanding of rules and regulations, fair play, and sportsmanship; 3) provide an appreciation of the need for participation, cooperation, and teamwork; and 4) encourage self-awareness, physical development, and self-esteem.

Student Council

The OLPH Student Council is a service organization that promotes responsibility and good citizenship among our students. Members are elected by students each year, following candidate's speeches during an Election Assembly attended by the student body. Strict and formal procedures/requirements must be met by the 7th and 8th graders who are eligible to run for Student Council.

Traffic Safety Patrol

Students in the sixth through 8th grade participate in OLPH's Traffic Safety Patrol, under the supervision of the Student Council Traffic Commissioner, Student Council Moderator and the Supervising Teacher on duty. Please follow the instructions/directions of

students on Traffic Patrol for the safety of all involved.

VIII. STUDENT HEALTH

Health Immunizations and Screening

California law states that each student must have verified evidence that he/she has been immunized against polio, diphtheria, pertussis, tetanus, measles, rubella, mumps, chicken pox, and hepatitis B prior to their first enrollment, unless the parent or guardian has filed with the school a request for exemption for one of the following reasons:

1. Immunization is contrary to the belief of the parent.
2. Immunization is prohibited for medical reasons as attested to by a licensed physician in a written statement to the school.

Every new student must have proof of a recent and complete physical examination by a doctor filed in the school office before attending class the first day of school.

Communicable Diseases

Students suffering from communicable diseases are to be excluded from school for at least the minimum period required by the San Mateo County Health Department. A written clearance from a physician must be presented by any student seeking readmission to school after an absence due to a reportable communicable disease. The principal and school nurse may readmit students absent because of a non-reportable communicable disease, such as chicken pox, provided the minimal period of exclusion has been observed.

Medications

Students are prohibited from bringing any type of medication to school without signed statements from both the child's doctor and parent stating: 1) the name of the medication, 2) the reason why the student is taking it, and 3) the correct dosage and time it should be taken. All medicine along with these accompanying statements must be taken to the school office immediately upon the student's arrival at school. They will be given to either the school nurse or secretary who will administer the medication as prescribed. Under no circumstances will any student be allowed to carry around or

administer their own medicine. Remember: no medications can be administered by our staff without signed statements from both a parent and a doctor. This policy will be strictly adhered to for the protection of all our students. We expect your full cooperation in this matter.

General Health Policies of OLPH School

1. Please be sure to phone the school (650-755-4438) whenever your child is absent due to illness or emergency. Calls should be made on the first day of absence before 9:30A.M. When your child returns to school, send along a note briefly describing the date and circumstances of the absence.
2. If your child is sick and/or running a fever, please keep him/her home until completely well. Children with fevers must stay home at least 24 hours after the fever has broken. For the health of others here at OLPH, we cannot allow sick children in school.
3. Please make sure your child wears both their school sweater and a jacket to protect against the cold and windy Daly City weather.
4. If you have moved or changed phone numbers (either home or work), please be sure to send a note with the new information to the school office immediately so we can update our Master List and the Student Emergency Forms. For the safety of your child, we must have correct information on file.

Student Illness or Impairment

Children who become ill during school hours will be sent home. When you are called to pick up your sick child, please arrive promptly.

Children may not remain in the classrooms or school office during recess or lunch because of colds, etc. If your child is too sick to play outside, please do not send him/her to school.

Children are required to participate in P.E. unless there is a serious health problem. If there is a reason your child should not participate in P.E., a letter of explanation is required. Each child will then be assigned written work related to physical education and/or health. If a significant amount of time is to be missed, a doctor's note is

required.

Hygiene and Personal Grooming

Parents have the primary responsibility in providing for the basic health and body care needs of their children. School standards are set in areas such as personal cleanliness, hair, and uniforms (refer to the OLPH Uniform/Dress Code). We expect parental support of these standards, including daily supervision of their child/ren, to ensure good personal hygiene and grooming habits.

Student Accident Insurance

The following procedures are to be followed to benefit from the Archdiocesan Student Insurance Plan:

1. As soon as an accident occurs, it must be reported by the student immediately. All details must be provided and a report made to the school office.
2. Parents must request a student accident form from the school office within 24 hours of the accident.
3. Parents must have the student accident form completed by their own doctor and then mailed to the address on the form.
5. Your own insurance is primary coverage for all accidents, even those that happen on the school grounds during a normal school day. The Archdiocesan Student Insurance Plan provides secondary coverage only.

IX. SCHOOL SAFETY

Emergency Procedures

Periodic emergency evacuation drills are conducted at Our Lady of Perpetual Help School, sometimes under the supervision of the Daly City Fire Department. During evacuation procedures, the children are led to designated safe areas adjacent to the school building.

In the event of a real disaster (fire, earthquake, etc.), parents must park on local streets adjacent to the school, to clear the way for emergency vehicles. They should then proceed on foot to pick up their child/ren at the school building.

CRISIS MANAGEMENT (Drills Run Monthly)

See appendix E "The Big 5"

In Case of Evacuation

The parking lot of the Church of Latter Day Saints, 1399 Brunswick Street will be the evacuation point if needed.

X. EXTENDED DAY CARE PROGRAM

The Extended Day Care Program is designed to serve the students of Our Lady of Perpetual Help School. The Day Care facility is located on the school grounds and is staffed by our dedicated personnel.

Enrollment

The Extended Day Care Program is available only to children enrolled in grades kindergarten through eighth grade at Our Lady of Perpetual Help School. Students will be enrolled in the program only after the Extended Care Registration Form and Fee have been submitted to the school office. The program is operated on a non-discriminatory basis: equal treatment and access to service is provided without regard to race, color, or national and ethnic origin.

Hours Of Operation

Extended Day Care will be open from 7:00 A.M.-8:00 A.M. and 3:00P.M.-6:00P.M. every

school day (including Minimum Days), with the exception that after-school Extended Care will not be offered on the first and last days of the school year and the Minimum Day preceding Christmas vacation.

Program Description

The general structure of after-school Extended Care consists of:

- A. Snack/Social Time
- B. Homework/Study Period
- C. Indoor/Outdoor Activities (following the homework period, children may choose how they spend their free time from a variety of supervised activities offered)

- Students will not be allowed to come and go freely from Extended Day Care.
- Extended Day Care will not provide tutorial service, but will provide homework supervision.

Fees

Fees are separate from tuition and checks should be made payable to OLPH School Extended Care. Each family is charged a \$25.00 registration fee.

Morning Care

Each student registered for morning care (7:00am-8:00am) will be billed \$5 per hour. All students who are on school ground before 7:45am will be checked into morning extended care.

After-School Care

A set fee of \$5.00 per hour for registered students and \$200.00 per month for full-time students, will be charged. Any part-time student who is picked up after 4:00P.M. or 5:00P.M. will be charged for a full hour. If you fail to pick up your child by 6:00P.M., there will be an additional charge of \$1.00 for every minute after 6:00P.M., to be paid immediately to the staff member on duty.

Billing

A weekly bill will be issued for those charged the hourly rate, and a monthly statement will be issued for those charged the full-time rate. Students enrolled full time will be billed for 9 months: September's payment is due the first week of school; October's payment is due between September 20-October 1; May's final payment is due between April 20-May 1.

Procedures

Your child's safety and well-being are our main concern. Parents in our program are responsible for completing and continually updating the Extended Day Care Authorization Form.

Parents are also required to sign their child out each day and document the time when the child is picked up. All signatures must include first and last names.

Children will only be released to a parent or those designated on the Extended Day Care Authorization Form. If someone other than those authorized on the form will be picking up your child, you must inform the school office, in writing, prior to the dismissal of school.

Parents must inform the school office if their child will be absent from Extended Day Care on a scheduled day.

Illness

No child will be placed in Day Care if he/she is ill with a high fever, runny nose, or cough.

If child becomes ill while in Day Care, it will be the responsibility of the parent to have the child picked up within a reasonable amount of time after notification of the illness.

Medication

Only properly labeled medication will be dispensed while a child is in Day Care and only with a signed doctor's form. Properly labeled means: name and dosage as prescribed by a qualified physician. Medication must be accompanied by notes signed by both the parent and a doctor (please refer to page 24 for the complete school policy on Medications).

Injuries/Emergencies

For minor injuries First Aid will be administered and the parent will be informed. For serious injuries and/or emergencies, parents will be notified and the instructions, as outlined on the Authorization Form, will be carried out.

XI. SCHOOL/PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The school/principal reserves the right to amend the policies, procedures, codes, and/or requirements contained in this Handbook at any time as deemed necessary. Such amendments (if made) would be adopted for just cause, and all students, parents, and staff will be notified of any such changes. A number of sample forms used by Our Lady of Perpetual Help School can be found in the Appendix which follows this section.

XII. REQUIRED FORMS

It is vital that OLPH School have updated records for your child each year. All emergency / safety information for your child is contained within their SchoolSpeak profile. Each year parents are required to update their child's profile prior to the first day of school. For safety purposes, your child may not attend school until their profile is updated.

APPENDIX

- A. School Counseling Release Form
- B. OLPH Tuition Agreement
- C. The Big 5

THE ARCHDIOCESE OF SAN FRANCISCO

**CONSENT FORM FOR SCHOOL COUNSELING SERVICES
(Custodial Parent/Legal Guardian)**

I am the custodial parent/legal guardian of _____ ("My Child") and I hereby give my consent for My Child to receive counseling services through _____ School (the "School"). My Child is not married, is not a member of the United States Armed Forces, and has not received a Declaration of Emancipation from any Court of Law.

I understand that counseling services offered through the School are primarily short-term, temporary services aimed at the more effective education and socialization of My Child within the School community, and to provide the means for teachers and the School Administration to serve My Child and the School community more effectively. These services may involve the individual participation of My Child, or the participation of My Child in conjunction with family, teacher(s) and/or the School Administration. I understand that these services are not intended as a substitute for emergency psychological intervention, nor do they take the place of permanent, long-term, or comprehensive psychological counseling, therapy or medication, which are not the responsibility of the School. I acknowledge that it is my sole responsibility to determine whether additional or different services are necessary, and whether to seek them for My Child.

I have the right to withdraw this consent by written notice to the School.

Date: _____ Parent/Guardian's Signature: _____

Relationship to Child: _____

AUTHORIZATION OF DISCLOSURE

Because these School Counseling Services are primarily intended to serve My Child as a member of the School Community, in addition to circumstances otherwise allowed or required by law, I authorize the School counselor, in his or her discretion, to share any information, diagnosis or recommendation derived from these services, and only such information, with me or another parent or legal guardian of My Child, My Child's teacher(s), the School Principal or other School Administrators. Such information will be used only for the purposes of facilitating the education or socialization of My Child in the School community. This authorization shall remain valid only until _____. I have the right to withdraw this authorization by written notice to the School.

I understand that I have the right to receive a true copy of this authorization. By my signature, I acknowledge that a true copy of this authorization has been received by me.

Date: _____ Parent/Guardian's Signature: _____

Relationship to Child: _____

PLEASE KEEP A COPY OF THIS CONSENT FORM FOR YOUR RECORDS

OUR LADY OF PERPETUAL HELP SCHOOL

80 Wellington Ave. Daly City, CA 94014



TUITION AGREEMENT

It is our intent for our child(ren) to enroll in Our Lady of Perpetual Help School for the 2018-2019 school year. We are registering the following students:

Name _____ Grade **Entering in August:** _____

Name _____ Grade _____

Name _____ Grade _____

Family Name _____

I will be paying: *monthly* *semi – annually* *annually **
 On the 5th or the 20th *Due August 31st &*
 Via FACTS *January 31st* *Due August 31st*

(Please circle one)

- **Tuition paid annually will receive a \$200 per child discount.**

I understand and agree to the following tuition policy at Our Lady of Perpetual Help School:

1. I understand that I am registering my child(ren) for the entire 2018-2019 school year, and that a spot at OLPH School is therefore being held for my child(ren). The tuition is collected over an 11 month period beginning July 2018 and ending May 2019.
2. All monthly tuition is to be paid through FACTS Tuition Management System. FACTS charges a service fee for insufficient funds (see FACTS Payment Agreement for details).
3. Only semi – annual or annual payments may be made by check or credit card. Checks returned for insufficient funds will be charged a \$ 20.00 fee. Post dated checks are not permitted. **All monthly payments must be made through FACTS.**
4. At the end of each quarter, the principal, in consultation with the pastor, will consider dropping students from enrollment for the following quarter or school year if they meet the following criteria:
 - a. are delinquent in their tuition account
 - b. have made no substantial effort to discuss and correct the problem with the principal
5. Families leaving OLPH School during the 2018-2019 school year are responsible for tuition for the entire month in which they leave. Families who withdraw during July or August 2018 will be responsible for July and August payments.
6. In the event that a family is removed from the school at the end of a quarter for non-payment of tuition, past-due tuition through the end of the quarter will remain payable and tuition

already paid is not refundable.

7. Families with delinquent accounts will not be allowed to re-register for the following school year.
8. Parents will be held responsible for reasonable attorney’s fees and collection costs necessary for the collection of any amount not paid when due.
9. Parents, by signing this agreement, expressly authorize the school to release information regarding the tuition account along with other necessary records which are requested by any public and / or private school, local credit bureau, collection agency, or any school official, employee or agent who has a legitimate educational or legal interest in the information.

Participating Rate and Non-Participating Rate

To qualify for the participating rate, all families are obliged to participate in parish / school life by completing a minimum of 15 hours of service (7.5 for single parent families). Failure to fulfill your commitment hours will result in placement at the non-participating rate the following school year. Failure to fulfill the required service hours by May 31, 2019 will result in a \$275 non-participating charge.

Should you choose to select the non-participating rate, please see the chart below:

<u>Participating Rate for the 2018-2019 School Year</u>			
	Monthly 11/mo	Semi	Yearly
1 child	\$600/mo	\$3,300	\$6,600
2 children	\$1,081/mo	\$5,945.50	\$11,891
3 children or more	\$1,468/mo	\$8,074	\$16,148

<u>Non- Participating Rate for the 2018-2019 School Year</u>			
	Monthly 11/mo	Semi	Yearly
1 child	\$625/mo	\$3,437.50	\$6,875
2 children	\$1,106/mo	\$6,083	\$12,166
3 children or more	\$1,493/mo	\$8,211.50	\$16,423

***Please note: A technology fee of \$100 per child annually must be paid at the time of registration. Registration fee is \$255 per child. This registration fee will be waived for any referrals including registration of a sibling (first time registrant only).**

I have read and understand the financial policies of OLPH School and agree to fulfill all terms and conditions of this agreement. I understand that if commitment hours are not fulfilled by May 31, 2019 the school has the right to place me in the non-participating category for the following school year.

All policies, terms and conditions, as set forth in the school handbook, to the extent they are in accord with the Archdiocesan policy and procedures, are incorporated by reference and made a part of this agreement.

Principal
Parent Signature/Date