

August 2010

## **A Letter from our Pastor**

Dear OLPH-Glendale Catholic School Families,

We at OLPH-Glendale Catholic School have been blessed one hundred fold in that a prayer that our school could be served by nuns was answered. As a Roman Catholic School, OLPH-Glendale has undergone some major transitions these past couple of years as we move closer and closer to accomplishing our vision. This vision is very basic, and encompasses developing a stronger Catholic Identity through the Sacramental Life, and striving for academic excellence. We have aimed our goals high, and have raised the bar on our expectations of not only our students but our parents as well. I believe it is important to affirm our direction as a school, and constantly keep our vision at the forefront of our hearts and minds. Our vision is really one that puts in perspective our basic intentions as Roman Catholics in keeping the salvation of everyone at OLPH Parish and School as the foundational component of why we exist in the first place. This is my main concern as a Pastor and shepherd of the flock. It is by embracing such truth, that we enter into the spirit of Catholic Education which strives to form every child holistically in mind, body, and spirit. This is the well-rounded aspect of Catholic Education that is world renowned, and does not stop with our core subject areas, but extends into electives and extracurricular activity.

By securing the Sisters of the Immaculate Heart of Mary, Mother of Christ, we have one of the key visual signs of the Church represented throughout our corridors, and that is the example of the religious life right before our eyes. We have heard that pictures speak louder than words, and having sisters on our campus who actively live in community as nuns in the apostolate of teaching brings the work of the Gospel into direct focus for us. This presence is an important part of the life of the Church, as we realize that our Catholic Schools need to be the seed-bed for religious vocations. Many of us recall having nuns in years past. We are blessed that the IHM Sisters are an integral part of our parish and school community, reminiscent of a time when the Sisters of Notre Dame were present here working, teaching, and living on our campus.

I encourage all of our families to carefully read through the expectations of our Catholic School founded in this handbook. The methods and systematic approaches regarding overall order of our organization are clearly outlined. It is always the hope of OLPH-Glendale Catholic School that we take to heart the words written on the pages of this handbook, and by acknowledging its contents with a signature, implies the gravity for which our administrative team will conduct the operations of our school in an orderly fashion and require parental support and partnership.

OLPH-Glendale Catholic School is administered by a team model that includes the proper chain of command, ie, Principal, Administrative Liaison, Office Administrative Aides, Parish Manager, and the Pastor. Though the Pastor holds the highest canonical responsibility entrusted to him by the Bishop, the complete Administrative Team works together bringing unique perspective and specialty to the table as we discern direction and manage our school. Our team collectively meets once per week to communicate the administrative needs of our parish and school, linking the parish and school to streamline communication and servicing. Ultimately the Pastor is canonically

responsible for all aspects of parish and school operations, and has as his immediate delegates a Parish Manager, Principal, Preschool Director, Administrative Liaison, and Administrative Aides. We have outlined this chain of command in our organizational chart that serves to allow our families a fuller picture of overall operations of OLPH Parish and School. Our Administrative Team also collaborates with our advisory bodies founded in the Parish Council, Finance Council, and School Advisory Board. The Booster Club consists of parents of the school who also work in conjunction with professional staff for the betterment of our school.

We look to the support of our school families to assist us in living our Catholic faith fully. Here at OLPH-Glendale Catholic School it is expected that our families actively live the Sacramental Life of the Church. This means we attend mass on Sunday and should join our students occasionally for school mass. Parents are also expected to partner with teachers to ensure the success of each child. Our school is an instrument of evangelization, and is not merely a vessel for which we foster a privileged culture, but rather a holy and Christ Centered spiritual body. By sending your child to OLPH-Glendale Catholic School it is understood that you have entrusted the spiritual and academic formation of your child to our professionals. We take that to heart, and require of our parents to assist us in building a road to success. It is out of this framework that we conduct our day to day operations that ultimately bear fruit in the form of unity, spiritual development, and academic excellence. Here at OLPH-Glendale Catholic School we are reaching for heaven and defying gravity one child at a time. Thank you for entrusting your most precious child or children to us.

May God Enrich You Abundantly,

Rev. Michael D. Accinni Reinhardt  
Pastor

## **HISTORY**

Our Lady of Perpetual Help Catholic School opened its doors in 1950 and has continuously provided a Catholic education to students for the past 60 years. Originally, the School Sisters of Notre Dame de Namur opened the school and participated in our students' education until 2009. They have left a legacy of adherence to strong academic growth and assisting children in developing an understanding of their Catholic faith. Through the years, Our Lady of Perpetual Help Catholic School has continued to work with children whose parents have sought an education that encourages inward growth in their relationship with God while preparing our students to meet the challenges of our ever changing world. Students learn that by connecting their learning to their personal spirituality they will remain anchored in their faithfulness to God no matter what life struggles they face.

Some remarkable teachers and students have passed through these classrooms. The goal then and now is to enable students through faith and academics to achieve whatever they dream of becoming. Their love of God hopefully will remind them throughout their lifetimes of the spirituality they have learned at Our Lady of Perpetual Help Catholic School. No matter where their life's journey takes them; they will remember to give back to the communities in which they live and repeat the sixty years of tradition of OLPH School by sharing all that God has provided each of us with one another.

## **PHILOSOPHY**

“A true education aims at the formation of the human person with respect to his/her ultimate goal and simultaneously with respect to the good of those societies of which, as a man/woman, he/she is a member, and in those responsibilities, as an adult he/she will share.”

Christian Education #1      Document of Vatican II, 1965

## **Mission**

Our Lady of Perpetual Help School is a mission of our Parish community, fostering our Catholic Identity by living the Gospel message of faith and the sacramental life. Through education and service, we pledge academic excellence by our commitment to Catholic values, believing that spiritual and intellectual development empowers us to become model leaders and life-long learners.

## **Goals**

Our overall goal is to deeply instill Roman Catholic values through daily spiritual development while teaching the value of service to our community. Students who attend OLPH-Glendale will develop strong academic skills through instruction at their individual ability level. The safety of every child at Our Lady of Perpetual Help Catholic School is important; all guidelines for our Call to Protect (Safe Environment) will be strictly adhered to during every school activity. The Diocesan Code of Ethics is as follows:

# DIOCESE OF PHOENIX CODE OF ETHICS

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

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

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

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

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

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

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

A violation of this Code of Ethics can result in disciplinary action up to and including removal from serving in programs and/or termination of employment.

## **Objectives**

- To provide a variety of faith experiences and sound religious instruction based on the directives issued by the Magisterium of the Church, and to foster a personal relationship with God
- To provide high academic standards through a comprehensive outcome-based education with integrative course of studies immersed in Roman Catholic spirituality
- To provide formative evaluation of students' progress in order to ensure their personal, spiritual, and academic growth and the adaptation of instructional objectives according to students' needs
- To live by Christ's example by stressing personal worth through word and action, to inspire confidence, acceptance, and respect for self and each other
- To develop an appreciation for the Roman Catholic faith and practice, as well as

respect for others

- To create and maintain a Christ centered family-like atmosphere of confidence, trust, and respect which will promote loving kindness
- To teach Roman Catholic rational and intuitive, thinking that will empower students to become sensitive, caring, and moral members of society
- To foster an open line of communication between home, school, and community that will enhance the integral growth of the whole child
- To develop personal and social responsibility through class, school activities, and serving each other as Christ did
- To provide creative outlets in written expression, music, art, drama, and athletics that develop an appreciation for the diversity evident in God's creation

## STATEMENT OF POLICY

In accordance with the policies of the Roman Catholic Diocese of Phoenix, Our Lady of Perpetual Help Catholic School admits Catholic students and extends welcome to students of any faith, race, color, national, or ethnic origin safeguarding the guidelines and directives of the Catholic Church on Ecumenism.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person shall on the basis of sex be excluded from participation in, or be denied benefits of, or be subjected to discrimination under the educational program or activity except permitted under said Title IX.

## ADMISSION/WITHDRAWAL

**Our Lady of Perpetual Help Catholic School** admits students regardless of race, gender, color, ethnicity, national origin, disability or religious affiliation. Preference is given to families registered at Our Lady of Perpetual Help Parish, and registered members of Catholic Parishes in the Diocese of Phoenix.

Preschool admission requires that a child be 3 years and 6 months by September 1<sup>st</sup>. Children must also be able to use the restroom independently and no longer rely on pull-ups or any other kind of diapering.

Arizona Revised Statutes Title 15-821C requires that students are five (5) years of age by September 1st to be eligible for **admission to Kindergarten**.

Students entering kindergarten and grade one are administered the Gesell Screening of Developmental Readiness to assist in the decision to accept the student into Our Lady of Perpetual Help Catholic School. Students can not be re-tested for 6 months following the first test at any other Catholic School. Communication between schools occurs as necessary in any transfer situation.

For a child to be accepted into grades 2-8, evidence must be provided that he/she has successfully completed the previous grade along with being evaluated for acceptance by the principal based upon:

1. Student's standardized test result and report card

2. Possible contact with previous school
3. Possible parent and student interview

Our Lady of Perpetual Help Catholic School is unable to provide special education for students with learning disabilities.

### **Enrollment Required Paperwork**

No student will be admitted without the following documents:

- Official certificates of Birth and Baptism
- Current record of Immunization and Health
- Certificates of transfer from the school last attended
- Report card and standardized test scores
- Emergency information (blue card)
- FACTS form signed and returned with a voided check

If parents are planning to transfer their child (ren), they should notify the school office at the earliest date and a turnaround of 3 days will be given to procure the documents. All bills and financial obligations **must be paid** prior to the transfer and a forwarding address given.

### **Student Educational Records**

As stated in the Arizona Revised Statutes, Title 15-141:

#### **15-141. Educational records; injunction; special action**

A. "The right to inspect and review educational records and the release of or access to these records, other information or instructional materials is governed by federal law in the family educational and privacy rights act of 1974 (20 United States Code sections 1232g, 1232h and 1232i), and federal regulations issued pursuant to such act."

Our Lady of Perpetual Help Catholic School will permit the release and/or review of information relating to students to parents and/or legal guardians in accordance with the following procedure:

1. Written statement of request for student records
2. Legal proof of relationship to child
3. Appointment to meet with appropriate school personnel for the purpose of record review

### **Asbestos**

In accordance with the Asbestos Hazardous Emergency Relief Act (AHERA) a Management Plan has been prepared and approved by the State Department of Environmental Quality. This management plan is available for review in the school office during regular school hours. If one desires a copy of the plan, it is available at the cost of \$25.00 (which covers the cost of reproduction).

## **Responsibilities of Catholic School Parents**

- Primary educator of your child(ren)
- Attending Mass each Sunday
- Working cooperatively with everyone involved in your child(ren)'s education to assure the greatest spiritual and academic growth
- Checking homework and all school correspondence to remain informed
- Supporting our disciplinary policy
- Participating in school events including our fundraisers
- Bringing your child(ren) on time and daily

## **VOLUNTEERING (See Parental Commitment)**

### **Cooperation**

The administration and faculty of Our Lady of Perpetual Help Catholic School are only delegates of the parents undertaking those phases of education that can be carried on more effectively in school. Therefore, the work of the home and school may be classified as one for the well being of the child.

It is of utmost importance that parents or guardians cooperate closely with the school in this task. The fact that the child has been registered in Our Lady of Perpetual Help Catholic School indicates that the rules and regulations have been examined and accepted by parents and guardians. It is expected that the judgment of the school authorities concerning the discipline of the students will be rightfully understood and supported by the parents or guardians as an effective means of home and school training.

## **RELIGIOUS TRAINING**

Religious training forms an integral part of school life. All students attend daily mass and religion classes, which provide the foundation of the dogma and doctrine necessary for a clear understanding of Catholic living. The student body has opportunities for Reconciliation, school Mass and Communion on a regular basis.

Every effort is made to lead the student to live his/her Roman Catholic commitment daily in all he/she does. Parents are asked to cooperate, especially through the example of their own Catholic living and in their faithful observance of their Sunday obligation by attending Mass regularly. We must **ALL** give the same message to our students - that we know, love, and serve the Lord obeying all He has taught us about living and thanking Him for all the gifts He bestows on us each day.

## **OLPH Parish Altar Minister Program**

“We have Altar Ministers to lead the congregation in prayer.” As any Altar Minister will tell you, this is the primary purpose of a server program. Serving at the Altar of the Lord is a privilege earned by those who demonstrate their knowledge of the Mass while practicing a deep reverence to God Almighty. Utilizing a combination of traditional instruction and peer mentoring, the servers receive instruction in all aspects of the Modern Roman Rite including the Mass, Eucharistic Processions, Baptisms, Weddings,

Funerals, Quinceañeras, and Benedictions. Additionally, the ministry provides servers to the Bishop for Pontifical Masses, processions, blessings and other diocesan events.

With over one hundred Altar Ministers, members represent every part of our parish community, including the Religious Education (RE) program, OLPH school, home-school, Catholic High Schools and Public High Schools. As a rule, any child or youth from our parish who wants to serve is given an opportunity to participate in training and then participate during Mass. The goal of the ministry is to allow each server to grow in their Roman Catholic faith. To be eligible a candidate must have been baptized, received first communion, been confirmed and be a conscientious, practicing Roman Catholic. All servers are expected to be “model” parishioners and students. To these ends, the ministry requires that high academic standards are maintained by each. Altar Ministers who attend OLPH school are expected to meet the academic standards established by the school for participation in extracurricular activities. Public, home-school and high school servers will submit a letter signed by their teacher or academic advisor that certifies that they have met satisfactory levels of performance.

This is a very active ministry, one that encourages participation at a level that is comfortable for each child. Every server is trained to be competent and confident in their duties. Training is normally conducted on Saturdays or weekday holidays several times a year. Occasionally, when a special ceremony demands, training may be held several days prior to the event.

## **RULES, DIRECTIVES, GENERAL INFORMATION**

### **School Hours**

Regular and punctual attendance is expected and required. The **School Office** is open from 7:30 AM until 3:30 PM Monday through Thursday. The office closes on Friday at 1:00 PM.

**Preschool - Eighth Grade Monday - Thursday** .....7:40 a.m. - 3:10 p.m.  
**Fridays** .....7:40a.m. - 12:30 p.m.

**ALL** visitors to Our Lady of Perpetual Help Catholic School **must** report to the School Office on arrival to campus. They must sign in and are required to wear a visitors’ badge while on campus. Parents are asked to remain in the school office until a staff member has been contacted. **At no time are parents permitted to visit classrooms during the school day without the expressed permission of the teacher.** Teaching and learning are our primary functions; interruptions interfere with student learning. All exterior gates will remain locked during regular school hours to ensure the safety of our students and staff. The gate by the front office is the only gate those individuals entering or leaving campus during school hours should be using. Please use this gate when entering campus.

### **Faculty Meetings**

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

### **Arrival/Departure Proper use of drop-off and pick-up area**

Students should not be on the school grounds before 7:30 a.m. unless they are attending

Extended Care or special arrangements made by their teacher. If a student arrives before 7:30 a.m. they must go through extended day to be cleared to enter the campus. Students should be picked up no later than 3:15 p.m.

For parents who drive their children to school:

- In the morning, the fire gate on Orangewood is unlocked. Please drive through the area by the cones and drop off your students. Students should come immediately inside the gate. Please do not linger in our drop off area. This is not to be used as a social/gossip forum. Please be sure to use crosswalks if students are crossing any streets. **Parents please do not drop your child (ren) off by the school office on 57<sup>th</sup> Ave. We do not open this gate for students.**
- In the afternoon, please use the same procedure for entering and leaving the parking lot. **Parents please PARK your car and WALK to pick up your child (ren).** It is always easier to see adults than it is to see children in a busy parking area.

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

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

## ATTENDANCE

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

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

### 15-803. School attendance; exemptions; definitions

A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:

1. The child is excused pursuant to section 15-802, subsection D or section 15-901; subsection A, paragraph 6, subdivision (c).
2. The child is accompanied by a parent or a person authorized by a parent.
3. The child is provided with instruction in a home school.

B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.

C. As used in this section:

1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
2. "Truant" means an unexcused absence for at least one class period during the day.
3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

Families leaving for an extended period of time must notify the office in writing in advance of the dates of an absence. Parent who are leaving and placing their children in the care of another adult must inform the office in writing of this temporary assignment of guardianship.

Upon the student's return from any absence, Arizona State Law requires a written excuse signed by a parent. Phone calls are not a substitute for this note.

## **Tardiness**

Tardies are viewed as a disruption to the educational environment. Coming in late as well as leaving early not only deprives the student of full learning time, but also disrupts the education of other students. Punctuality and consistency in attending school is highly stressed. Repetitive unexcused late arrivals as well as, early dismissal are subject to administrative review with a possible conference with the principal, parent/guardian and teacher(s). For a student to receive an excused tardy, the parent/guardian **must** remit a medical/dental note from a provider administering care to the student on that day's visit, (i.e. Doctor's, dentist, orthodontist, etc.)

When a student is tardy, a PASS FROM THE OFFICE is required in order to be admitted into the classroom. A parent/guardian will be required to sign the tardy student(s) in at the office in order to receive the tardy pass. **Children are rarely responsible for being tardy. Parents, please make EVERY EFFORT to get your child to school on time daily.** Any student who arrives after 7:40 a.m. will need to report to the school office to be issued a tardy pass. Tardies are subject to disciplinary action which may include detention.

## **Early Dismissal**

Request to leave the school grounds for any reason should be made only for exceptional or emergency-type causes. If a student is to leave the school grounds during school hours, parents must sign the children out in the School Office in grades Kindergarten through Eighth Grade. Preschool students are signed out in the preschool room. **ALL parents must report to the office when entering campus.** The teacher will be notified and the child will be sent to the office. Students **WILL NOT BE DISMISSED FROM THE CLASSROOM.** **Parents: please notify the teacher in writing why the student is leaving and the anticipated time of absence.** This will assist us in having your child prepared to depart. Preschool students' sign-out books are in the classrooms. Parents must sign their child out from the room in Preschool.

## **HEALTH REGULATIONS**

A child will not be admitted into school unless an emergency card is on file in the clinic. This card is for the safety of the student in case something unforeseen should occur. School health records **MUST** be kept up to date. Parents are required by law to update address and contact information changes within 10 days of change. Notify the School Nurse of immunizations which have been given to your child (ren). Call the office

concerning any communicable diseases that your child may have contracted or if their health status has changed in any way or whenever a question arises concerning the welfare of a child.

## **ILLNESS or ACCIDENT**

If your child becomes ill or sustains a significant injury, every effort will be made to notify the parent immediately. This is the reason we consider the emergency card so important. Parents are expected to pick up their child as soon as possible after being notified of the illness or injury.

The school nurse has office hours from 9:00 a.m. – 2:00 p.m. Parents are welcome to confer with her whenever necessary; however, we ask that sick students not be sent to school to be diagnosed by the nurse.

Please **DO NOT SEND CHILDREN TO SCHOOL IF THEY ARE SICK.** It is recommended that a child with any of the following symptoms NOT be sent to school: fever > 100 degrees, vomiting and/or diarrhea within the last twenty 24 hours; undiagnosed, possibly contagious rash; uncontrolled cough; and suspected contagious illness such as chicken pox, pink eye, strep throat, impetigo, head lice, etc. To promote the child's recovery, and to protect the health of other students, an ill child should not attend school-sponsored activities on the day(s) of their absences.

If a child has a fever, the child needs to be maintaining a normal temperature for a 24 hour period without the help of acetaminophen or any other medication. This 24 hour period also pertains to other symptoms such as vomiting and diarrhea. The school has limited facilities to care for sick children. It takes much time and many arrangements to send a child home. In the interest of the sick child, parents are asked to respond as promptly as possible when a child must be sent home. When a child is sent home, the child must be signed out in the school office. Each parent must provide the nurse's office with a completed EMERGENCY SHEET (blue card), which will provide us with necessary information in the event of accident or illness.

## **MEDICATION**

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

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

*inhalers with them for sport or other activities after school.*

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

## **SCREENING PROGRAMS**

Health screening programs are conducted throughout the year. These include: height, weight and blood pressure for all grades; hearing and vision per state guidelines; and spinal (Scoliosis) screening for grade 4 girls and grades 5-8 and girls with a signed permission slip.

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

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

## **PHYSICAL ACTIVITY RESTRICTIONS**

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

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

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

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

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

## **CLASSROOM ATTIRE (Uniform)**

School uniforms have been a part of Catholic schools since their inception. They serve multiple purposes in enhancing the environment for children. Uniforms create a sense of oneness preventing children from determining their identity or others by the clothes they

wear, the name brands, and the endorsements on their sneakers, etc. Our faith tells us that God has created us all equally; that no one person is better than another. We are all cherished and loved by God, because God made us.

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

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

## **PRE-SCHOOL**

Children are asked to wear their OLPH red t-shirt with khaki shorts or slacks. Long sleeve RED ONLY shirts may also be worn under their red uniform shirt during the colder weather.

## **GIRLS**

### **Kindergarten - Fourth Grades:**

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

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

### **Fourth – Eighth Grades:**

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

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

## **BOYS**

### **Kindergarten – Eighth Grade**

Khaki uniform pants or shorts with a red OLPH uniform shirt for Kindergarten through Eighth Grade. Students in Fifth through Eighth Grade may opt to wear a white OLPH

uniform shirt. No cargo pants, brand name pants, or jeans may be worn. Only short sleeve white undershirts may be worn under polo shirt.

Optional during cooler weather:

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

### **Physical Education**

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

### **ALL STUDENTS**

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

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

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

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

**Shoes:** Athletic/tennis shoes that are appropriately sized and have closed toes and heels are recommended. Shoes should not have lights, wheels or have any thick sole or heels, which are elevated. No sandals may be worn. Shoes must be neutral colors (solid white, brown or black) and laces must complement the shoes. Laces should be FLAT, not oval or cylindrical, as these do not stay tied. Shoe laces must be visibly tied at all times.

Shoes must meet uniform standards.

**Socks:** **White socks only** must be worn and must be ankle high. During the winter, girls may wear white or navy blue tights or knee high socks with their dress uniforms.

**Jackets:** Students may wear any jacket while outside. Inside the classrooms, students must wear school attire, which is either navy blue or red school logo sweat shirt. No exceptions are allowed. **Hooded sweatshirts are not allowed on campus.**

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

Parents, please take some time each day to make sure your child is dressed in their proper uniform. **If children are out of uniform at school at any time, parents will be contacted and asked to bring the proper clothing for OLPH.** Parents will need to make sure their child complies with our uniform policy. (See Appendix C) Uniforms skirts, skorts, and jumpers may be purchased from:

**Dennis Uniform Mfg. Co.**  
**4902 E. McDowell Road**  
**(602) 220 - 0302**  
**(McDowell and 48<sup>th</sup> Street)**

Shirts, sweatshirts and PE uniforms may also be purchased from the Magnalite Company. Order forms available in office.

## **CURRICULUM**

The students of OLPH Catholic School are offered a well-rounded curriculum. In conjunction with Religion and all the major subjects, the students have regular classes in Library Science, Physical Education, and Technology as well as, World Languages.

### **Student Learning Expectations**

By supporting the Catholic Church's teachings on Social Justice, we will provide a faith-filled environment that promotes a love of life, respect for the environment and a desire to be a life-long learner. We want our students to be:

#### **Faithful Roman Catholic who:**

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

#### **Critical Thinker/Problem Solver who:**

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

#### **Self-Directed learner who:**

- Sets goals and strives for achievement
- Uses time effectively

- Cooperates and follows directions
- Masters developmentally appropriate skills in all subject areas as stated in Diocesan curriculum
- Uses study skills and research effectively
- Maximizes opportunity to exceed minimum requirements

### **Effective Communicator who:**

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

### **Responsible Citizen who:**

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

## **Homework**

Homework assigned to the students is meant to be a constructive tool in the teaching/learning process. It is designed to be a reinforcement of the concepts taught during class. Homework is not considered a punishment. Memorizing, reading, studying, written work or projects are all part of homework. It may even include completion of class work. Time spent on doing assignments varies according to grade levels, as well as the individual child.

Homework may be defined as:

- Assignments started in class that need to be completed at home
- Special projects, activities, etc. assigned to be done outside the classroom
- Ongoing activities such as reading with a parent or sibling every night or studying for spelling tests

Please contact the teacher if your child consistently has difficulty completing the requirements or if your child has no homework on a regular basis. Assignments usually are given daily. The following are guidelines for grade levels:

Kindergarten – 2 <sup>nd</sup>	Approximately 30 minutes per day
3 <sup>rd</sup> – 5 <sup>th</sup>	Approximately 30 – 60 minutes per day
6 <sup>th</sup> – 8 <sup>th</sup>	Approximately 60 – 90 minutes per day

## **Testing**

The Iowa Test of Basic Skills is administered annually as a means of evaluating the students' progress and ability in basic skills. Students are tested starting in the second grade. Results of these tests will be sent to the parents/guardians. A secondary test will also be administered in the spring as a means of direct measurement. A testing date to be determined.

## **Pupil Progress and Accountability**

Teachers are to correct, grade, and return the work of the students in a timely fashion; however, parents are responsible to review the grades and work with the student. This should be done when both parent and student have sufficient time to spend on discussing the progress and determining any corrective measures, which might be necessary.

## **Grading Assessment**

Letter grades (A-B-C-D-F) are given for academic achievement in Grades 3-8 and the letter grades E (Excellent)-AB (Average) – S (Satisfactory) –I ( Improving)-N (Needs Improvement)-U (Unsatisfactory) are given for Grades K-2 including all grades in conduct and effort. Parents/guardians may request a conference with the teacher for clarification of a student's grade. Preschool will receive an individual account of the progress made in specified areas determined by the Diocese and offer a conference in January.

## **Progress Reports**

Formal progress reports are sent out halfway through each quarter in grades 3 - 8. Parents are to sign the progress report and return it to the teacher the next day. These reports are to be taken seriously. If a student is failing at the time of the progress reports, this is an indication that the child is having serious problems and is in danger of failing.

## **Report Cards**

According to the Diocesan policy, report cards are given out quarterly beginning in the First Grade. Parent/Teacher Conferences are scheduled at the end of the first and second quarters. Report cards should be read by parents, discussed with students, signed, and returned to school the next school day.

## **PROMOTION, PLACEMENT, and RETENTION**

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

### **Promotion**

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

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

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

Elementary Grades 4-8: To be promoted from one grade level to the next a student shall attain an overall passing grade or above in all courses taken. In addition, students shall attain a passing average in each of the following subject areas: religion, language arts (including English, reading, spelling), mathematics, social studies, science, and all special area classes. **After graduation for Eighth, Pre-k and Kindergarten, students may not**

**to return to campus during school hours.**

## **Placed**

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

## **Retention**

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

Kindergarten: Failure to recognize the letters of the alphabet and their corresponding sound; failure to recognize numbers 1 -10; inability to count to 10 with numerical meaning; lack of adequate self-control; insufficient social maturity.

Elementary Grades 1-2-3: When a student fails one or two required subjects for the year but attains an overall passing average in language arts, mathematics, social studies and science, summer school/tutoring may be highly recommended for student's success.

Elementary Grades 4-8: When a student fails one or two required subjects for the year but attains an overall passing average in all other courses taken, summer school/tutoring will be highly recommended for the student's success. The student may be retained if significant progress is not evident.

## **DISCIPLINE**

One of the non-academic areas in which the school cooperates with the parents/guardians is that of teaching students that they are responsible for their own actions and must accept the consequences of bad decisions. In order to facilitate this process, students will be made aware of the rules and regulations governing the school, the reasons, and the consequences for any actions which are not in compliance with the rules.

*Parents are expected to uphold anyone in authority, as well as the policy itself. If this is not done, the child may become disrespectful to all adults, parents included. If conflict arises, discuss the problem privately with all those concerned so that the proper respectful attitudes may be fostered.*

All good discipline begins in the home. It is there the child must learn the true use of freedom, which leads to full development as a human being made to the image and likeness of God.

**TRUE DISCIPLINE** must result in a healthy self-control where a child is able to respond positively to the varying situations in which he/she finds himself/herself, thus fostering his/her own personal growth and maturation, as well as that of others.

Students should greet and respect every person who is in any way, involved in the school community. They should practice norms of Christian charity among themselves and with anyone with whom they come in contact both within and outside Our Lady of Perpetual Help Catholic School and Parish. In short, students should cooperate toward the prestige of a well-ordered school in the church, classrooms, lunchroom, and restrooms, on the playground, or anywhere on or off campus when directly representing the school.

Mindful of the inconsistency and vivacity of young people, both parents and educators must try to instill this control of self through religion, reason, and loving kindness. The child must be helped to understand why good conduct is both desirable and necessary, and to see this as an expression of God's will for him/her at this particular moment, all of which requires a firm kindness and an enduring patience.

Our Lady of Perpetual Help Catholic School abides by the **Discipline With Purpose Program** for teaching children the art and skill of self-discipline in grades Preschool through Eighth. The 15-step process is inclusive of the following:

**Basic Skills**

1. Listening
2. Following instructions
3. Using proper questioning techniques
4. Sharing: time, space, people, and things
5. Practicing basic social skills

**Constructive Skills**

6. Cooperating with others
7. Understanding rules
8. Figuring out how to accomplish tasks
9. Exhibiting leadership
10. Communicating effectively

**Generative Skills**

11. Organizing: time, space, people, and things
12. Resolving mutual problems
13. Taking initiative in problem solving
14. Distinguishing fact from feeling
15. Sacrificing and Serving Others

*Different grade levels (Preschool, Kindergarten – Second, Third – Eighth) will learn different skills. The younger student will focus on the first five areas while grades third through eighth will review the first ten and concentrate on the last five. Every skill has lessons that are specifically designed to help students become self sufficient and develop strong lifelong skills.*

*The procedure for students in our classrooms who are not complying with the rules, are*

1. *A verbal reminder of expected behavior is given. (Warning)*
2. *If the student continues disrupting the learning environment, he/she may be asked to go to a reflection area to write or think about his/her behavior.*
3. *If the child continues to interfere with learning, a phone call home will be made. Should there be a discipline problem, parents will be notified and asked to discuss this with the teacher (and/or the principal). We also ask you to discuss any other problems that you may have with your child at home that may have an effect on his/her behavior in school.*
4. *Severe disruptions or continued disruptions will result in the student being immediately removed from the classroom. The student will call his/her parent to tell them why they were removed. The student will not be eligible to return to class for the remainder of the day. If the student is removed at the end of the day, they will be placed in another classroom the following day.*
5. *If a child has three office referrals, the student may be required to withdraw.*

## CODE OF CONDUCT

A. Each student has a right to:

1. Respect for his/her person
2. Respect to personal property
3. An environment conducive to learning

B. All students are expected to:

1. Respect authority
2. Obey all staff members and those who act in a supervisory capacity
3. Cooperate in all school matters
4. Respect each other

## GUIDELINES

The following areas have been identified as concerns which deal with the safety and well being of all OLPH students, staff, and visitors. We ask that all persons physically on our school grounds abide by these guidelines and any others that may arise as various activities take place on our campus.

### Basic Campus Rules

1. The following items are not permitted on campus:
  - ◆ gum, sunflower seeds, candy, energy drinks and other food items which cause problems in class or on the school grounds
  - ◆ electronic devices including but not limited to radios, CD players, electronic games, iPods, cell phones, beepers, etc. **Students who bring cell phones to school must give them to their classroom teacher at the beginning of the school day.** If a student elects to keep his/her cell phone and it is discovered, teachers will take the cell phone and return it only to a parent. Please make sure your child abides by this simple rule; it will be easier for all of us.
  - ◆ drugs, alcohol, and tobacco products of any kind unless the doctor prescribes medication for a student. All prescription or over the counter drugs must remain in the Nurse's Office for distribution as well.
  - ◆ firearms, knives, or weapons of any kind
  - ◆ stink bombs, snap caps, matches, lighters, firecrackers, or any other prank items
  - ◆ hair spray, aerosols, silly string, or any other substances in spray cans
  - ◆ items displaying gang graffiti
2. Students are required to walk on sidewalks, in the hallways and in and around the stage area at all times. Most of our doors open outward, and our sidewalks and hallways are narrow. Playing on sidewalks is prohibited. Please do not walk on the grass around the courtyard.
3. Playing on the courts at anytime is prohibited unless registered on a school team.
4. Students are to be in their assigned areas at all times. This includes playgrounds, restrooms, the cafeteria, and classrooms. Students must receive permission from the adult supervising them to leave an area. The staff is responsible for knowing where students are at all times.
5. Food is to be eaten in the cafeteria or under the direction of a staff member. Children should not have food on the playground during lunch recess.
6. The **only** beverage students are allowed to drink during class time in their rooms is water. Any other beverages will be confiscated and disposed of.

7. Students are asked to use any type of grooming items in the restrooms only. Combing hair, applying lotion, etc. are not appropriate for the classroom.
8. Students are not permitted to destroy or deface property even if it belongs to them. Acts of this nature are disrespectful to common property and demonstrate lack of respect for personal property.
9. Use of appropriate language is an ongoing concern. Students are asked to speak respectfully and kindly to one another and all adults on campus.
10. Any type of personal fundraiser activity is not permitted on campus.
11. Students are not allowed to climb on fences. Please use gates to move from one side of the fence to the other.
12. Any type of play fighting will be considered real fighting. This is inappropriate behavior at any time on this campus.
13. Inappropriate use of computer technology will result in the loss of privileges.
14. The following are considered acts of disrespect:
  1. Physical abuse
  2. Verbal abuse
  3. Destruction of property
  4. Disruptive behavior
  5. Inappropriate physical contact

If any student violates these rules, he/she will be given consequences for his/her actions. In the event a child were to make a significantly serious decision which would result in harm to others or themselves, OLPH would involve the parents and possibly require the student to withdraw from school

## **FUNDRAISING**

**Each family is required to raise \$250 in fundraising money.** There are a number of ways this can be accomplished. Some ways include participating in school-wide fundraising activities, contributing items to our festival, providing supplies for the classroom along with a variety of other possibilities.

OLPH fundraisers will be authorized through the school with the endorsement of the administration. **All monies collected from fundraisers will be turned into the school office for deposit.** Each fundraiser can receive its own budget line. Monies raised for a specific purpose can be used for the designated purpose if the money is earmarked at the time of the deposit. No unauthorized fundraisers can take place on campus before, during or after school or on weekends.

## **LINES OF COMMUNICATION**

Ordinarily, each Wednesday, one “Weekly Communication Folder” per student will go home with the eldest and only student in each family of the school. All information enclosed should be read by the parent(s)/guardian(s). The folder should be signed next to the date and returned to the school every week. This weekly communication is essential for keeping parents informed about school events as well as, sending any required homework home to the student.

**The following guidelines are to be followed to address areas of concern:**

- Make an appointment with the teacher(s) immediately. Call the office and leave a message for the teacher to call you to set a time to meet.

- If the area of concern requires further attention, then make an appointment to see the principal. The principal may call a meeting with you the teacher or other personnel to discuss the problem further in order to work together to solve it.

## TELEPHONE

Ordinarily teachers or students may not be called from their classes to receive telephone calls. In case of an emergency, a message may be left with the school office. Students are not permitted to use the telephone **except in cases of emergency**. **Students may use cell phones to contact their parents only after school**. In order to instill the values of self-discipline under the Discipline With Purpose program, students will not be permitted to use the phone for reasons including, but not limited to: forgotten homework, P.E. clothes, projects, etc.

## CONFERENCES

Communication between home and school is essential if the children are to make progress. For this purpose, parent/teacher conferences are scheduled after the first and second quarter. Other conferences may be arranged by the parents/guardians or teachers at other times during the year. **Parents may not confer with a teacher during regular class hours or before classes when preparations are being made.**

Pre-k conferences are held in January.

## School Wellness Policy

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

### **ponent A: Nutritional Guidelines Food Service**

- Menus will meet the nutrition standards established by the U.S. Department of Agriculture
- School meals will follow good menu planning principles, which feature a variety of healthy choices that are tasty, attractive and of excellent quality
- School will consider students needs in planning for a healthy school nutrition environment
- **Students are not allowed to eat fast food for lunch**
- **Students cannot change the lunch menu on their birthdays**
- Students will be asked for input and feedback on menus

### **Food Service Staff**

- The School food service staff will be properly qualified according to current professional standards and regularly participate in professional development activities
- The School food service program will follow all food safety guidelines
- Food staff members will receive HACCP (Hazard Analysis & Critical Control Points) training.

### **Pleasant Eating Experiences**

- School personnel will assist all students in developing the healthy practice of washing

hands before eating

- A pleasant eating area for students and staff with adequate time for unhurried eating should be provided
- Students will have 20 minutes to eat and 20 minutes for recess daily
- The withholding of food as punishment for students is prohibited

#### **Component B: Nutrition Education**

- Nutritional education is addressed in the K-12 Health Curriculum standards of the Diocese of Phoenix Catholic schools and is to be integrated across the curriculum
- Students in Kindergarten through grade 12 will receive nutrition education that teaches the skills needed to adopt healthy eating behaviors
- The school will provide nutritional information to parents that will encourage parents to provide safe and nutritious food for their children
- School will promote advertising of healthy food choices

#### **Component D: Other School-Based Activities**

- Food and beverages sold or served on school grounds or at school-sponsored events during the normal school day (first bell to last bell of the school day) shall meet the Dietary Guidelines for Americans and other nutrition standard guidelines as set forth by the Arizona Department of Education Child
- Foods of Minimal Nutritional Value as defined by 7 CFR 210.11(2) are prohibited from being served during the school day. Foods of minimal nutritional value as defined by USDA include carbonated beverages, water ices, chewing gum, hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy, energy drinks and candy coated popcorn.
- Celebrations should be limited to two per year (Christmas and Valentine's Day) where Minimal Nutritional Value foods may be served

#### **Component E: Parents and Staff Involvement**

- Students will receive positive, motivating messages, both verbal and non-verbal about healthy eating and physical activity from all school personnel
- School staff is encouraged to use non-food rewards - Food as a reward for students' accomplishments is to be used sparingly
- Parental involvement in the child's nutrition education is encouraged and welcomed
- Parents and the community are encouraged to institute and support physical activity programs

#### **Component F: Implementation and Evaluation**

- The Wellness Policy will be distributed to students, parents, and staff and will be published in each school's parent/student handbook
- The principal will ensure compliance with these guidelines
- School food service staff will ensure compliance and report nutrition policies within school food service areas and to the school principal
- An annual assessment and report on the school's compliance will be submitted to the Catholic School Office by May 30<sup>th</sup>

#### **A Commitment to Nutrition and Physical Activity**

- OLPH will appoint a School Health Advisory Committee to address nutrition and physical activity issues. The Committee will develop and evaluate guidelines that support a healthy school and shall offer revisions to these guidelines as needed.
- OLPH School encourages school fundraisers to offer non-food items or healthy food

choices

## **BREAKFAST AND LUNCH PROGRAM**

Addendum to follow.

## **BIRTHDAYS**

We ask parents who wish to celebrate their child's birthday at school to please adhere to the following guidelines. Any food brought to school will be distributed between 2:45 and 3:00 at the teacher's discretion. Students cannot bring in food to be eaten at lunchtime. This causes problems in the cafeteria for staff and students. The Arizona Department of Education has adopted new guidelines that discourage children from eating foods with non-nutritious calories. The new guidelines prohibit students from distributing cupcakes, cookies, etc. during school hours. Please discuss your child's birthday with his/her classroom teacher.

Any parent wishing to distribute invitations may do so at school providing they have an invitation for each child in the classroom. If you do not intend to invite everyone, please do not distribute any invitations at school.

## **FIELD TRIPS**

Field trips must have an educational and/or cultural value. Parents will be notified in writing when their child will be leaving school for a field trip. Transportation for field trips most often is by city transit or leased buses. If parents do not submit a proper permission form with an original signature from a legal guardian of the child for each field trip, the child will not be allowed to participate. **Telephone calls and faxes WILL NOT be accepted in lieu of the proper permission form.** There will absolutely be **NO EXCEPTIONS to this policy.** (Appendix B). If parents are transporting students they must fill out the transportation form for the Diocese that requires parents to carry a minimum amount of liability insurance of \$100,000/\$300,000 of coverage for each occupant of the vehicle.

Field trips are privileges to students. No student has an absolute right to a field trip. **Students may be denied a field trip if they fail to meet academic and/or behavior requirements. Any parent/guardian/grandparent or family member will be denied assisting on a field trip if they have not taken the required Called to Protect class prior to the fieldtrip and verifying your attendance by providing the proper documentation to the school office.**

## **EXTRACURRICULAR ACTIVITIES**

OLPH offers students opportunities to participate in extracurricular activities, including, but not limited to after school sports, After Care, Student Council, and other outside activities that occur from time to time. **Arizona Revised Statutes Title 15 clearly states that a student must be academically eligible to participate in activities outside the classroom. Students must maintain a grade of C or higher in every subject. Students may be denied extracurricular activities if they fail to meet behavior requirements.** The sponsor of the activity is responsible for checking eligibility periodically throughout the season or activity. Any student who has a grade of D or F during a quarter or less than Satisfactory in conduct is ineligible. If students become

ineligible, they will be given a period of two weeks or longer if necessary, to regain their eligible status. Parents will be notified whenever a student is deemed ineligible. It is our goal to maintain high academic standards while offering a quality, well-rounded program to students. **Students, who are ineligible for sports, will not be allowed to practice or dress out for any games.**

## AFTERSCHOOL SPORTS

**SPORTS PHILOSOPHY:** All eligible 5<sup>th</sup> through 8<sup>th</sup> grade students are encouraged to participate in our after-school Catholic Youth Association Athletics (CYAA) sports program. The OLPH Eligibility Requirements incorporate the CYAA Code of Conduct for student athletes and their parents. The school strictly enforces the requirements set forth. It is important that you read them carefully and review them with your son or daughter. Your signature on the permission form indicates that you and your child understand and will abide by these requirements.

Parents must realize and be sympathetic to the fact that due to our limited resources, facilities, and for safety reasons, not every student will make the team. However, every effort is made to allow a child to participate on a team between 5<sup>th</sup> through 8<sup>th</sup> grades. A student is not guaranteed a position on a team because he or she is an 8<sup>th</sup> grader. It is not only a responsibility but also a privilege for our students and parents to participate in this program.

OLPH offers the following athletics (subject to change)

- Girls' Volleyball: max. 12 players per team
- Girls' Softball: max. 14 players per team
- Girls' Basketball: max. 15 players per team
- Boys' Football: max. 20 players per team
- Boys' Basketball: max. 15 players per team
- Boys' Baseball: max. 14 players per team

Athletic Director and Coaches will decide which players will make the teams.

Each child's growth is guided by the following objectives:

1. to develop sportsmanship
2. to develop team spirit
3. to work together with others, placing the good of the group before personal good
4. to deal realistically with both success and disappointment (win with honor or lose with grace)
5. to develop commitment
6. to develop perseverance
7. to develop skills

### **STUDENT CODE OF CONDUCT/RESPONSIBILITIES:**

1. Athletes must have all necessary paperwork (included in this packet) completed and fees paid by the due date.
  - Student information sheet/permission form.
  - Sports physical dated after May 1<sup>st</sup> of the current school year.
  - **\$40.00** sports activity fee for each sport per player.
  - Be prepared to purchase hats and pants.
2. Written clearance/physical from a physician is required for team membership.

3. Participation in the after-school sports program requires a fee assessment, but does not preclude participation.
4. The Athletic Director will advise coaches and athletes of eligibility status before the first practice.
5. Athletes will maintain a minimum of a C in **all** subjects:
  - The athletic director will conduct grade checks every two weeks, and notification will be sent to the student athletes' parents regarding missing assignments, low-test scores or missing test scores.
  - Grade checks will start the second week of the season.
  - During the season, one D or one F will result in two-week probation and the student athlete will participate in a study hall program at the school. This program will start at 3:05 p.m. and end at 3:45 p.m. Afterwards, the student athlete will change and go to practice. If the student athlete's team has a game that day, they will be allowed to watch the home or away game (in school uniform, not jersey) in the stands, **only** if supervised by one of **their parents or legal guardian**. If the student athlete's parent or legal guardian is not there to supervise them, the student athlete must go to extended day.
  - Students will be removed from a team for that season when a passing grade is not achieved by the next grade check (2 weeks).
  - If a student is out on grade checks two weeks before tournament, they will not be able to participate in tournament. Exceptions may apply
6. It is the student athletes' responsibility to notify their coach if they have been assigned to personal responsibility time (PRT). Once the PRT has been completed the student athletes will then change and go to practice or the game. If the game is away it is the student athletes' responsibilities to have **their** parent or legal guardian take them to the game. If the parent or legal guardian can not take them to the game, the student athlete must go to extended day. Please understand that a student may not arrive at an away game in time to play. Three PRTs will result in dismissal from the team.
7. Students who participate must make a **commitment** to their team, not only to be at games, but also to attend all practices.
  - Attendance is required.
  - Attend daily practice sessions as scheduled and bring appropriate equipment and water.
  - Excused absences are allowed when the coach is notified prior to the absence or when the student is ill.
  - The player or parent is responsible for informing coach of upcoming absence. Do not expect a fellow teammate to shoulder this responsibility for you. Any player that leaves it up to a teammate to provide notification of your absence will receive an unexcused absence for that practice or game.
  - Three unexcused absences will result in dismissal from the team.
  - Any student who wishes to quit the team will meet with the coach and the athletic director.
  - The athlete will give 100% during practices and games.
  - The athlete will compete without placing undue pressure on self or teammates.
  - Students who are absent for more than ½ (must be at school for a total of 4 hours) of the school day are not permitted to participate in that day's extra-curricular activity.
  - Students who miss P.E. due to illness or injury will not be allowed to participate in the scheduled games that same day.

**\*School sports should be the first priority, any conflicts of outside activities including club ball, need to be resolved with coaches, and a written excuse submitted before conflict.**

**\*Athletes will respect all coaches, players, and officials on and off the court/field.**

- Athletes will accept guidance.
- Athletes will respect the decision made by officials
- Athletes will exhibit positive sportsmanship at all times.
- Athletes will respect the strengths and weaknesses of all teammates.

**\*The head coach will decide when to bench a player due to disrespect.**

**\*All athletes will maintain the set code of conduct.**

- Athletes will dress and groom themselves in an exemplary manner at all times during the season.
- Athletes will refrain from the use of offensive language and actions.
- Return all uniforms after the sport in a timely fashion. Should a uniform not be returned or is returned in an unacceptable condition, a **fee** shall be assessed. Normal wear and tear is expected.

## **HONORS AND AWARDS**

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

### **Scholastic Merit Award Grades 4-8**

1. A grade of A in all subjects (4.0 grade point average)
2. No area of the report card shall have an U or N (Unsatisfactory or Needs Improvement)
3. Where grades are Pass or Fail, all grades must be passing

### **Principal's List Grades 4-8**

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

### **Honor Roll Grades 4-8**

1. Students may have grades of A, B, or C with an average of 3.0
2. No U's or N's
3. Students must be passing in all Pass/Fail classes

### **Perfect Attendance**

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

## **DONATIONS**

Any books, computers, software, puzzles, games, toys, and classroom items that are in good condition will be gratefully accepted.

### **Tax Credit Program**

In 1999, the Arizona State Legislature passed a bill allowing taxpayers to contribute up to \$500 per calendar year for individual income tax forms to private schools to be used to

assist students with tuition. In 2005, the State Legislature increased the amount for couples filing joint income tax returns to \$1,000. Taxpayers receive a state income tax credit for the full amount, and the contribution can be used at the federal level as a tax deduction. Any taxpayer may contribute money; currently having children in school is not a requirement.

The Diocese of Phoenix has set up a fund for the reception of these contributions called the Catholic Tuition Organization for the Diocese of Phoenix (CTODP). For the past five years, this organization has received contributions at an estimated 10 million dollars. This has significantly impacted schools such as OLPH by assisting our students and their families with tuition. This year the Diocese is assisting many more students. The CTODP monies are available, based on need, to all students of Diocesan schools in grade Kindergarten through senior year in high school. When contributing, participants may designate a school where their money would be given to students. The decisions for the student and the amount of assistance are determined by an outside organization and are always based on need. Families are ranked from greatest need to most able to pay. The determination for tuition assistance is made each year in early May. Families are notified by June 30<sup>th</sup>.

If you would be interested in contributing to CTODP, forms are available in the office throughout the year. The deadline for making contributions is December 31st. We appreciate your generosity in helping more than 90% of our students receive a Catholic education through tuition assistance. This would not be possible without the financial help through CTODP.

Checks can be mailed to our school or to the Diocese of Phoenix and should be made out to CTODP. In January, the Diocese sends you the necessary paperwork to make the tax deductions.

Mail to:  
CTODP  
P.O. Box 53321  
Phoenix, AZ 85072

Our Lady of Perpetual Help  
7521 N. 57<sup>th</sup> Ave.  
Glendale AZ 85301

## **TUITION**

The cost per student for each school year will be determined by the Pastor in consultation with the Principal, Administrative Team and the School Advisory Board. Registered families of Our Lady of Perpetual Help Parish and any other Diocesan Catholic Parish who attend Mass weekly will receive a tuition discount. If you are paying the Catholic tuition fee, this means that you accept the “requirement” to attend Sunday Mass each week. Report cards will not be given if tuition is outstanding on the last day of the report period.

Tuition is collected through a company called FACTS, which withdraws your fees on the 5<sup>th</sup> or the 20<sup>th</sup> of each month. This method has helped OLPH School to more effectively manage tuition collection and provides us with a known sum to work with during these two dates. If there is any change in status with your present account please be sure to notify Facts and OLPH School. This will help eliminate costly fees and expedite the process of changing your FACTS information with us.

The smooth running and good order of the school as well as the attainment of long range plans projected for the school depend a great degree on the financial support given to the school by the parents. Please be prompt in your payments. This is absolutely necessary if we are to maintain the quality of educational standards you desire for your child (ren) in the availability of up to date equipment, teaching aids, audio-visual equipment, books, and activities, as well as in the payment of a just wage to the staff members.

The yearly tuition fee has been divided into 12 equal payments for those wishing to start in July. Tuition will remain the same regardless of vacations/holidays, illnesses or days attended. Tuition is non-refundable and non-negotiable. There is an annual \$100.00 non-refundable/non-negotiable registration fee collected.

## **EXTENDED DAY CARE**

### **Addendum**

## **INSURANCE**

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

- on school grounds when school is in session, while taking part in a school sponsored and supervised activity
- while attending school sponsored and supervised religious services or instruction

If a student suffers a covered “accidental injury”, they will be eligible for benefits by completing the proper claim documentation, which will be available in the school office. The program pays the first \$100 of claim expenses, and the excess over any other collectible medical insurance up to this policy’s limit.

## **VISITATIONS**

We encourage and welcome visits from parents and guardians to our school. Every parent or guardian wishing to visit must check with the teacher to determine the day and time and then sign in at the school office and receive a Visitors badge. When signing in, you will be asked to state your purpose. All visitors must sign out in school office as well.

## **NON-CUSTODIAL PARENTS**

School abides by the provision of the Buckley Amendment (1975) with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, OLPH School will provide the non-custodial parent access to academic records and to other school-related information regarding their child. If there is a court order specifying that **NO** information be given, it is the responsibility of the custodial parent to provide OLPH with the official copy of the court order.

## **PARENTAL COMMITMENT**

The overall support of our parents and school families is paramount with regard to our success. This is embodied through keeping the salvation of our members as the first and foremost priority on our minds. Everything with regard to our Catholic School and

formation flows from this basic truth. Our parents are key sources of support as they endeavor to be the model of good Catholic parenting by ensuring that each student attends mass on Sunday, remain accountable to faculty as regards to academic and extracurricular standards, and demonstrate their vested interest in our school. This is mainly accomplished through appropriate and authorized volunteering, and overall community participation. All parents must complete the diocesan required Called to Protect prior to any active involvement in our school. Classes will be provided. Volunteering is not a right of parents, but is a privilege that is dependent upon good ethical practices that distinguish the role of a volunteer versus an employee. Volunteers are never to have access to confidential information such as student records, financial information, or academic standards not pertaining to their own student(s) and must be under the direct supervision of an employee of the school with permission to volunteer approved by the Pastor and Principal.

We firmly believe that parental involvement must include the basic foundations of what it means to be a Catholic School parent. These attributes may be outlined by responsible parish membership practices, including stewardship, maintaining current of all school office account balances, support of positive reinforcement behaviors that reflect Discipline with a Purpose, and the fact that our parents are subject to the same expectations of behavior that are required of our students. It is therefore necessary to affirm that each year our prospective parents have the opportunity to re-enroll based on an invitation system. If any questions or concerns must be addressed, it is possible that families receive a Letter of Conditional Enrollment requiring them to counsel with Pastor and Principal prior to registration for the coming year.

<b>Families of students in:</b>	<b>Hours Required per Semester</b>
<b>Preschool through Eighth</b>	<b>10</b>

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

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

## **SCHOOL ADVISORY BOARD**

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

## **HOME and SCHOOL ASSOCIATION**

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

Meetings will be held regularly during the school year. All parents are asked to attend these meetings. Part of the focus of the meetings will be to discuss and plan various school activities coming up. Therefore, parents will hopefully take a very participative role.

Parents receive one hour of volunteer credit for attending each meeting and should submit a completed volunteer sheet to the school office.

## **FINALLY**

The Pastor and/or Principal of Our Lady of Perpetual Help Catholic School reserves the right to amend this handbook for just cause. Parents will be notified in the Wednesday Envelope if changes are made.

Do you have a problem?

Do you have a concern?

Do you have a question?

Do you have a suggestion?

Do you wish an appointment with the Principal or the Pastor?

If you answer YES to any of the above questions, please call the School Office (623) 931-7288 at any time.

We're glad that you're here! May your year be filled with personal growth, especially in ways that challenge the mind, build the community, and draw us closer to God.

### **O.L.P.H. Pre-School Statement of Services**

O.L.P.H. School is pleased to offer a D.E.S. Certified Pre-School program to students meeting the age requirement of 3- 1/2 years old by September 1st. The curriculum followed is set by the Diocese of Phoenix.

O.L.P.H. Pre-School is developmentally appropriate and consists of a variety of pre-school methods. We believe one method of teaching is not always supportive of the child. We believe the children should be allowed to learn and develop at their own rate. Academics should begin when the children show an interest or are developmentally ready and the program follows the Diocese of Phoenix's curriculum. This can be accomplished through the children's natural play, hands on experiences and interactions with others. Catechesis of the Good Shepherd is an approach to the religious formation of children which will assist our preschoolers in their "Spiritual Journey" with God through prayer and exploration. Children will gather in a room specially prepared for them called an "Atrium" which contains simple yet beautiful materials that they use to draw nearer to God. Pre-School will be attending mass daily. Conference times for Pre-School are in January.

O.L.P.H. Pre-Schools class hours are 8:00 A.M.-3:00 P.M. Monday through Thursday. Fridays are from 8:00 A.M. - 12:30 P.M. Fridays are 12:30 P.M dismissals for teacher

professional development. Extended Day Care is available for Pre-School. Morning hours are 6:30 A.M. - 7:30 A.M. Afternoon hours are 3:10 P.M. - 6:00 P.M. Monday through Thursday. Friday's hours are 12:30 P.M. - 6:00 P.M. Students seeking enrollment in the pre-school do so through the school office in conjunction with the school enrollment policy.

O.L.P.H. Pre-School offers a 2-day (Tuesday and Thursday), 3-day (Monday, Wednesday and Friday) or a 5-day (Monday thru Friday) program.

Preschool class formats and tuition rates are; Full-day:

2-day-\$180/month

3-day-\$270/month

5-day-\$450/month

There is an annual non-refundable family registration fee of \$100.00. Tuition payments are due on the 1st of the month and subject to a \$10.00 late fee if made after the 10th. Rates are monthly and there is no credit for absences and school closures (holidays and school breaks).

O.L.P.H. Pre-School students are brought to class and signed in by their custodial parent, guardian, or a designated adult (no siblings) each morning. The same procedure is applicable for the afternoon pick-up process.

O.L.P.H. Pre-School will follow the discipline program entitled, "Discipline With Purpose", in conjunction with O.L.P.H. School. This program has been adopted Diocesan wide for all schools in the Diocese of Phoenix. Instructional Staff is trained on this program and supplemented accordingly.

Uniform requirements for Pre-School are: Children are asked to wear their O.L.P.H. red t-shirt with Khaki shorts or slacks. During cold weather long sleeve red shirts can be worn under their red uniform shirt. Students may wear any jacket outside. Inside the classrooms it must be a navy blue or red sweat shirt.

The recommended shoes for Pre-School are a neutral color tennis shoe with no lights and no elevated heels. The sock color is white and must be ankle high. Girls (only) may wear one pair of post earrings. No hoops.

O.L.P.H. School allows parents unlimited access to their children during normal hours of operation. Parents of Pre-school students at O.L.P.H. are required to volunteer service hours to assist in areas needed. Twenty hours of volunteer service are required for two-parent families, and ten hours of volunteer service are required for single-parent families. All volunteers are required to take "Called to Protect" class through the Diocese of Phoenix prior to volunteering.

As medical issues arise, students are escorted to the school clinic where the school nurse provides necessary medical attention.

Emergency medical procedures as well as, crisis procedures are kept in the crisis manual in the pre-school classroom. Medical emergencies are reported to the school office and clinic where proper notification is made to parents and/or appropriate parties. O.L.P.H. stores their liability insurance information in the pre-school classroom where it is filed in a cabinet.

A 15 day written notice will be provided prior to the effective date of any change of services, policies and rates.

The Arizona Department of Health Services regulatory notice is posted in the pre-school classrooms on the parent board. They can be contacted at:

The Arizona Department of Health Services

150 N. 18th Ave,

Suite 400

Phoenix, AZ 85007

602- 364-2539

## REQUEST FOR IN-SCHOOL ADMINISTRATION OF MEDICATION

### *Note to Parents/Guardians and Physicians... (Appendix A)*

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

If it is necessary that medication be administered while the student is at school, the following information must be provided:

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

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

Name of medication: \_\_\_\_\_  
 Serial number of medication: \_\_\_\_\_  
 Strength of medication: \_\_\_\_\_  
 Reason medication is provided: \_\_\_\_\_

Are other medications contraindicated? \_\_\_\_\_

Form of medication to be given is circled below:

Tablet      Pill      Capsule      Liquid      Inhalation      Injection

Other (specify): \_\_\_\_\_

How often or what time is medication to be given?

Potential reaction to medication: \_\_\_\_\_

Possible side effects:

Emergency treatment: \_\_\_\_\_

Storage instructions: \_\_\_\_\_

Date medication is to be discontinued: \_\_\_\_\_

\_\_\_\_\_  
 Physician Signature

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Print Physician's Name

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

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Home Phone

\_\_\_\_\_  
 Print Parent/Guardian Name

\_\_\_\_\_  
 Work Phone

GRADE \_\_\_\_\_

**Our Lady of Perpetual Help Catholic School Field Trip  
Permission Slip**  
(Appendix B)

I/We, the parent(s)/guardians(s) of \_\_\_\_\_  
Name of child

request that the school allow my/our son/daughter to participate in \_\_\_\_\_

\_\_\_\_\_  
Activity/Trip/Destination/ Date/Times

We hereby release and save harmless **Our Lady of Perpetual Help Catholic School - Glendale**, of any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of the trip.

(ADD DETAILS OF TRIP INCLUDING MODE OF TRANSPORTATION, WHO WILL ACCOMPANY THE CHILDREN AND THE EDUCATIONAL OBJECTIVES)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Home/Cell Phone Number

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

\_\_\_\_\_  
Home/Cell Phone Number

Date: \_\_\_\_\_

**PARENT/GUARDIAN CODE OF CONDUCT/RESPONSIBILITIES: (appendix C)**

\*\*\*Parents need to prioritize their time and their children's time to help make the school sport a priority.

\*\*\*Parents will attend any and all parent meetings for each sport their child plays held at the beginning of the school year or sport season.

\*\*\*Parents must see that their child has a physician signed current medical authorization to play.

\*\*\*Parents must arrange to have their child picked up immediately after practices or games (a coach will wait with athletes for 15 minutes after a scheduled practice or game and then escort them to Extended Daycare where the parent will incur the fee).

\*\*\*The athlete will not attend siblings left after school (the Extended Daycare will enroll siblings, at the parent's expense).

\*\*\*Parents will need to drive athletes to away games:

- Each parent must attend the Workshop on the Safe Environment Policy of the Diocese of Phoenix and have the required auto insurance (min. liability 100,000/ 300,000) in order to drive for athletic activities.
- After away games, an athlete will be returned to the OLPH campus and escorted to Extended Daycare unless prior written permission submitted to the school office prior to game and given to carpool them home with that driver.
- After 6:00 PM, the parent will wait with the athlete---contact having been made with the parent regarding the expected time of arrival and will only wait 15 minutes. The principal will be called after 15 minutes and appropriate action will be taken.

\*\*\*Parents will be supportive:

1. Parents will be positive in their role as spectator.
2. Parents will cooperate and respect coaches and officials.
3. Parents will refrain from using offensive language or gestures.
4. Parents will refrain from physical contact with any other official or parent.

**The principal will receive a written statement when a parent observes behavior of a coach or official that is not consistent with CYAA guidelines or philosophy.**

**Parent will sign the permission form at the parent meeting stating that they have read the OLPH Eligibility Requirements and agrees to abide by them.**

Student Athlete Signature \_\_\_\_\_ Print name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_

**OLPH School  
7521 N. 57<sup>th</sup> Ave.  
Glendale, AZ 85301  
623.931.7288**

**TRANSPORTATION OF MINOR PERSON TO/FROM SCHOOL CAMPUS**

The Catholic Diocese of Phoenix "Policy on Sexual Misconduct" as it pertains to Diocesan Personnel provides, in part, that "Field trips or other outings involving a minor in places and situations where no other responsible adults are present..." are to be avoided. The directive of this provision requires that another adult should accompany Diocesan personnel who transport minors to and from field trips and outings.

Because of the limited number of participants in the \_\_\_\_\_ (name of program) of \_\_\_\_\_ (name of school) and the time of day in which program events will occur, it may not always be possible to have two adults occupying each vehicle transporting minors to and from the programs.

The Diocese permits **exceptions to this policy** only upon a showing by the school that: 1) a school has made reasonable efforts to have two adults present in such vehicles, but without success; and 2) a parent or guardian of any student participating in such program has consented in writing to allow such student to be transported in a vehicle occupied by only one adult. However, for the exception to apply the parent/guardian of the minor person must consent in writing.

I, of \_\_\_\_\_  
(name of parent/guardian) (name of minor student)  
have selected one of three alternatives below by checking the applicable box to indicate selection:

(1) **CONSENT OF PARENT/GUARDIAN TO ALLOW FOR EXCEPTION TO POLICY.**  
I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, (name of student) a participant in the \_\_\_\_\_ (name of program) of \_\_\_\_\_ (name of school) hereby consent to allow the student named above to travel to and from program events in a vehicle occupied by a single adult person at any time during the \_\_\_\_\_ school year. I further acknowledge that I have instructed my minor child to occupy only the rear seat(s) of such vehicle. I agree that if I wish to revoke this consent I will do so in writing and deliver such revocation to the Principal of the school. I further consent subject to the following additional conditions (if any): \_\_\_\_\_

(2) **NON-EXCEPTION**  
I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, choose to have my child always travel in a 2 adult vehicle.

(3) **ASSUMPTION OF TRANSPORTATION RESPONSIBILITY**  
I, parent/guardian of \_\_\_\_\_, will solely provide transportation for my child to all activities away from the school campus.

\_\_\_\_\_  
(signature of parent/guardian)  
\_\_\_\_\_  
(print name of parent/guardian)

State of Arizona  
County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

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

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

Parent/Guardian: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

\*\*\*\*\*

**STATEMENT OF KNOWLEDGE OF CONTENTS OF HANDBOOK**

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

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

Parent/Guardian: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_