

Our Lady of Perpetual Help Catholic School

Dallas, Texas



Family Handbook Information, Procedures & Policies 2016-2017

August 2016



Catholic School

August 2016

Advisory Council

Brad Camp
President
Patricia A. Van Winkle
Vice President
John Roppolo
Secretary

Membership

Win Bell
Mark Canales
Emily Cook
Christina Karna
John Ridings Lee
Megan Martinez
Carl Mayhall
Marianne McGonigle
Joe Murphy
Debbie Robillard
Mary Lynn Ryan
Lora Villarreal
Bruce Whitehead
Cheryl-Ann Wong

**Education Trust Fund
Trustees**

Brad Camp
Rev. Jose Isaac Figueroa
Ajoy Karna
Maleli Oropesa Paniagua

Dear Parent/Guardian,

I would like to welcome you and your child(ren) to Our Lady of Perpetual Help Catholic School, 2016-2017 school year. I look forward to another wonderful year working with you and your child (ren), as we prepare them to have a successful year.

The main purpose of OLPH Catholic School is to provide every student with a positive experience of faith formation. We teach our students to be peaceful people by practicing respect for one another, property and authority. We believe our students should take personal responsibility for themselves and their materials. The students that graduate from our school must be well-prepared to go on to higher education with a meaningful background and the confidence to do whatever he/she chooses to do in life. It all begins with the formation in Early Childhood through the grades in a consistent and safe environment. Here at OLPH we strive to provide just that.

We have been blessed with a very professional staff and faculty during the past several years. We appreciate the opportunity and consider it a privilege to continue being a part of each student's development and to be partnering with each family again this year. I pray that each student may experience the presence of God in their lives and to find happiness and peace in learning more and more each day.

Sincerely in Christ,

Maleli Oropesa Paniagua

Maleli Oropesa Paniagua
Principal

Pastor	Father Jose Isaac Figueroa
Principal	Maleli Oropesa Paniagua
Address	7625 Cortland Ave. Dallas, Texas 75235
Telephone	214/351-3396
Fax	214/351-9889
Website	www.olphdallas.com

Table of Contents

Acknowledgment of OLPH School Policies	7-8
Authorization of Consent to Treat Minor	9
Acceptable Use Policy for Technology Agreement	11
Parent Consent and Release Form	13-14
Mission Statement of the Catholic Diocese of Dallas	15
Mission Statement of Our Lady of Perpetual Help School	15
Philosophy of Education	15
School Goals	16
History of the school	16
Faculty and Staff	17
School Calendar	18
Application and Admission	19
Application Requirements	19
Age Requirements	19
Re-Application	19
Tuition and Fees	19
Registered Families of OLPH Parish	20
Tuition Assistance	20
Withdrawal Policy	21
Non-Discriminatory Policy Statement	21
Service Hour Requirements	21
Arrival and Dismissal Procedures	21
Afternoon Carpool...The Traffic Flow	22
After School Extended Day Program	22
Early Dismissal	22
Attendance and Absences	23
Tardiness	23
Custody and Family Law Issues	23
Educational Program	24
Academic Evaluation and Assessment	24
Academic Progress Reports	26
Parent-Teacher Conferences	26
Promotion and Retention	27

Homework and Quiet Time	27
Homework Procedures	28
Athletics and Extracurricular Activities	28
Birthday Celebrations	29
Classroom Supplies and Materials	29
Change of Address or Telephone Number	29
Computer and Technology	29
Crisis Management Plan	29
Reports To and Cooperation with Law Enforcement	30
Student Discipline	30-31
Procedure for Expulsion	32
Discipline Plan for Grades 4-8	33-34
Off-Campus Conduct	35
Family – School Communication	35
Fax Machine	35
Field Trips	35
Graduation (8 th Grade) Mass and Reception	36
Grievance Procedure	36
Health	36
Students with Allergies	36
Home and School Association	37
Inclement Weather Procedure	37
Library	37
Lunch/Breakfast Program	37
Parental Cooperation and Behavior	38
Reimbursement for School Costs and Attorney's Fees	38
Safe Environment Policy	39
Reporting of Child Abuse or Neglect	39
Search and Seizure	39
Student Records	39
Parental Access to Student Records	39
Student Transfer to another School	40
Telephone Usage	40
Things to bring and things to leave at home	41
Uniform Dress Code	41
General Uniform Policies	42
Visitors in School	43
Right to amend the handbook	43
Addendum:	
a. Service Hours Requirements Explanation	44
b. 2015-2016 Tuition Rates & Fees	45

ACKNOWLEDGMENT OF OLPH SCHOOL POLICIES:

Enrollment

I/We is/are the natural parent(s) or managing conservator(s) of the Student(s) listed below and have the legal authority to enroll Student in Our Lady of Perpetual Help Catholic School. Having considered all the facts, I/we believe that enrolling Student in the School for the coming school year is in Student's best interest. I/we understand that School is a Roman Catholic School and that Student's education and the expectations for Student's behavior and the conduct of Student's family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding School's student/family handbook. I/we understand that the handbook is incorporated into this agreement and forms a part of this legally-binding contract. As a result, I/we understand that Student's continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student's family in their dealings with the School community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at School's sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing School with a current and complete copy of any court order affecting Student's enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student, communicate with School, or access Student's educational records. I/we understand that it is not School's responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the School handbook regarding School's right to recover attorneys' fees incurred as a result of Student or family misconduct and custody and related legal matters.

I/we have informed School of all relevant information regarding any special educational or medical needs of Student and agree to advise School if Student's educational or medical needs change during the school year. I/we agree that School may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving Student and may disclose to those individuals information regarding Student's education, behavior, and/or medical conditions as needed.

I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable financial aid awarded. I/we understand that School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

Acceptable Use Policy for Technology:

I understand there is a separate signature form concerning Computer Use for the student which also must be read and signed by Parent/Guardian and student and submitted to the school principal.

Acknowledgement and agreement

By my signature below, I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

Student Name (print): _____

School Name (print): _____

Parent Name (print): _____

Parent Signature: _____

School year: _____

Date: _____

**Please sign this form and return it to Maleli Oropesa Paniagua,
Principal, by September 23 , 2016.**

Authorization of Consent to Treat Minor

I/We, the parents listed below, are the ___ parent(s) / ___ guardians of the student(s) listed below, and as such do hereby authorize Our Lady of Perpetual Help Catholic School and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.

Student Name(s) (print)

Parent(s) or Guardian(s) Name(s) (print)

Parent(s) or Guardian(s) Signature(s):

Date: _____

Our Lady of Perpetual Help Catholic School

Acceptable Use Policy for Computers and the Internet

Please read carefully, sign, and return to the student's home room teacher. A separate copy is required for each student.

1. I will use the school computers and the Internet for educationally relevant purposes.
2. I will respect the rights of copyright owners and will not plagiarize work that I find on the Internet.
3. I will only use appropriate language and will not send, forward, access or post any material that is likely to be offensive, personal, or threatening to recipients or viewers.
4. I will not download any files or execute attachments from unknown sources that I did not request or expect to receive.
5. I will not use e-mail, enter any chat rooms or use instant messaging without permission from my teacher.
6. I will respect all school hardware and never load software or do anything to damage any equipment. I will not make any changes to the computer setup (including but not limited to changes to the Windows Desktop) without the permission of my teacher or the technology coordinator.
7. I will never send any personal information without first checking with my teacher. Personal information includes pictures, names, addresses, e-mail addresses, home phone numbers or location of my school.
8. I will not trespass, delete or tamper with anyone else's files, folders, or work.
9. I will promptly inform a teacher if any messages I receive are inappropriate.
10. I understand computer files are not private. Teachers may view the contents at any time in order to maintain system integrity.
11. I understand that the Internet, although a valuable resource for education, has some sites that contain inappropriate images and text. I will do my best to avoid going to those sites, and, if I access one accidentally, I will turn the monitor off and inform my teacher immediately. The school will not be held responsible for the content of the Internet.

I understand that should I violate this contract, the consequences could be the revocation of all computer use and Internet access.

I, _____, pledge to follow these rules while using any instructional technologies at school. I have read the above and understand the consequences.

Student's signature: _____ Date: _____

I, _____, have read the above and discussed it with my daughter/son. He/she has my permission to use the school computers and to access the Internet.

Parent/Guardian signature: _____ Date: _____

Parent Consent and Release Form

The School offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The School believes that parents, students, and the School community are best-served when parents and students together determine the range of activities that are appropriate for a particular student's participation. Parents should review the opportunities listed below, determine which activities are appropriate for their student's participation, and students and parents should sign where indicated below for each activity.

Student Name ("Student"):	
----------------------------------	--

Athletics: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre- and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student's continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.

Parent(s) initials:	Yes:	No:
----------------------------	------	-----

Transportation to/from Athletics: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored athletics activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

Parent(s) initials:	Yes:	No:
----------------------------	------	-----

Extra-curricular Activities: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-sponsored activity, whether academic, extracurricular, or otherwise.

Parent(s) initials:	Yes:	No:
----------------------------	------	-----

Transportation to/from Extracurricular Activities: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

Parent(s) initials:	Yes:	No:
----------------------------	------	-----

Video/Image Release: Subject to the Release and Consideration and Indemnification terms below, by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for

editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.		
Parent(s) initials:	Yes:	No:
Student: <i>If age 18 or over, initial appropriate box to the right:</i>	Yes:	No:

Release and Indemnification:

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above in this Section 10.

Mission Statement of the Catholic Diocese of Dallas

The schools of the Roman Catholic Diocese of Dallas exist as the Church's response to the gospel message *to teach as Jesus did*. Each school espouses Catholic doctrine and the spirit of Vatican II in worship, community, justice and social concerns. For a school to be Catholic it must be seen and it must see itself as an integral part of the Church's mission to spread God's word and bring all peoples to Christ, helping them to grow in faith and love. A school is designated a *Catholic* school only if it is canonically so stated by the bishop of the diocese. The primary reason for Catholic schools to exist is to serve Catholic families in the Diocese of Dallas. All schools are to provide standards of religious and academic quality maintaining accreditation by the Texas Catholic Conference Education Department.

Mission Statement of Our Lady of Perpetual Help School

The mission of Our Lady of Perpetual Help School is to provide a quality, Catholic education in a safe environment, inspiring children to successfully continue their education and become responsible members of their community.

Philosophy of Education

The task of education--since it is a dynamic, lifelong process--defies simple analysis. At root, learning involves a free response to natural curiosity. However, to produce meaningful results, a person must develop qualities of patience, discipline, and responsibility. True education awakens the student to the potential of the human mind, body and spirit, promoting a critical awareness by which to think, judge and act.

A Catholic relates these general educational goals to the teachings of Jesus. Catholic education thus has a single unique purpose and function, since it makes spirituality the cornerstone of the educational process. Students, faculty and community must share a clear missionary vision, a willingness to go "the extra mile"--to make sacrifices and shoulder extra responsibilities. Teachers are called not merely to instruct but to witness Christ's love--in the classroom, at church, on the playing field, in the streets. Accepting the leadership responsibility of shaping young minds takes enormous dedication and sensitivity. However, the rewards of channeling youthful energy into constructive outlets make any inconvenience seem insignificant. Helping a student to learn, to grow, and to mature is a privilege.

A liberal Catholic education, then, aims to place learning into a moral Christian framework so that knowledge may be used wisely and beneficially. A Catholic student is taught to balance creativity with discipline, individuality with a spirit of cooperation, competition with a sense of fair play. The ideal student is not necessarily the class valedictorian, the star athlete, or "the most likely to succeed"; he or she is the one most committed to using his/her talents to serve Christ throughout life.

School Goals

The following goals support the Mission Statement:

1. To provide a meaningful environment for the spiritual development of students and to enable them to be formed as knowledgeable and practicing Catholics.
2. That, students develop strong leadership skills which they will eventually be able to apply as they become active members of the community.
3. To create an environment in which students can grow and understand their own personal responsibilities as they learn and practice the values of respect for others, property and authority.
4. That students will be able to not only succeed academically given innovative and challenging programs in all academic areas, but also be able to understand and experience the importance of physical fitness, nutrition and the fine arts, including art, music and drama.
5. Through environmental and global educational opportunities, students will become productive and responsible stewards of the earth and its resources.

History of the School

OLPH Catholic School was established in 1946 in the Love Field neighborhood of Dallas, Texas. The purpose was to assist families in the Catholic formation of their children and to educate students to become responsible citizens and committed Catholics. The school has evolved over the years to reflect the changing needs of the Church, neighborhood and society. Though the demographics may have changed over the past half century, the overall purpose of the school continues with a clear vision to provide families with an opportunity for their children to not only succeed in school, but also to be prepared to make a positive contribution to their community, both locally and globally.

FACULTY & STAFF

Pastor	Rev. José Isaac Figueroa	JFgueroa@olphdallas.org
Principal	Maleli Oropesa Paniagua	mpaniagua@olphdallas.org
Assistant principal	Michael Albert	malbert@olphdallas.org
Administrative Consultant	J. Daniel Quill	dquill@olphdallas.org
Administrative Assistant	Diana Guerrero	dguerrero@olphdallas.org
Office Assistant	Maria Arteaga	marateaga@olphdallas.org
Development Officer	Mary Linn Clifford	mclifford@olphdallas.org
Development Officer	Cathy Vance	cvance@olphdallas.org
Cafeteria	Elvira Perez	
	Claudia Salomone	
Maintenance	Manuel Negrete	
Physical Education	Robert Parks	rparks@olphdallas.org
Library/Office Ass't/Resource Teacher (grades 1-3)	Sister Moly Krien, DSH	mkurien@olphdallas.org
Early Childhood Program		
Room 1	Sister Suni Varghese, DSH	svarghese@olphdallas.org
	Tina Saunders	mkurien@olphdallas.org
Room 2	Sister Manjula Tigga, DSH	mtigga@olphdallas.org
	Sister Moly	mkurien@olphdallas.org
Primary Grades		
T-1 (Transitional First)	Sister Mercy, DSH	umercy@olphdallas.org
1 st Grade	Rosemary Fougrousse	rfougrousse@olphdallas.org
2 nd Grade	Penny Lueb	plueb@olphdallas.org
3 rd Grade	Theresa Ruenes	truenes@olphdallas.org
Elementary Grades		
4 th Grade	Thelma Nuncio	tnuncio@olphdallas.org
5 th Grade	David Ross	dross@olphdallas.org
Middle School – Grades 6-8		
Religion 6-8, Math 6-8	Michael Albert	malbert@olphdallas.org
English & Literature 6-8	Christine da Silva	cdasilva@olphdallas.org
Science 6-8 Social Studies 6-8	Tarah Soffiatti	tsoffiatti@olphdallas.org
Dyslexia/4&5 Social Studies	Cheryl Egan	cegan@olphdallas.org

Our Lady of Perpetual Help School Calendar...2016-2017

Month	Date	Event
August	8-12	Staff In-service Days
	15	Opening Day (Dismissal @ 12:15)
	18	Family Orientation (6:00 p.m.) in the gym
September	5	Labor Day Holiday
	16	Progress Reports
	23	Staff Retreat/Fair Day – no classes
	30	Dallas Ministry Conference--no classes on 9/30
October	14	Early Dismissal @ 12:15
	10-14	ITBS Achievement Testing
	14	End of 1 st Quarter
	27-28	Parent-Teacher Conferences--no classes
November	6	Parish Festival / Daylight Savings Time Ends
	18	Early Dismissal @ 12:15 / Progress Reports
	21-25	Thanksgiving Holidays
December	12	Feast of Our Lady of Guadalupe
	16	End of 2 nd Quarter / Early Dismissal @12:15
	16-January 2	Christmas Break
January	3	Staff In-service day--no classes
	4	Classes Resume (8:00-3:15)
	13	2nd Quarter Report Cards
	16	<i>Martin Luther King Day</i> – no classes
	Jan 29-Feb. 3	National Catholic Schools Week
February	3	Progress Reports / Early Dismissal @12:15
	20	<i>Presidents' Day</i> --Teacher In-service Day--no classes
March	1	Ash Wednesday
	3	Early Dismissal @ 12:15
	4	Auction Gala
	10	End of 3rd Quarter
	12	Day light Savings Time Begins
	13-17	Spring Break
April	13	Holy Thursday-Early Dismissal @ 12:15
	14	Good Friday--no classes
	16	Easter Sunday
	17	Easter Monday--no classes (Inclement weather make-up day)
	18	Easter Tuesday--no classes (Inclement weather make-up day)
May	20	Progress Reports
	26	Field Day / Early Dismissal @ 12:15
	29	Memorial Day Holiday
	30	Graduation - 6:30 p.m. Mass
June	1	Last Day of School – End of 4 th Quarter. Award Ceremony & Report Cards
	2	Staff Work Day/Record Day

Application and Admission

Admission to OLPH School is open to all qualified children of parishioners, to Catholic children of non-parishioners and to non-Catholic children whose parents accept and support the philosophy of the school. Children of all races are admitted and extended all rights, privileges, programs, and activities of the school, and are provided equal opportunity in compliance with Title VI of the Civil Rights Act of 1964.

Application Requirements

All new applicants must provide the following information:

- Birth certificate
- Baptismal certificate
- Social Security Number of the student
- Immunization/Health records
- Appropriate sacramental certificates (Grades 2-8)
- School transcripts/records/report cards (Grades 2-8)

Application for new students in Early Childhood (ages 3-5) through 8th grade begins in January of each year. Students entering E.C. must be toilet trained to be admitted.

Age Requirements

Students entering the Early Childhood program must be three (3) years old on or before September 1 of the current year. First grade students must be six (6) years old on or before September 1.

Re-Application

All families with students currently enrolled at OLPH School must re-apply each year. Information for re-application will be sent to families in January. Returning families must complete and return the re-application materials by February 28 along with the registration fee to guarantee their children's place in the school. In order to be considered for admission to the next school year:

- All tuition and fees, including church tithing, after-school care fees, and activity fees must be current.
- The student must demonstrate a willingness to cooperate with school rules and expectations.

The school reserves the right to review all applications and accept or reject any student for re-admission.

Tuition and Fees

An annual registration fee must be paid in full for the application process to be completed.

Tuition rates are based on a sliding scale according to the number of children from one family enrolled in the school. To qualify for the family rate, children must be sons or daughters of the parents requesting the discount. Guardians must have proof of legal custody of the children for whom they request the family rate.

Tuition is payable in ten (10) or twelve (12) equal installments, with the first payment due in July and the final payment in April (10 payments) or the last day of school (12 payments). Families must be enrolled in the tuition collection program ("FACTS") to pay tuition on a monthly basis. Tuition may also be paid in one lump sum before the beginning of the school year.

Re-application for the following year may not be allowed if the tuition and fees are not current. Official transcripts will not be sent to any other school in the event a student transfers when there are tuition or fees due to the school.

All tuition and fees must be paid in full before final report cards will be processed or issued to parents or a forwarding school.

If a tuition balance owed is thirty (30) days or more past due, the parent/guardian may be contacted to pick up his/her student. Students will be permitted to return to school when the outstanding balance is paid.

Registered Families of Our Lady of Perpetual Help Parish & Parishes Without Schools

OLPH School is an integral part of the teaching mission of the Catholic Church. In order to provide families with a strong foundation in the faith for their children, the Church has established the schools. OLPH Church significantly subsidizes the cost of each student's education in our school. In order to encourage families to participate in the school, the tuition rate for registered, participating members of the Church is calculated at the "Parish Rate." Families from parishes with no school have the same rate as OLPH families and tithing expectation at their home parish. Families not registered in the Parish or are not Catholic will be charged at the non-parishioner, non-supporting family rate. Refer to the addendum for Tuition Rates for 2016-2017 on page 42.

In order to qualify as registered members of OLPH Parish families must:

- ✓ Attend Mass at OLPH every Sunday
- ✓ Tithe a total of \$520.00 to the Parish each year (January-December). This tithe amounts to \$10.00 per week.
- ✓ Tithing must be current at the end of each quarter. Families will receive statements at their home indicating their status. Those not keeping up with their obligations to the church will be moved to non-contributing member status and will not be eligible for the parishioner tuition rate.

Tuition Assistance

OLPH School has several sources of tuition assistance for families who have a demonstrated need or an emergency financial situation during the year:

- Diocese of Dallas Tuition Assistance Fund
- Children's Education Fund—Tuition assistance is provided to qualifying families from a source outside OLPH Parish. Any family with children enrolled at OLPH may apply for CEF aid.
- OLPH Education Trust Fund—An endowment fund established for aid to qualifying OLPH families.
- OLPH Auction and private donors—Generous benefactors contribute funds for tuition assistance to any qualifying family.

To be eligible to receive tuition assistance, families must complete a FACTS Grant & Aid application and submit their W-2 forms and current professionally prepared federal income tax statement. The *Tuition Assistance Committee* will review applications for assistance. Families will be notified of their financial aid status.

Withdrawal Procedures

When a student is voluntarily withdrawn from the school, the parent/guardian must come to the school office and notify school personnel in writing, as soon as possible prior to the actual withdrawal date. Student records will be mailed directly to the new school providing all financial commitments to Our Lady of Perpetual Help School have been met. Student records will not be released if unpaid balances in tuition, Extended Day Care Program fees, library fines or lunch fees exist. Families should be aware that in the event of a transfer to another school within the Diocese of Dallas, all financial obligations at Our Lady of Perpetual Help School must have been **satisfied**.

Non-Discriminatory Policy Statement

As a recipient of Federal financial assistance and various government sponsored programs, Our Lady of Perpetual Help Catholic School does not exclude, deny benefits to, or otherwise discriminate against any person on the ground of race, color, national origin, age, sex, religion or disability in admission to, participation in, or receipt of the services and benefits of any of its programs and activities therein, whether carried out by OLPH School directly or through a contractor or any other entity with whom OLPH School arranges to carry out its programs and activities.

Service Hours Requirements

In order to foster a community spirit and ownership at OLPH, the following policy has been set for service hours for parents/guardians:

- Because the cost of educating each student at OLPH far exceeds what families pay in tuition, each family is required to perform 40 hours of service to the school or parish per year.
- Parents/guardians may buy their service hours at the rate of \$10.00 per hour. Alternatively, parents may supply the school with needed food items or school supplies of equal value. A receipt needs to be provided to verify the value of donated items for the purpose of buying service hours.
- Failure to complete or “buy out” service hours may result in the loss of tuition assistance.

Arrival and Dismissal Procedures

- **School doors open at 7:15 a.m.** Students enter through the back of the school by the gym. They are to go to the cafeteria where they will be supervised until 7:45. At 7:45 the teachers will pick up the students from the cafeteria and go to their classrooms. All students arriving after 8:00 will be dropped off in the parking lot next to the convent and enter the school at the front door by the office. Students arriving after 8:00 a.m. will be considered tardy. Students must report to the front office and receive a tardy slip before going to class. Younger students will be escorted by office personnel. **We ask that parents not go to the classrooms after 8:00 a.m.**
- Any special circumstances requiring arrival before 7:15 must be approved by the principal.
- Parents/guardians who wish to park and walk their child (ren) to the cafeteria may do so in the large parking area behind the church. **The small parking lot is reserved for teacher and staff parking. The spaces are clearly marked STAFF ONLY**

- **No parking** is permitted on Cortland Avenue during arrival and dismissal. **Students may never be dropped off or picked up in front of the cafeteria or any other location on Cortland Ave. by City of Dallas ordinance.**

Afternoon Carpool...The afternoon traffic flow is as follows:

- Grades Pk-8 are dismissed at 3:15 p.m.
- Cars enter Cortland Ave. from Bombay Street; turn right into the driveway between the church and school. Exit through driveway in front of the gym on to Thurston Ave. **Please make sure that you have your Carpool sign visible, attached to the visor.** This will make it easier and safer to identify the family. If you walk your child home please have your sign also to insure identification of the family. No child will be released, without a carpool sign.
- Parents arriving early to pick up students are to park in the back parking lot. Parents are not to come into the school building to get their children
- Students will meet their carpool in the designated pick-up area in the parking lot in front of the gym.
- On rainy days, students will be dismissed from inside the gym.
- For safety purposes we ask that children and adults use only the cross walk during carpool.
- We ask that adults not cross over to the gym to pick up young children but wait for the children to be escorted through the cross walk.
- The speed limit while in the driveways and parking lots is **5 miles per hour. Please refrain from using cell phones while in the carpool line.**
- Parents/ guardian that walk their children home **must** have their carpool sign with them in order to pick up a child.

Early Pick-up:

- **Parents/guardians picking up a child before dismissal before 3:15 are to check in at the school office. No one should go to the classrooms**

Note: Parents are asked to not arrive to pick up students before 3:00.

After School Extended-Day Program

- Students in EC – 8th grade are eligible.
- The After School Program will be from 3:30-6:00 p.m.
- Students remaining after school in the program will be charged at a rate of \$100/month per student.
- Parents must pick their student up by 6:00 p.m. **Parents arriving after 6:00 p.m. will be charged \$1.00 per minute after 6:00 p.m.**
- Contact the school office to register for the After School Extended-Day program.

Early Dismissal

Early dismissal days occur regularly in the school calendar. Students are dismissed at 12:15 p.m. There is no lunch or afterschool care on early dismissal days. Early Dismissal days are designated for teacher meetings and/or other events. It is very important that all students are picked up on time. Any student that is not picked up by 12:30 p.m. could cause a late fee of \$20.00 to be charged to the family. This fee will be due when the child is picked up.

Attendance and Absences

Please schedule vacations and dentist/doctor appointments outside school time. When your child is absent for more than one day, please notify your child's teacher. Parents/guardians must sign their child out each time he/she needs to leave the school during the school day.

Sign out will be done at the receptionist's office. The receptionist will send for your child. Adults are to wait for the students to be brought to the front entrance.

Students are expected to attend school every school day, personal illness and family emergencies being the exception. Partial day absences will be recorded. The report card will reflect one day's absence for every seven (7) hours of missed class time. **Excessive absences (18) days may result in the student being required to continue at his/her current grade level for another year. This action will be determined and at the discretion of the principal.**

If your child is going to be absent, the parent/guardian must contact the school by 8:30 a.m. This is to be repeated each day of the student's absence. On the day following the absence the student is to provide the teacher with a signed and dated note from his/her parent/guardian explaining the reason for the absence. If your child has a doctors appointed, the teachers/s should be notified a head of time in order to arrange for any tests that could be missed. Unexplained absences will be considered unexcused.

An absence of two hours or more in the morning or afternoon will be considered as a half-day absence.

Tardiness

It is important for all students to be on time for the start of the school day. All students arriving after 8:00 a.m. will be considered tardy. When arriving late, the student must stop by the school office for a tardy slip before going to class. **Parents are asked not to walk their child/ren to the classrooms.**

Custody and Family Law Issues

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

Generally, a child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a

student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents' attorneys if school involvement in a custody dispute is requested. If the school is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc...) with a supporting business records affidavit to both parents or their attorneys free of charge.

Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

Educational Program

Spiritual Formation

Spiritual formation and religious instruction are the overall focus of Our Lady of Perpetual School. The school seeks to educate and encourage its students to know, love and serve God. Students are guided toward realizing a personal level of spirituality along with their responsibilities to one another and society.

The school community (grades 1-8) celebrates Mass each Wednesday morning at 8:10. The liturgy is prepared by the students and teachers—each grade level on a rotating basis. In addition to the Wednesday liturgy, students will participate in the Mass on special occasions. As members of OLPH school, all students, regardless of their personal religious convictions and/or affiliation, are expected to attend and participate to their fullest capacity in the liturgical and religious instructional programs.

Students in the second grade prepare for and receive the Sacraments of Reconciliation and Eucharist. Eighth grade students prepare for and have the opportunity for the reception of the Sacrament of Confirmation. New students to the school in grades 3-8 who have not received

the Sacraments of Reconciliation and Eucharist may enter a special preparation program to be conducted after school hours to prepare for the sacraments.

Curriculum

Our Lady of Perpetual Help School is a PK-8 institution accredited by the Texas Education Agency through the Texas Catholic Conference Education Department and the Diocese of Dallas. The curriculum includes instruction in religion, language arts, mathematics, social studies, science, fine arts including music, art and drama, computer instruction and physical education. OLPH is a total English immersion school.

Diocese of Dallas Core Subjects

Religion

Reading

Language Arts (Includes English grammar, spelling and penmanship)

Mathematics

Social Studies

Science

Edmodo

Edmodo is a network that helps connect all learners with the people and resources needed to reach their full potential. Middle school teachers and students communicate regularly using the Edmodo network created by the diocese. Each student is required to create an Edmodo account and to join each teachers' class(es) using a class code. Parents should sign up using the parent code available on the student's page in order to stay up to date about classroom activity, assignments, and school events. Homework and other announcements will be sent out regularly using Edmodo to both student and parent accounts

Quizlet

Quizlet "provides free study tools for students and teachers that can be used in and out of the classroom, on your own or with friends, and on the go with our [iOS](#) and [Android](#) apps." Middle school teachers and students will use Quizlet for vocabulary sets. Each student is required to create an Quizlet account and to join each teachers' class(es) using a class code.

Academic Evaluation and Assessment

The evaluation of a student is a daily, on-going process. The student is evaluated not only on acquisition of academic knowledge, but also on spiritual, social, and physical development. There are many tools used to assess students. Assessment is accomplished through day to day observations and interaction with peers, personal responsibility, participation in group learning, regular class performance, demonstration of knowledge through projects, homework and classroom activities such as oral presentations, and quizzes. In addition, achievement tests each year measure a student's academic growth and progress relative to chronological age and grade placement. These compare the student to similar students according to national and diocesan norms.

The Diocesan grading scale will be followed as listed below:

Kindergarten

Achievement Code:

M= Mastered P= Progressing N= Needs improvement

Grades 1&2

E= Excellent

G= Good

S= Satisfactory

N= Needs improvement

U= Unsatisfactory

Grades 3-8

A= 100-94

B= 93-85

C= 84-76

D= 75-70

F= 69 and below

Academic Progress Reports

Report Cards are given out four times a year: October, January, March & May.

Early Childhood Program – Grade 3... Student reports of progress are designed primarily to reflect day-to-day academic progress, behavior, motivation, persistence and homework. Parents receive a general report of their child's participation and level of achievement in each core subject area. Teachers will provide specific comments regarding the student's academic growth and areas of strength and weakness.

Grades 4-8 – The report card include a numerical grade indicating the student's level of achievement in the core subjects. Parents will also receive interim progress reports reflecting self-control, responsibility, organization, attention, independence and progress.

Reporting Periods

September 16	Interim Progress Report
October 27-28	Parent Conferences (no classes for students)
November 18	Interim Progress Report
January 13	Report Cards sent home
February 3	Interim Progress Report
March 10	Report Cards sent home
April 20	Interim Progress Report
June 1	Final Report Cards

Parent-Teacher Conferences

Conferences are an important means for communicating between the parent and teacher. Additional conference times may be scheduled as needed. Teachers may be contacted through e-mail or through the school office to arrange meetings.

Promotion and Retention

Students will be promoted to the next grade level upon successful completion of their current grade. Student progress will be measured and monitored at regular intervals during the year. Through conferences and regular reporting periods, parents/guardians will be made aware of their child's progress. The school will recommend a student's promotion at the end of each successful school year. Should a student be unprepared to move to the next grade level, the recommendation may be made to continue in the current grade until the necessary level of readiness and achievement is met. Parents/guardians will be aware during the second semester of any circumstances that would require their child to continue in that grade.

In special situations the principal will hold discretionary power. Examples of this are (but not limited to) transferring a student to another grade level during the school year or placing a student on academic probation.

Homework and Quiet Time

The purpose of homework is to enable the student to reflect on concepts learned in school, practice and strengthen skills, and to develop positive habits of planning and organization. Teachers will assign homework in key subject areas such as math, reading and vocabulary development on a regular basis. Each week students will receive a packet of particular skills they can practice at home. The packets will be signed by a parent/guardian and returned to the homeroom teacher each Friday. Students will have homework assignments Monday through Thursday. Middle school students may have readings and projects to be working on over weekends. All students are expected to develop regular daily reading habits.

Students differ in their readiness and developmental levels. The time allotted for a quality homework experience will vary from student to student. Parents/guardians and teachers must communicate with one another in order to structure and plan for meaningful homework activities. Work done hurriedly and carelessly just to have something to present to the teacher the next day is not time well spent in preparation for a productive school day.

Suggested Guidelines for Parental Involvement in Homework

Parents/Guardians are encouraged to...

- Ask their child about what the child is studying in school.
- Ask their child to show them any homework assignments.
- Assist their child in organizing homework materials.
- Help their child formulate a plan for completing homework.
- Provide an appropriate quiet space for their child to do homework without distractions.

Parents/Guardians may, if they wish...

- Help their child interpret assignment directions.
- Proofread their child's work, pointing out errors.
- Read aloud required reading to their child.
- Give practice quizzes to their child to help prepare for tests.
- Help their child brainstorm ideas for papers or projects.
- Praise their child for completing homework.

Parents should not...

- Attempt to teach their child concepts or skills the child is unfamiliar with.
- Complete assignments for their child.
- Allow their child to sacrifice sleep to complete homework. Children require 8-10 hours of sleep each night to be ready to learn the next day.

Students should practice skills everyday...

- In reading at every grade level.
- In math at every grade level...facts to be memorized and concepts applied to daily living
- Penmanship and correct letter and number formation.

Homework Procedures

1. **Students need a quiet place** in which to complete homework tasks.
2. **Each student has a designated place in his/her binder** where homework assignments are to be recorded each day. Parents/guardians should plan to check the assignments to ensure that their child is keeping up with the school work.
3. **Homework is your child's responsibility, not yours!** We will always strive to give homework to your child that he/she can complete by himself/herself. Occasionally, your child will forget the directions or have difficulty completing the assignment. If a simple direction from you is sufficient, that is fine. Your child may also call a friend in class for help with the directions, but not the answers, of the assignment. If your child continues to have difficulty, please send a note, e-mail the teacher, or initial/sign the homework page, indicating to the teacher that your child could not do the specific assignment.
4. **Suggested time allotments for homework and skills practice**
 - 1st grade – up to 30 minutes
 - 2nd grade – up to 45 minutes
 - 3rd-5th grade – up to 60 minutes
 - 6th-8th grade – up to 75 minutesIf your child is working longer than these time allotments, please communicate with his/her teacher regarding needed modifications.
5. **Grades 4-8**

All students are expected to complete homework in a quality manner. Incomplete homework reflects on the student's ability to demonstrate an understanding of what is being taught and learned. Students failing to regularly and consistently to do homework and practice necessary skills to become proficient learners will be expected to remain after school for *Homework Hall* and/ or give up free or recess time to complete their work.

Athletics and Extracurricular Activities

OLPH sponsors a variety of extracurricular activities for students. To participate in athletics or other extracurricular activities a student must:

- maintain passing grades in all subjects. Grades will be monitored at various intervals as requested by the principal. Students must maintain a minimum of 70% in order to practice or compete in sports.
- demonstrate a commitment to leadership and Christian values in his/her daily conduct. A student receiving an unsatisfactory report on a progress report or report card will be ineligible to participate.

Birthday Celebrations

A goal at OLPH is to make every child feel accepted. To reach this goal, we have several guidelines:

1. **If you send invitations to school**, the school prefers you to invite all of the students in the class. It is parents' preference to invite the entire class. If you call or mail invitations, it is, of course, the party-giver's choice as to who is invited.
2. **Birthday presents are not to be brought to school.** Special presents, such as balloon bouquets, are not permitted. Party favors are not to be given out at school.
3. Birthday celebrations at school should be simple and kept to a sharing of cookies or cupcakes only with the homeroom class at the end of the school day. Contact your child's teacher to schedule any events of this nature. Treats may be delivered to the school office by 2:45 to be delivered to the classroom by 3:00 to avoid any interruption in the dismissal procedures. **Drinks are not permitted as part of a birthday treat.**

Birthday celebrations are to be kept very low key. We appreciate everyone's cooperation regarding birthdays as it should be a fun, happy time for your child and his/her friends, but the feelings of the other students must be considered.

Classroom Supplies and Materials

- All textbooks belong to the school. Students are responsible for the books and materials.
- A supply fee of \$70 is charged at registration time for each student. Supplies, books and other materials will be given to students at the beginning of school and as needed for special projects, for example art supplies, during the year. After the initial outfitting of notebook, paper, pens, crayons, etc. students will be responsible to replace them as needed. The school cannot take responsibility for a continual flow of day-to-day supplies such as these throughout the year.
- Cases or luggage with wheels are not permitted.

Change of Address or Telephone Number

It is the responsibility of the parent/guardian to maintain current information on the student emergency card kept in the school office. The school must be notified in cases where a change of address or telephone number occurs whether at home or at work. All change in cell phone numbers must be updated.

Computer and Technology

Please refer to *Technology-Acceptable Use Policy* in the Agreements Section of this Manual for further information.

Crisis Management Plan

OLPH has a crisis management plan in place for various weather and other emergencies. In the event of an emergency parents/guardians will be contacted by phone as soon as possible. Parents/guardians are asked to not try to call into the school during an emergency as all school lines will be occupied contacting families.

Reports to and Cooperation with Law Enforcement

Reports to Law Enforcement

Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular contact with a student whose conduct is the subject of the notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

Cooperation with Law Enforcement and Child Abuse Investigations

Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests.

From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. **However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.**

Student Discipline

Our Lady of Perpetual Help School considers self-discipline essential to the learning process. All students are expected to be capable of proper behavior and self-control in school. The principles of responsibility and respect are the foundation of positive discipline. Each student has a responsibility to act in a manner that allows teachers to teach and students to learn. All students are called to respect the rights and dignity of all persons, both in school and in the community.

A conduct report is included with the Academic Progress Reports which parents will receive at the scheduled intervals during the year.

Inappropriate behavior is not permitted. Such behaviors may include, but are not limited to:

- Fighting
- Vulgarity (written or verbal)
- Harassment of any sort (sexual, verbal, written or physical)
- Bullying
- Cyber-bullying (myspace, Face Book, chat rooms, etc.)

Consequences

Any student disrupting a class and/or compromising the rights of other students to function in a peaceful environment will be removed. Parents will be notified should their child be removed from a class. It will be the determination of the Principal or his Assistant as to when and how the student may return to class. Continued and multiple infractions of the school and classroom rules may result in more extreme disciplinary actions, including, but not limited to expulsion from the school.

Expulsion

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including parents or other family members) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (including parents or other family members) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate.

Grounds for Expulsion

Any instance or course of misconduct may, at the sole discretion of the school's chief administrator, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school's chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

Examples of behavior that will generally result in expulsion include but are not limited to:

Actions gravely detrimental to the moral and spiritual welfare of other students;

- Incurable or disruptive behavior which impedes the progress of the rest of the class;
- Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- Habitual or persistent violation of school regulations;
- Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;
- The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;
- Use or possession of firearms or other potentially harmful objects or weapons;
- Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
- Theft, extortion, arson;
- Habitual truancy;
- Malicious damage or destruction of real or personal property at school;
- Hazing;
- Serious bullying and/or harassment;
- Conduct which may damage the reputation of the school or parish;
- Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and
- Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community, or may negatively impact the school's reputation in the community.

Procedure for Expulsion

Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

- When practical, the pastor of a parochial elementary school and the president of a diocesan high school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;
- When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.
- The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In high schools, the president should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.
- The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted. In diocesan high schools, the president should be consulted.

Tuition and Fees

Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

Plan of Discipline for Grades 4-8

Students taking responsibility

- ***for their actions***
- ***for their schoolwork***
- ***for their team...no pass, no play policy***

Responsibility for their actions...

The purpose of our program of discipline is to help students take direct responsibility for their actions. The objective for students at our school is to help them begin to take full responsibility for their actions as Catholic citizens and people committed to the Catholic community and education.

It is a simple program and requires the students to use a card each week to track any and all of their transgressions against the community.

HOW IT WORKS: Each student will be given a card each Monday in homeroom. They are to put their name on it and list the areas of respect they need to be aware of. There are three: respect of people, respect of property and respect of authority. They divide the card into these three areas. They are responsible for this card all week.

Students must keep their discipline cards in their 3-ring binder at all times. If a student exhibits a behavior that is disrespectful in any of the categories, they are asked for their card and given a penalty (If the offense is one that is listed in the handbook as a serious offense, then the student is asked to report to their homeroom teacher immediately and then sent to the

principal.) When a student has 3 offenses, he/she must report after school to the Penance Hall room for reflection and dialogue. The principal will meet with the students, review their offenses and allocate a penance that fits the injustice. Penances could be anything from cleaning classrooms, writing a reflection paper, practice skills work, or being assigned to be at particular school events performing service and labor.

This is not a punitive program. Rather, it is one of reflection and responsibility. It basically is a cause and effect process. It is not about the student, as they are all good people. This is about a behavior or something done to the community. Focusing on the behavior is the key. We are asking our students to see and understand why they did something and what they might do differently.

Because everyone's behavior has an effect on the entire school community, negative behavior has an impact and requires that amends be made.

Teachers and staff will implement this program in a non-punitive manner. When a student is asked for their card, he/she will be informed as to what the misbehavior is, and the card will simply be marked with a check and initialed. The students will know that they are to report to the Penance Hall on the day following three checks given within the week and do their penance. Parents will receive written notification from the school whenever their student must stay after school.

Notes for parents/guardians

1. Parents/guardians can keep track of their student's behavior by requesting to see the discipline card. Students are required to carry the discipline card in their binder at all times.
2. Should a student get three (3) checks during any given week, he/she will remain after school for Penance Hall. In this event, parents/guardians will be notified that day by a note from the school that their student will stay after school on the following day and is to be picked up at 4:15.
3. Should a student earn six (6) checks for unacceptable behavior in a given week, he/she will be suspended from school for one day. The student will receive "0's" in all classes. Should tests or other graded work be assigned during the suspension, no makeup work will be given by teachers and the student will receive "0's."
4. Any student who has been suspended two times during the school year may be expelled from the school and asked to find an alternative school placement should a third suspension occur.

Responsibility for Schoolwork...

Our goal for all students is to succeed and excel to their fullest potential. The students' responsibilities with regard to their studies is to come to class prepared to learn, to participate in class, and to complete the class work and homework to the best of their ability. Students who fail to fulfill their role as active learners will be provided additional time and help after school hours.

The way this will work is: If a student comes to a class without proper materials or homework or if the quality of the work is unacceptable, he/she will have to remain after school hours from 3:15-4:15 the following day for Homework Hall. If this occurs, parents will be notified to pick their student up at 4:15 instead of the regular dismissal time at 3:15 on the day the student will stay after school.

Responsibility to the Team...No pass, no play

Students participating in various sports are expected to uphold a standard of excellence both in the classroom and on the court or the field. Students participating in sports will not be permitted to practice or play in games with any grades below 70 in any of the core subjects (religion, literature, English, math, science, or history). Should games have to be forfeited due to the fact that enough team members caused the team to have insufficient players because of failing grades, the fees related to forfeiting a game would be passed on to the students who are failing in school. Each team member has a responsibility to their teammates to ensure that they are doing their part for the good of the team.

Off-Campus Conduct

The administration of Our Lady of Perpetual Help School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. Any conduct (verbal, written or electronic) both in and out of school that reflects negatively upon the reputation of the school, its students, or its faculty will be subject to disciplinary actions. This includes but is not limited to bullying and items posted on blogs, social network sites, discussion boards, etc....The administration reserves the right to discipline a student for activities committed off-campus if they are intended to have a negative effect on a student/faculty member or they adversely affect the safety and well-being of students/faculty while **in school**.

Family-School Communication

Communication between the school and parents is an important aspect of the OLPH program. The following means of communication are used:

Kindergarten – 8th Grades – a “*Friday Folder*” is sent home each Friday with the oldest/only child. It may contain reports from teachers, notices from the school, and other important information. **Review the contents of this folder each Friday as time sensitive communication is often enclosed.**

Student Organization and School Binders...Each student in EC – 8th grade has a folder or three-ring binder in which to organize their homework and classwork. The first section in each binder is **Notes to Parents**. Parents/guardians are asked to check your student’s binder regularly as there may be messages from your child’s teacher in that section.

Fax Machine

The fax machine is used to conduct official school business. Please do not fax personal messages or forgotten homework to your child. If messages of this kind are received, the fax will be delivered to the Principal and will not be delivered to the child. No credit will be given for this work. Fax messages from parents to the teacher will be delivered to the teacher.

Field Trips

Field trips are designed to complement and enhance the curriculum. All field trips will have an educational purpose, unless an exception is approved for recreational purposes. Parents/guardians must give written permission for their child to leave the school during the school day on a field trip. All adults, including parents/guardians must be cleared under the diocesan safe-environment program.

Graduation Mass and Reception

Eighth Grade graduation will consist of an evening Mass followed by a reception. The date and time are published in the School Calendar on page 15. Seventh grade students will host the reception. Graduation is a privilege, not a right. Students may give up that privilege through a demonstration of inappropriate or negative behavior.

Grievance Procedure

Formally scheduled conferences are encouraged as a means of ensuring effective communication between parents, students and teachers. When dealing with problematic situations, the following procedure should be observed:

1. Grievances are handled most satisfactorily on the level at which they occur. If a parent or student has a teacher-related grievance, every attempt is to be made to settle the problem with the teacher.
2. If no satisfactory solution can be reached, parents or students may consult with the principal.
3. Should additional intervention be needed, parents may wish to contact the Pastor first then if needed the Diocese of Dallas Superintendent of Schools.

Health

OLPH School provides daily medical needs to the students, vision and hearing screening, scoliosis screening, and maintaining of student health and immunization records. In case of a minor accident, first aid will be administered and every effort will be made to contact the parents/guardians or the person named on the emergency form. The school does not provide any medications nor may any be administered unless prescribed by a doctor and accompanied by written permission of the parent/guardian. It will be the parent's responsibility to get medical attention unless the emergency is so great that the child must be taken immediately from school for treatment. All prescription medications that a student will be requiring during school hours must be in the original container and properly labeled. It must have the student's name, with instructions. No medications may be kept by students in classrooms. All medications must be left at the school clinic.

For the protection of all students, the following guidelines have been established:
A child having one or more of the following symptoms will be sent home:

- Fever of 100 degrees or higher
- Suspected of contagious disease
- Vomiting
- Diarrhea

A student may not return to school until free from fever vomiting and/or diarrhea for 24 hours.

Students with Life-Threatening Allergies

Students who have a life-threatening allergy (e.g. food, insect bite/sting allergy) including students with a history of trouble breathing associated with above noted allergy must have the following:

- EpiPen auto-inject dual pack and Benadryl
- Medical Administration form by the first day of school and accompanying physicians note.
- All forms previously submitted must be renewed annually at the start of each school year.

Home and School Association

The Home and School Association acts as a communication link between home and school. The purpose of the Association is to provide adult educational opportunities, including financial literacy, parenting skills, and programs enabling families to fully understand the academic programs and strategies along with other family-school related issues. The HSA serves a significant role in fund-raising for athletics and special events as well as providing opportunities for family social gatherings. Meetings are posted on the monthly activity calendar and are held in the school cafeteria. Every parent/guardian is automatically a member. Active participation is encouraged.

Inclement Weather Procedure

Should the weather be too severe for school, stay tuned to one of the following stations for information concerning school cancellation, etc. Should you hear that Dallas Independent School District (DISD) has cancelled classes, OLPH will also cancel classes.

TV

KXAS - Channel 5
KTVT - Channel 11
WFAA - Channel 8

RADIO

KRLD 1080
KPLX 99.5 FM
KVIL 103.7 FM
KLIF 570 AM

Library

Library items must be returned before additional materials may be checked out. To encourage responsibility for school property, a fine for lost books will be charged equal to the cost of the item at the time of purchase. Progress reports for students who have overdue books or any outstanding fines at the end of a semester will be withheld until all books are returned or fines are paid.

We encourage book donations as a way to celebrate birthdays and other special occasions. Donation forms are available upon request from the library.

Lunch and Breakfast Program

OLPH School participates in the National Free and Reduced Breakfast/Lunch Program. All families are required to complete an eligibility form starting each new school year. Breakfast will be served in the cafeteria from 7:15-7:45. Students arriving after 7:45 will not be served breakfast. Students may either bring their lunch to school or purchase lunch in the food service program. When preparing your child's lunch to bring to school, we encourage healthy lunches.

Keep the following in mind:

1. Carbonated sodas/drinks are not permitted (Coke, Dr. Pepper, etc.)
2. Fast-food lunches (McDonald's, What-A-Burger, etc.) are strongly discouraged. Parents wishing to join their children for lunch are welcome. All visitors to the school must check in at the school office for a "visitor" badge.

In accordance with Federal Law and the U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write to USDA, Director and Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

OLPH will bill parents/guardians who purchase lunch each month. Statements are payable upon receipt. If an outstanding balance is over \$30, parents will receive a letter seeking immediate payment or arrangements to be made to clear the balance. If payment or arrangements are not made within one week of the letter being sent, the student will not be allowed to purchase the daily lunch from the food service program.

Parental Cooperation and Behavior

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

Reimbursement for School Costs and Attorney's Fees

The Diocese of Dallas and its schools recognize the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy: From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.

Safe Environment Policy

- All adults working with students in a school environment must be cleared under the *Safe Environment program* as outlined by the Diocese of Dallas.
- Parents or any adult volunteering (e.g. room parent, assistant teacher, etc.) during the school day must be cleared under the *Safe Environment Program*.
- Parents/guardians wishing to accompany a class on a field trip must be cleared under the *Safe Environment Program* before permission can be given for that purpose.
- *Safe Environment Training* will be conducted at intervals during the school year to enable parents/guardians to participate more fully in the school programs. The times and dates of the training sessions will be announced in advance of the training programs.

Reporting of Child Abuse or Neglect

State law requires that allegations of child abuse be reported immediately to the Texas Department of Human Services or Child Protective Services. For reporting abuse, neglect, or exploitation of children, call 1-800-252-5400 or go to <https://www.txabusehotline.org>.

Search and Seizure

If there is probable or reasonable cause, administration and teachers reserve the right to search lockers, handbags, and backpacks. Two adults will be present during the search. If a student refuses to allow a search under due cause, parents will be notified and student will be subject to further disciplinary action up to and including expulsion.

Student Records

Your child's record of grades, achievement test scores, health and other miscellaneous information is kept in a file in the respective division offices for restricted staff usage only. These files are updated on a continual basis.

Parental Access to Student Records

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee.

In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers and it is not the school's responsibility to enforce court orders. **See below for additional information regarding reimbursement of the school's costs and attorneys' fees for involvement in family custody disputes.**

Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

Student Transfer to Another School

When a student transfers to another school, the school requires twenty-four (24) hours notice in order to process student accounts and records. If there are outstanding tuition or fees, including the OLPH parish tithe, at the time of transfer, unofficial transcripts will be sent to the receiving school. Official transcripts will be sent when outstanding tuition and fees are paid in full.

Telephone Usage

1. Students may use the phone for **emergency** calls only, with permission only, or at the request of a teacher.
2. School phones may not be used to call parents at dismissal times to make arrangements for out of school activities (i.e. going home with a friend, etc.)
3. Students may not call for forgotten homework, lunches, supplies or social engagements.
4. Students may never use the telephone without permission.
5. Limit calls/messages to your child to those of an **urgent or serious** matter.
6. **If you need to speak to your child's teacher, please call during school hours and leave a message.** Your child's teacher will call you during his/her planning period. Please do not call a teacher at home unless it is an emergency. Parents are welcome to e-mail their child's teacher.
7. Students are not permitted to carry cell phones in school during school hours. If parents/guardians need to have their child have a cell phone for after school communication and security, It must be approved by the principal and a written note of the reason for that need. The student will then be instructed that they must check their phone with the receptionist upon arrival in the morning and may get it from the office at afternoon dismissal time.

Things to bring and leave at home

To Bring:

1. Basic supplies are provided on the first day of school. The teacher must approve any additional items brought to school.
2. The teacher may request additional supplies.

To Leave At Home:

1. Students are not to bring any expensive items to school. Students tend to become upset if their Game Boy, jewelry, tapes, trading cards, etc. are damaged or misplaced.
2. Do not send any live animals unless it has been prearranged with your child's teacher.
3. Students should not bring candy, soft drinks or any other items containing sugar.
4. Absolutely no harmful objects (real or pretend) may be brought to school, such as knives, guns, lighters, etc.
5. Toys of any kind are not to be brought to school.
6. Pagers, beepers, cell phones, iPods, etc. are not allowed on campus.

Our Lady of Perpetual Help School Uniform Dress Code & Policies

BOYS UNIFORM

EC-5th Grade Boys

Navy pleated pants or shorts
Light blue polo shirt with school logo
(long or short sleeve)
Black or brown belt **(required)**
White or black crew or athletic socks
(above the ankle)
Navy cardigan sweater or
Navy OLPH sweatshirt
**Solid black Adidas/Puma
shoes)**
(Kinder students must be Velcro)
Pants with elastic waist, no belt required

6th-8th Grade Boys

Khaki pleated pants or shorts
Light blue oxford button-down collar shirt
Navy sweater vest **(required)**
Tie **(required)**
Brown or Black Belt **(required)**
White or black crew or athletic socks
(above the ankle)
Solid Black Adidas/Puma Black Tennis shoe
Navy Blazer **(required)**
PE Uniform **(required)**

GIRLS UNIFORM

EC-5th grade Girls

Blue plaid jumper
Navy pleated pants or shorts
Light Blue oxford button-down collar shirt
(long or short sleeve)
Black or brown belt **(required)**
White or navy socks **(above the
ankle)**
White or navy tights (in cold weather)
Navy cardigan sweater
**Keds Navy & White Oxfords (tennis
shoes)**
(Kinder grade shoes must be Velcro)
**Pants with elastic waist, no belt
required**

6th-8th Grade Girls

Blue Plaid Skirt
Khaki pleated pants or shorts
Light blue oxford button-down collar shirt
Navy sweater vest **(required)**
Navy Cross Tie **(required)**
White or navy socks
(above the ankle)
White or navy tights (in cold weather)
Navy & White Oxford (Keds tennis shoe)
Navy Blazer **(required)**
PE Uniform **(required)**

General Uniform Policies

- Belt must always be worn with pants or shorts with belt loops.
- Short pants are optional and may be worn anytime during the school year, weather permitting. Parents would decide this.
- Boys are required to have regular haircuts. Dyed hair or highlights is not permitted. Shaved heads and fad haircuts are not permitted. Shaved lines are not permitted. Hair may not be longer than collar length. Hair coloring of any kind is not permitted. Middle school boys must keep facial hair shaved. Boys may not wear earrings or any distracting jewelry.
- Girls' hair accessories should complement the school uniform and not be too large or distracting. Dyed hair or highlights is not allowed. Only prescription lenses will be allowed. Color lenses are not permitted. Make-up and painted, clear polish or false fingernails are not permitted. In general jewelry is to be understated. No costume jewelry, dangling earrings or any other jewelry that becomes a distraction or hazard is to be worn.
- Uniform shoes: Students may not wear high tops and special athletic shoes. Shoes with two-tone markings are not allowed.
- Students may choose to wear a white T-shirt under the uniform shirt. Colored T-shirts are not permitted.
- Girls are encouraged to wear modesty shorts under their uniform jumpers or skirts.
- Students in EC-5th grade may wear the school cardigan sweater in school particularly on cooler days. Students in grades 6-8 are to wear the uniform sweater vest during school hours. The sweater vest or blazer is not required to be worn during school during the months of August-October and May. Full uniform, including the sweater vest and blazer is required to be worn on all Mass days during the months of August-October and May. School uniform shorts may be worn anytime during the school year. Girls are required to wear jumpers (K-5); skirts (6-8) to school on Mass days. Boys are required to wear long pants on Mass days. Boys and girls (6-8) will wear the school tie on all school days. Any needed variation or exception to the uniform dress policy must be approved by the Principal.

Free Dress Day/Buck a Jeans Day

When we have a free dress day, these guidelines should be followed:

- Only wearable jeans (no tears or holes) may be worn. Shorts, dresses and skirts are to be no more than four inches above the knee.
- Students may not wear pants below the waistline.
- Students may not wear tanks, halters, or any spaghetti-strap blouses.
- Tennis shoes are to be worn on free dress days. Sandals are not acceptable.
- **On Buck a Jeans Day- Only the OLPH- Hawk T-shirt, or school shirt, jeans and tennis shoes may be worn.**

The school reserves the right to decide whether a student's grooming is in keeping with school policy. Those in violation of the uniform and personal appearance code will not be admitted to class. Parent/guardian will be called to bring the student appropriate clothing or take the student home. This will be applied in situations both in regular and extra-curricular activities.

Visitors in the School

1. Visitors (parents or professionals) are always welcome at OLPH School. We do ask that potential visitors **call in advance and schedule a time with the teacher.** Visitors must sign in with the school receptionist and receive a visitor's badge before proceeding to the classroom.
2. If you would like to visit and observe your child's classes, please call the School Office. A schedule will be arranged for you. Please wait until mid-September to schedule observations.
3. We strongly discourage students' outside friends visiting unless it is a special school function and has been approved in advance by the principal.
4. Visitors during lunch time- We welcome parents on occasion to come and eat lunch with their child/children. Recess however is not part of the visit. Due to safety policies, we ask that you do not accompany your child to the playground area. We ask that when you arrive, please enter through the main office, and sign in. If you are bringing a special lunch for your child, please remember that carbonated soft drinks are not allowed. They may have milk, juice or water. We appreciate your cooperation.

Right To Amend the handbook

The school and principal reserve the right to amend the handbook for just cause at any time throughout the school year. Parents will be given prompt notification if changes are made to the handbook.

Service Hours Requirements

All families are required to complete **40 service hours** per year at the school and/or parish.

It is the responsibility of the parent/guardian to inform the school of hours worked. Each time you perform any service work at the school or church, be sure your name and hours are reported to the school secretary. We are unable to give you credit for service hours performed if we do not know what work was done or when you performed them.

Following is a list of services that parents/guardians may perform to fulfill service hours. This is only a partial list. Always check with the school office if you are interested in offering your time and talent in any area. **In order to volunteer, whether it be at school, field trips, etc you must attend the Safe Environment Training Class. This training must be renewed every school year.**

- ◆ Cafeteria Helpers (Cleaning, serving and/or cooking)
- ◆ Cafeteria Monitors (Supervise the children)
- ◆ Recess Monitors (Supervise the children)
- ◆ Church Jamaica
- ◆ Sunday Food Sales
- ◆ Annual Fiesta Auction
- ◆ Field Day
- ◆ Help teachers
- ◆ Coaching or assistant coaching soccer or basketball teams
- ◆ Chaperone field trips and student council activities
- ◆ Help with activities during Catholic School Week
- ◆ Help with Field Day activities
- ◆ Stock supplies and help in office
- ◆ Translate information from English to Spanish
- ◆ Extended Day Care

Parents/Guardians who find it difficult to volunteer due to work schedules and/or family obligations may choose to help us get some needed supplies for the cafeteria and school. Purchasing food and supply items will equal volunteer hours. Below are examples of what you may want to donate. **Each item below = 1 volunteer hour.** Should you need any clarification or suggestions of what you may want to do in this area, please consult the cafeteria or office staff as to what may be needed.

Examples:

- | | |
|---|---------------------------------|
| Sam's Club | Office Depot |
| --Kleenex (10 pack) | --Copy paper (2 reams) |
| --Cereals (2 pack) | --Notebook paper |
| --Canned goods (#10 size cans)...beans, tomato sauce, soups, vegetables, etc. | --White View Binders (2" or 3") |
| --Dry goods...rice, noodles, etc. | --Notebook Paper |
| --Cleaning supplies (Fabuloso) | --Pencils |
| | --Blue, Black, & Red Pens |
| Home Depot | |
| --Zep Floor Cleaner, Sealer, Wax, etc. | |

(Note: Items over \$10 will count for 2 or more service hours.)

Together, let's have a productive, successful school year. We appreciate your help, support and involvement with your child's education.

**Our Lady of Perpetual Help Catholic School
Dallas, Texas**

Registration for 2016-2017 School Year

- Open registration is from January 6 - February 24, 2017.
- Registration fee must be paid at the time of registration.
- All families must apply for tuition assistance through the *FACTS Grant & Aid Program* by Friday, February 24, 2017 to be considered for assistance*.
(*Families receiving assistance from a special tuition sponsor or an individual scholarship fund are not required to apply to the *FACTS Grant & Aid Program*).

Tuition Rates*

Registered/Supporting Members of OLPH Church

1 Child	\$4,400	3 Children	\$9,000
2 Children	\$7,300	4 Children	\$10,000
	Each additional child	\$1200	

Out-of-OLPH Parish & Non-Supporting Members of OLPH*

1 Child	\$5,000	3 Children	\$10,500
2 Children	\$8,000	4 Children	\$11,000
	Each additional child	\$1500	

*Tithing less than \$500.00 in a year.

*Tuition rates are pending approval by the Advisory Council.

3 & 4 year old Early Childhood School Readiness Program

- \$400.00 per month (August thru May) No assistance available...not included in multi-child family discount.

Registration Fee

- \$230.00 per family
- \$30 per family for *FACTS Grant & Aid* assistance application.
- Non-refundable registration fee must be paid in full at the time of registration.

Book & Materials Fee

- \$70.00 per student

Tuition Payments

Tuition payments shall be paid in 10 monthly payments beginning in July 2016. This will ensure that all of our student tuitions are paid prior to the end of April or June 2017. Parents on the 10 monthly payment plan will have no payments during May or June 2017.

It is school policy that tuition payments be made through the FACTS Tuition Collection Program.