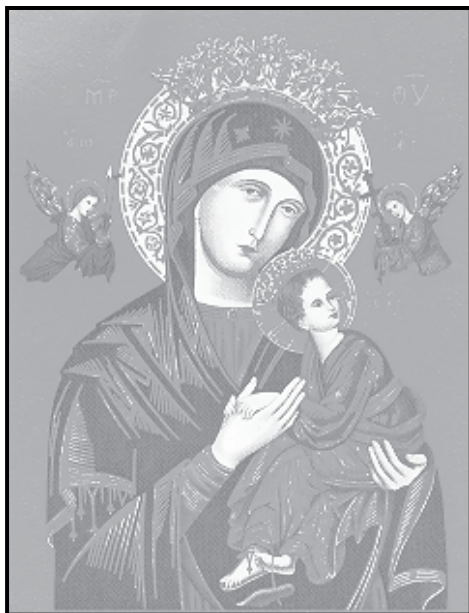


Our Lady of Perpetual Help
Catholic School

National Blue Ribbon School



Inspiring ...
Academic Excellence
Catholic Values
Family Community

STUDENT / PARENT HANDBOOK

2010-2011

INTRODUCTION

This Student/Parent Handbook contains regulations, policies, customs, and traditions which enable Our Lady of Perpetual Help Catholic School (OLPH) to be the Christian learning community described in its Mission Statement. It does not make explicit all policies, but fosters an environment where order and excellence will prevail. The school administration reserves the right to modify existing policies or add new policies as circumstances make such decisions prudent and necessary.

ELIGIBILITY FOR RE-REGISTRATION

Until the parents/guardians and students have signed the consent form (distributed with this handbook) agreeing to the school's policies and rules, a student's registration is not complete. A student's registered status in a given school year does not automatically entitle him/her to continue as a student in subsequent years. Every school year implies a new mutual agreement. The administration may refuse to accept a student's registration for the following school year at its discretion.

ACCREDITATION

Our Lady of Perpetual Help Catholic School (OLPH) maintains the accreditation standards of the Texas Education Agency (TEA) through the Texas Catholic Conference Education Department (TCCED). The school is a member of the National Catholic Education Association (NCEA).

NONDISCRIMINATION STATEMENT

Our Lady of Perpetual Help Catholic School (OLPH) admits students of any race or national origin to programs and activities with all rights and privileges. Equal opportunity and access is provided to students without regard to race, national origin, or gender.

Our Lady of Perpetual Help Catholic School

16075 N. Evans Road, Selma, Texas 78154-3824

Phone (210) 651-6811

Fax (210) 651-5516

email: principal@olphselma.org

website: www.olphselma.org

Dear Parents:

Each of us on Our Lady of Perpetual Help Catholic School faculty (OLPH) welcomes you and invites you to join us in providing the best possible Christian education for all OLPH students during this school year. It is only when the home and the school work as a team that a child truly benefits from his/her training, and we welcome your support as we work towards helping each child realize his/her abilities, gifts and talents. To aid in keeping you informed of the policies, regulations and activities of our school, we offer this handbook.

Keeping in mind that home and school together must guide and direct our children - spiritually, intellectually, and physically - towards a successful, responsible Christian adulthood in this world and a happy eternity in the next, we would like to suggest that you reinforce our training by:

1. Impressing on your child the importance of always being honest, obedient, dependable and respectful towards God and others.
2. Becoming involved in school activities, becoming active PTC members and volunteering your service to the school whenever and however possible. Do not wait to be asked.
3. Establishing good rapport with your child's teachers. Should a difficulty occur, every effort will be made to resolve the difficulty calmly with the good of all in mind.
4. Maintaining a home atmosphere conducive to study, providing a place, time and encouragement for your child to prepare his/her homework. Also ensuring his/her adequate rest at night so that he/she can receive full benefits from the daily instruction.
5. Attending the parent-teacher conferences, which are regularly scheduled following the first grading period.

"In unity there is strength." With your cooperation and support, we ask God's blessing on this school term as united in His service and His love, we strive to educate our children for time and eternity.

God bless you always,

The OLPH Faculty

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MISSION STATEMENT

The Mission of Our Lady of Perpetual Help Catholic School, Selma, Texas is to fulfill the educational ministry of the Catholic Church in our community. The school exists to provide quality education and Christian formation of the whole person by encouraging development of each student's talents in the service of God and others.

PHILOSOPHY

OLPH School is an extension of the family and offers a Christian learning experience within a safe environment. Because parents are the primary educators of their children, we recognize that the school alone cannot attain the total development of the child. We strive to assist parents in fulfilling their responsibilities and consider ourselves partners in the education of the whole child – spiritually, morally, intellectually, physically, emotionally, and socially.

Following the example of Jesus' love for the young, we strive to teach as He did and to develop each student's abilities and talents. We encourage our students to become knowledgeable and creative in the 3 R's of academics (reading, writing, and arithmetic), as well as the 3 R's of Christian attitudes and values (religion, respect, and responsibility).

We strive to teach and instill Christ-like attitudes and values so that each of our students will be able to think, act, and live like Christ and recognize and fulfill his/her obligations and responsibilities as members of their family, school, community, nation, world, and Church.

OBJECTIVES

To implement the philosophy of Our Lady of Perpetual Help Catholic School, we, the faculty, working with the family and the Church, strive to meet the needs of each child by emphasizing the following objectives. In an atmosphere of mutual respect, dignity, and appreciation of one's giftedness, students are challenged to develop and grow spiritually, intellectually, socially, and physically.

Religious: The student will develop and exhibit:

1. An understanding of Catholic doctrine and practices so that these principles serve as guides throughout his/her life;
2. An understanding of the apostolic work to be performed by all Christians and an eagerness to become active in spreading the message of the Gospel;
3. A love for and devotion to the Eucharist, which will inspire active participation at each celebration; and
4. A respect for the moral values taught by the Catholic Church.

Intellectual: The student will develop and exhibit:

1. A strong desire for learning basic skills (religion, reading, writing, mathematics, language arts, science, and social studies) and achieving the highest development possible;
2. The ability to reason intellectually, to read with understanding, to communicate effectively, and to listen intelligently;
3. The ability to investigate, explore, and plan for careers;
4. An appreciation for the wise use of leisure time to open wider fields of self-expression and discovery;
5. An appreciation for culture by encouraging interest in music, literature, art, and foreign language; and
6. The ability to use available opportunities and resources to stimulate interest and facilitate learning.

Social: The student will develop and exhibit:

1. A loyalty and respect for Christian social standards in the American way of life, and an appreciation of our democratic principles in our society;
2. An understanding of the responsibilities of a good citizen;
3. A spirit of cooperation with and respect for fully constituted authority;
4. A desire for Christian courtesy and social graces;
5. An understanding and appreciation of other races and people; and
6. An understanding of our economic system and successful participation in it.

Physical: The student will develop and exhibit:

1. A proper respect for his/her body through health instruction and physical education programs;
2. An understanding of the importance of physical and mental health as well as environmental and ecological concerns; and
3. A positive self-concept through involvement in recreational activities.

SECTION I ADMISSION REQUIREMENTS

A. Required Documentation.

Before a student's admission is complete, the following records are required:

1. Official birth certificate
2. Baptismal certificate
3. Health record
 - a. Immunization data
 - b. Illness record
 - c. Acknowledgement of participation in the school health program

B. Age. A student should be five years of age on or before September 1 to be admitted to Kindergarten. A student should be six years of age on or before September 1 to be admitted into the first grade. Exception may be made in the case of a student who has completed Kindergarten in a different state where the entering age is lower, provided there is also a written statement from the Kindergarten teacher that the student is ready for first grade.

C. Registration. Registration for current students will generally take place in February and for new students in March. The non-refundable registration fee, PTC dues, and class activity fee will be paid at this time.

D. Students with Special Needs. OLPH will, if able, provide students with special needs the opportunity for an education. If the school deems it is not capable of providing the necessary programs and facilities, the student will be referred to other schools and programs which have the ability to effectively educate the student with special needs.

E. Transfer Students.

The following documentation is required for all students who transfer from another school:

1. Current report card;
2. Permanent record card; and
3. Current health record.

In addition, the principal may request a personal interview with the transfer student prior to final acceptance.

The transfer of a student from one Catholic school to another within the archdiocese can occur only after the principals of the schools involved have agreed to the transfer. Acceptance of transfer students

from foreign schools will be determined by the principal of OLPH. Credits earned by students in schools located in foreign countries, once verified, may be accepted by OLPH at the principal's discretion. Students transferring from public and other state-approved nonpublic schools are accepted at the discretion of the Principal.

In all of the above instances, temporary placement of the student is based on the permanent record card and health records, OLPH Student Admission Form (completed by the previous school), completion of the Release Statement, and the Principal's approval. If transfer records are not sufficient, the student is tested to determine grade level. All new students are on probation for a minimum of one academic quarter, or a longer period of time as determined by the Principal. Permanent placement or acceptance is made after the probation period and teacher recommendation.

If a student is transferring from Home Schooling or a non-accredited school, copies of the following must be presented at the time of registration:

1. Official birth certificate;
2. Baptismal certificates;
3. Immunization records; and
4. Official cumulative record or transcript of previous grade.

If there are no academic records, or if the records are inconclusive, the Principal reserves the right to test the incoming student. The student is on probation for a minimum of one academic quarter, or a longer period of time as determined by the Principal. Permanent placement or acceptance is made after the probation period and teacher recommendation.

Transfer of eighth grade students after completion of the first semester will generally not be accepted for enrollment but will be left to the discretion of the Principal.

- F. Priorities for Admission. Due to limited class sizes, OLPH has instituted a waiting list policy. Once a class has been filled, a waiting list application form will be sent to parents or guardians who request them.
1. Children will not be placed on the waiting list until the completed waiting list form (Request for Student Enrollment Information) is received by the school office.
 2. All students on the waiting list must meet school requirements to qualify for enrollment. Being on the waiting list does not guarantee enrollment.
 3. The Principal may use his/her discretion in accepting students on

the waiting list. The following criteria will be used to determine admission.

Families who are parishioners of OLPH Church.

Families of more than one child.

Families of children in the OLPH preschool program.

4. Students and/or families accepted from the waiting list must complete necessary paperwork, admission criteria, and payment of fees within 14 days of notification. If these admission requirements are not met within this time frame, other families on the waiting list will be given priority for enrollment.

SECTION II ATTENDANCE POLICIES

Students are expected to have excellent attendance. Attendance at school is a state law. Furthermore, because of the importance of the material presented in the classroom, and due to the importance of learning the habits of punctuality and attendance for the future, students are to be present and punctual for Opening Exercises and all classes throughout the day, unless there are valid reasons for absence. Valid reasons, such as sickness, are considered excused. Invalid reasons, such as extra vacation, are unexcused and not tolerated. Parents should petition the school when unusual circumstances require foreseen absences. The request must be explained in writing by the parent before the unexcused absence. In all cases, students are responsible for all work missed. In all cases, students are responsible for all work missed. Teachers are not required to provide assignments prior to the absence. (See Make-up Work, Section VI, Paragraph I.)

- A. Absence. Regular and prompt attendance at school enables a student to make maximum progress in studies. A child must be present at least two hours each half-day or is to be marked absent. Ordinarily, a student may not receive credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. Students absent for more than 18 days out of the 180 days of school are in danger of not passing that grade level.
 1. When a student is absent, a note signed by the parent or guardian, stating the reason for the absence **is required**. Notes are to be presented to the homeroom teacher upon arrival at school on the first day back. Notes will be sent to and kept in the main office. (See Sample Absence Note.)
 2. If a student is absent for longer than 3 days, a doctor's note **is required**, stating the reason for the absence and a 'return to school' statement by the doctor's office.

Sample Absence Note:

Dear OLPH Catholic School,

August XX, 20XX

Please excuse Johnny for being absent on August XX. He was not feeling well and running a fever.

Thank you,

Mrs. Adams

3. Excused absence does not mean a student will not be marked absent. A student not physically present at school, excused or unexcused, is marked absent. The only exception is participation in school-sponsored activities. Examples of excused absences are classified as follows:
 - a. Personal illness;
 - b. Serious illness or death in the immediate family;
 - c. Medical or dental attention;
 - d. Absences approved in advance by the Principal;
 - e. Poor weather/Hazardous driving conditions (See Inclement Weather, paragraph F).
4. Unexcused absences are classified as follows:
 - a. Truancy - All students are expected to be in school unless they have parental approval to be absent. If a student is absent without the knowledge and approval of his/her parents, he/she is truant. When a student is truant, the work missed must be made up; no credit will be given. A parent conference will be held with the school Principal before the student may be allowed to return to school. (Leaving school without school authority's permission, not signing out in the office, and skipping classes are considered truancy.)
 - b. Reasons not approved in advance by the Principal (e.g. private athletic tournaments, vacation trips, etc).
5. Required Procedures for Absence.
 - a. Parent/guardian is required to call the school by 9 a.m. on the day of absence to alert the staff that their child will be absent (651-6811). At that time, homework assignments may be requested and picked up in the school office between 3:30-4:00 p.m.
 - b. Upon the first day of return to school, student is to make contact with all teachers, including classes such as enrichment courses which may/may not meet that day, to receive make up work due to any absence. Grades will definitely reflect work missed if the work is not made up. Under normal circumstances, all work of

this nature must be completed and given to teachers within three school days. For extended excused absences, students need to make special arrangements with teachers upon their return to complete assignments. Teachers are not required to provide assignments prior to the absence. (See Make-up Work, Section VI, paragraph I.)

c. On days when a student is absent for the entire day, excused or unexcused, the student will not participate in any athletic/extracurricular activity.

B. Tardies. Tardiness to school or to class is not readily excused. It results in the loss of valuable class time and disrupts the learning process of the other students.

1. Students who are not inside their homeroom by 8:10 a.m., when the second bell begins to ring, are considered tardy. When a student is tardy, a note signed by the parent or guardian, stating the reason for tardiness is required. Students who are tardy must sign in at the office before going to class. (See Sample Tardy note.)
2. Tardies are designated as either excused or unexcused. Examples of an excused tardy include circumstances beyond ordinary control such as traffic accidents, poor weather conditions, or an emergency in the immediate family. An excused tardy does not mean a student will not be marked tardy. A student not physically present in his/her classroom at 8:10 a.m., excused or unexcused, is marked tardy. Any tardy not falling in the excused areas is considered unexcused. A tardy is also considered unexcused if the student fails to present a note signed by the parent/guardian, as stated above.
3. During the school day, students who are not in their assigned place when class begins are also considered tardy. Class tardies are considered unexcused unless excused by a teacher in writing.
4. Those students who accumulate five unexcused tardies will serve a one hour after-school detention.

Sample Tardy Note:

Dear OLPH School,

August XX, 20XX

Please excuse Johnny for being tardy this morning. On the way to school we had a flat tire.

Thank you,

Mrs. Adams

- C. Early Release of Students. The student will not be released from school during school hours into the custody of any person other than those listed on the emergency information card for the student. Identification of the person to whom the student is released must be verified.

Parents or guardians must be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification must be made.

Authorized persons must sign students out in the office, as well as sign them in when returning to school or coming late.

- D. Doctor Appointments. Parents are asked to make appointments for students after school hours or on Saturday. If appointments must be during school hours, parents should sign students out and sign them back in through the school office.

- E. Illness. In case a student suffers from an infectious disease:

1. The school office should be notified by phone immediately;
2. The student must remain at home until he/she is no longer contagious.

- F. Inclement Weather. Conditions such as hurricanes, floods, snow or icy roads may necessitate the delayed start or closing of school. **Our policy is to follow the same procedure as Judson ISD.** For information in case of severe weather, listen to the local radio stations, KTSA, KTFM and KENS, WOAI, and KSAT TV. Call the school office (651-6811) and listen to the recorded message or visit the OLPH School Web site (www.olphselma.org) which will state the procedure to be followed on inclement weather days.

Even though the school may have a delayed start or be closed, child care may be available at the Child Development Center (CDC) from 7 a.m. until 6 p.m. Starting and closing times will be dictated by weather conditions and the safe travel of teachers, parents, and students. Call the CDC (651-6819) for operating times or visit the OLPH School Web site.

Because weather and road conditions can differ throughout our area, parents should use their best judgment to determine if travel is safe from their location. Do not jeopardize your safety.

SECTION III TUITION AND FEES

A. School Fees.

1. School fees must be paid in a timely manner and as determined by school administration. Failure to pay in full each fee when due will result in the assessment of a fee for the additional processing costs and will render the registration incomplete. The student will not be allowed to attend classes until payment of all fees is properly made. The amount and types of fees will be determined by school administration each year. These fees may include, but not be limited to, the following:
 - a. Registration fee (non-refundable);
 - b. PTC dues;
 - c. Class activity fee;
2. Additional processing fees provided for in Section III-A shall not exceed twenty-five dollars (\$25) for each past due fee with a cumulative maximum of one hundred dollars (\$100) per family per year.
3. School fees are to be paid directly to the school office at time of registration.

B. Tuition.

1. Tuition may be paid by one of the following options:
 - a. Single tuition payment paid directly to the school on or before July 5th; a discount, as determined by school administration, applies when this option is chosen.
 - b. Two payments made directly to the school, each equal to one-half the tuition rate for the school year; the payments are due on or before July 5th and December 5th.
 - c. Utilization of a tuition management system, as approved by the School Administration.
2. Failing to fully pay in a timely manner under option "a" or "b" will automatically elect option "c".
3. Payment of tuition by monthly installments, under option "c" shall require participation in a tuition management company, as determined by school administration. By choosing this method of payment, it is agreed that all rules, regulations, policies and procedures implemented by the school and the tuition management company will be followed, including the payment of any and all fees for service as well as late charges that may be assessed. Failure to follow any or all of the requirements of this method of payment will result in the account becoming past due.

4. Tuition which has been paid in advance will be refunded if a student should withdraw from school. Tuition is refunded on a monthly basis; students attending school during the month will be charged tuition for that month.
- C. Past Due Accounts. As per the policies and procedures of the tuition management system selected by school administration, a second missed payment for the same month's tuition will result in the account becoming past due. A past due account will be forwarded to school administration by the tuition management system for any and all action deemed appropriate, to include withdrawal of the student.
1. Any student who has a delinquent tuition or fee account will not be issued a final report card until the account is paid in full.
 2. Any student who has accrued fines throughout the year must pay these fines before a final report card will be issued.
- D. Default of Tuition Agreement. Any family who is in default of the payment terms of the Tuition Agreement at the close of a school year will not be accepted for enrollment for the following school year unless the account is brought current by final registration. School records will not be released until this financial obligation is met.
- E. Non-Sufficient Fund Checks. Any non-sufficient fund (NSF) checks will be collectible in full by cash or money order and will require a \$25 handling fee. Any family that submits one NSF check may be placed on a cash-only basis.
- F. Tuition Assistance. Tuition is determined annually and is based on the needs of the school. Tuition is graduated based on the number of children within a family. OLPH has limited funds available for tuition assistance. Families will need to contact the Principal and show proof of need as determined by the Principal.

SECTION IV HEALTH AND SAFETY

- A. Health Requirements
1. Illness. Students will be automatically sent home if:
 - a. They show symptoms of any communicable disease;
 - b. They are too ill to continue with class work; and/or
 - c. They have a temperature of 100 degrees or more.
 2. Return to School Guidelines. Students should remain at home when they exhibit the first symptoms of a disease. Depending upon the nature of the disease, students may return to school when fever free for 24 hours, symptom free, or have a written

release from a physician. Call the school office for further guidance.

3. Emergency Data. Emergency data must be maintained on each child in case of injury or illness. Cards must be completed at registration and kept current. Contact the school office if there are changes to personal data such as address, phone numbers, emergency contacts, health information, etc.
4. Immunizations. All students will comply with the Texas Department of Health immunization requirements. In the event that a parent/guardian strongly objects to the required school immunizations, a written request must be submitted to the Principal with the appropriate affidavit obtained from The Texas Department of Health, Immunization Division.
5. Medications. Students are not allowed to carry medication on their person, including non-prescription medications. (The only exception is that, by physician direction, a student may be allowed to carry and self-administer inhaler medication.)
 - a. Only medication which is necessary for a student to remain in school will be given during school hours.
 - b. The Medication Permission Request Form must be completed by the parent/guardian and the health care provider in order for **any** medication, including “over-the-counter” medication (including but not limited to acetaminophen, ointments, cold tablets, cough drops), to be given by school personnel. Forms are available in the school office.
 - c. Medication will be brought to the school office by the parent (responsible party). If the medication is liquid, it must be accompanied with a calibrated medication dispenser which has legible numbers on it.
 - d. Only medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist will be administered during school hours. Each student’s medication must be in its original container clearly labeled with the following information:
 1. Student name;
 2. Physician/Dentist name;
 3. Date;
 4. Name of medication;
 5. Dosage;
 6. Directions for administration;
 7. Duration of administration.
 - e. The staff members designated to assist a student in tak-

ing his/her medication may refuse to do so at any time. No medication which has expired will be given. Medication will be returned only to the parent/responsible party by school personnel.

6. Minor Accidents. In case of minor accidents basic first aid will be administered. In the event of a more serious accident, we will refer to the emergency card to make necessary contacts.
 7. Vision, Hearing and Acanthosis Screening. Students in grades K, 1, 3, 5, 7, and all new students are screened in the Fall.
 8. Scoliosis Testing. Students in grades 5-8 will be checked for scoliosis each year.
 9. Special Health Needs. Parents will inform the school if students have special health needs. In a case where serious problems exist, an updated physician's letter must be sent to the Principal as soon as the problem occurs or changes.
 10. Health File. A health file will be maintained on each student which will include a record of immunization, vision and hearing screenings, pertinent medical information and doctor's name. Health records are treated as confidential; they are available to the principal, assistant principal, and the professional staff. The student's original health record is given to the receiving school when the student transfers to another school. OLPH will maintain a copy of the health record which is part of the student's permanent record.
 11. Acquired Immune Deficiency Syndrome (AIDS). See Section XIV, paragraph A.
 12. Student Accident Insurance. The school carries student accident insurance for every student enrolled. This student accident insurance provides basic coverage and payment is part of the tuition charged each school year. Student accident insurance is secondary insurance and covers students at all school-related activities and for travel to and from all school related activities. Parents are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic insurance coverage.
- B. Safety Drills. Safety Drills are important and must be taken seriously.
1. Fire Drill
 - a. The standard signal for leaving the building is fire siren and strobe light.
 - b. Walk out of the building at the command of a designated person

- in an orderly manner, without talking, rushing or crowding.
- c. One (1) clock bell is the signal to halt.
 - d. Two (2) clock bells are the signal to return to your class.
 - e. Safety routes are posted in the classrooms.
2. Tornado Drill
- a. A continuous ringing of the clock bell will be the signal to begin the drill.
 - b. Students and teachers will go to the designated area in silence and at the command of a designated person; students will get into tornado drill position.
 - c. Two (2) clock bells will be sounded for return to the classrooms.
 - d. If a fire or tornado signal is sounded when the students are in the cafeteria, on the playground, or anywhere other than the classroom, they should go to the nearest safety zone.
 - e. Evacuation measures will be set by the school and posted in each room.
3. Lock-Down Drill
- a. A public address announcement will be made to initiate the drill.
 - b. Stay in classrooms and await further instructions.
 - c. Lock classroom door and move away from doors and windows.
 - d. If students and teachers are not in their classrooms, they should go to the nearest classroom/building.

SECTION V UNIFORM POLICY / PERSONAL APPEARANCE

UNIFORM INFORMATION

Uniform items may be purchased at the following:

Uniforms - School Yard Store Inc., Crossroads Mall, 2nd Floor
Phone (210) 734-2912.

Shoes - School Shoes Unlimited, 2019 Vance Jackson,
Phone (210) 734-9003.

1. OLPH School considers modesty, neatness, and pride in one's appearance as both essential for the students' learning environment as well as important training for our children's future. Thus, uniforms are required of all students attending OLPH. Students out of uniform are indicating their unwillingness to be prepared for school and therefore will be sent to the office to call their parents. They will not be allowed back in the classroom until they are in proper uniform, have a valid

written explanation from a parent, or have a note from a physician exempting them for medical reasons. **The uniform policy will be strictly enforced.**

2. **All** items of clothing **must** be labeled with the student's name.
 3. During school hours, **only** the uniform sweater, OLPH sweatshirt, or uniform windbreaker may be worn in the school buildings and at school functions, e.g., Mass, assemblies, field trips, etc.
 4. All shirts must be tucked in, **SO THAT THE BELT/WAIST BAND IS VISIBLE.**
 5. Pants, skirts, and shorts are to be worn at the waist.
 6. Boys must wear the required belt (navy or black).
 7. Boys and girls who have scout meetings after school may wear their formal scout uniform to school on that particular day. The uniform may vary as related to the organization.
 8. On special occasions, students may wear sports uniforms or club shirts at the discretion of the Principal.
 9. The minimum length for girl's skirts and jumpers is one inch above the knee. The minimum length for girl's shorts and skorts is three inches above the knee. Appropriate length can be determined by kneeling and measuring the distance between the floor and clothing.
 10. At any time the student is in uniform on the school grounds or at school sponsored activities, the uniform must be worn in accordance with the uniform policy. Pants may not sag; ties on girl's blouses must be in loops; shirts tucked in; sweatshirts may not be tied around neck/waist, etc.
 11. If the student is wearing a uniform item, the entire uniform must be worn. Students may not mix and match uniform and non-uniform items.
 12. Students will change into P.E. uniforms immediately before P.E. classes, and change into school uniforms immediately after P.E. classes. The only exception is students may remain in their P.E. uniforms if P.E. is the last period of the school day.
-

APPROVED UNIFORM

BOYS

- Required Items** Gray twill slacks (K12 brand only)
Navy knit shirt w/ logo (short or long sleeved)
Solid navy or white crew socks (mid-calf length)
- Optional Items** Gray walking shorts (K12 brand only)
Plain white undershirt
White turtleneck under shirt (cold weather)
Navy windbreaker
Navy uniform sweater or OLPH sweatshirt w/logo

GIRLS

Required Items

Grades K-4 Plaid jumper with white blouse with Peter Pan collar; or navy walking shorts, navy skorts, or Navy slacks with white oxford over blouse with pocket and one piece navy tie with loop
Crew socks (mid-calf length), knee highs or tights in solid navy or solid white

Grades 5-8 Plaid skirt with white oxford over blouse with pocket and one piece navy tie with loop; or
White blouse with Peter Pan collar with continental tie
Crew socks (mid-calf length), knee highs or tights in solid navy or solid white

2010-2011 last year midddy blouse with midddy tie may be worn.

Optional Items Navy walking shorts or navy skorts with midddy blouse and midddy tie
Navy twill slacks with midddy blouse and midddy tie
Navy or black belt
Plain white undergarment (not showing)
White turtleneck under blouse (cold weather)
Navy windbreaker
Navy uniform sweater or OLPH sweatshirt w/logo
Hair accessories – uniform plaid, red, white, navy blue, black or dark brown only in color

Solid white or solid black tennis/sport shoes are required. Logos and markings must be the same color as the shoe. No high tops are allowed. Shoelaces must be white or black, to match the shoe.

If there is a medical reason why tennis/sport shoes cannot be worn, other solid black or solid white shoes may be worn with written permission from a doctor.

REQUIRED P.E. UNIFORM

1. OLPH T-shirt, fish spirit shirt or Blue Ribbon shirt only;
2. OLPH P.E. shorts w/logo;
3. Warm-ups may be worn for P.E. when it is too cold to wear shorts. These must be the OLPH Sweatshirt w/logo and navy sweatpants.

NON-UNIFORM DRESS DAYS

During certain times of the year and on special occasions, students are not required to wear the school uniform. The reason for the non-uniform dress will determine the type of dress that is appropriate. Occasionally, special

instructions will be given for non-uniform days. These will be noted in home correspondence. Those who fail to follow these directives will be subject to the same procedures and/or disciplinary action as those who do not follow the Uniform Policy. All other rules concerning personal appearance are in force. Any student who wishes may wear his/her school uniform whenever non-uniform dress is permitted. All students must bring their P.E. uniform to school if scheduled for P.E. that day.

1. **DRESS-UP DAYS**

Dress code will include: full length pants (no jeans, or any style pants that look like or imitate blue jean style) or dress capris; skirts, dresses, or split skirts no higher than 1 inch above the knee; shirts and blouses must cover the shoulders and midriff. All clothing will be the correct size and worn appropriately (shirts tucked in and buttoned, pants worn at the waist, etc.). Shirts and blouses will be a dress-type or polo style and may have a small, appropriate logo/design. Students may not wear shorts, leggings, tight capris, wind suits, T-shirts, tight-fitted clothing, etc. Dress or tennis shoes will be worn.

2. **SPIRIT DAYS**

Students will wear blue jeans or any approved school uniform bottom with an approved OLPH T-shirt: Blue Ribbon, P.E., marathon, guardian angel, CYO, or spirit shirts. Students will wear approved uniform shoes.

3. **FREE DRESS DAYS**

All clothing worn must be in "good taste". Acceptable clothing would include walking shorts or shorts no shorter than mid-thigh, capris, wind suits, jeans, leggings, T-shirts, etc. All shirts must cover the midriff and at least 3/4 of the shoulder. Inappropriate logos, pictures, torn clothing, muscle shirts, mini skirts, short shorts, biker shorts, tight pants/capris, etc. will not be allowed. Caps are allowed but must be worn correctly, with the bill facing forward, and removed upon entering any building. Tennis shoes will be worn.

PERSONAL APPEARANCE

High standards in dress and personal grooming are important in creating a positive and favorable image of the student body, and should reflect the spirit of the uniform code. **These standards will be strictly adhered to.**

1. Hair. Boys' hair cuts and girls' hairstyles should be neither "fad-dish" nor extreme. Hairstyles not acceptable include wedges, tails, mohawks, or designs cut into the hair. **In addition, treatments**

such as, but not limited to, color, highlighting, or tint are not permitted. Boys' hair may not exceed three inches in length, hang over the eyebrow, ears, or top of the collar. Facial hair is not allowed, however, sideburns may extend to the bottom of the opening of the ears. Students will be sent home until hair is in compliance with the school standards.

2. Hair Spray. Only 7th and 8th grade students are permitted to use hair spray. It must be NON-AEROSOL. Since restroom breaks are short, students are asked to use sprays and apply make-up only during their lunch break.
3. Jewelry. Dangling jewelry (including earrings, charm bracelets and rings) are dangerous and must not be worn to school. A simple silver or gold chain with a cross/religious medal may be worn as a necklace under the uniform shirt/blouse. Girls are allowed to wear one set of stud or post earrings on the earlobe. Earrings may cover the earlobe but may not hang below it. Boys are not allowed to wear earrings. Students may wear one ring on each hand and one watch or bracelet on each wrist. Any inappropriate jewelry will be confiscated and returned only to parents.
4. Makeup. Makeup and fingernail polish are not to be worn by anyone in grades K-6. Light makeup is permissible in grades 7 and 8. Clear fingernail polish may be worn in grades 7 and 8. Fake fingernails are not allowed.
5. Perfume and Cologne. Due to allergies the use of perfume, hand gels, and cologne are not allowed.
6. Other than one set of earrings for girls, no body piercing jewelry may be worn. Also, visible body art and tattoos are not allowed.

SECTION VI ACADEMIC INFORMATION

The distinct purpose of Catholic schools is to proclaim the Gospel message, to build community, and to educate. Within the school community, the teachers, priests, parents and students experience together what it means to live a life of prayer, community, personal responsibility, and freedom, manifesting the Gospel values of peace, justice, community, love, patience, reconciliation, and respect.

Curriculum objectives of OLPH School are outlined on pages 1 and 2 of this handbook.

A. Curriculum: The following subjects are taught:

Religion	Science
Mathematics	Health
Social Studies	Physical Education
Computer Literacy	Art
Language Arts	Music
(English, Reading, Spelling, Penmanship, Creative Writing)	Spanish Guidance

Upper grades are offered enrichment courses depending on needs of students and availability of teacher expertise. The enrichment curriculum is an integral part of the overall curriculum. Performance in these courses affects honor roll, extracurricular eligibility, and academic probation. Students failing an enrichment course may be required to make up the work in summer school or complete alternative assignments as designated by the principal.

OLPH Catholic School “welcomes our fellow Christians and those who do not share our faith in Jesus, to our celebration of the Eucharist as our brothers and sisters. However, because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life and worship, members of churches with whom we aren’t yet fully united are not admitted to Holy Communion.” We still invite all those not partaking in Holy Communion to come forward, with arms crossed, for a special blessing during the Communion time. (Copyright 1996-United States Catholic Conference)

1. Religious Training. Religious training is an integral part of our school program. Religion is taught daily, and students participate in a weekly liturgy. Parents and parishioners are invited to join the faculty and student body in the Eucharistic celebration.
 - a. Sacramental Programs.
 1. All Catholic students in Grades 2-8 who have not yet received the Sacraments of the Eucharist and Reconciliation are prepared for the reception of these Sacraments.
 2. Sacramental study is an integral part of the Religion curriculum at OLPH. Although academic preparation will take place at school, parent meetings and the celebration and reception of Sacraments are always within the parish community.

- b. Catechesis in Human Sexuality and Sexual Morality: The religion curriculum for Grades K-8 incorporates a program of education in family living, human sexuality, AIDS education, and sexual morality. The program has been developed according to the Archdiocesan Religion Curriculum Guidelines, and it is integrated into the religion curriculum.
- c. Safe Environment Training: The Religion curriculum for grades K-8 incorporates a program of education in child awareness and safety called Child Lures. The program's primary goals are to:
- teach students to identify and thwart the lures used to lead children from a safe environment into one where they are vulnerable to exploitation and crime;
 - develop tolerance and kindness in each student, helping them recognize they can impact a violent world with peaceful actions;
 - nurture each student's sense of individual worth and to urge them to recognize and respect that in others.
- d. Service Hours: Reflecting the mission, philosophy, and objectives of our school, OLPH seeks to develop a sense of responsibility in each child towards their brothers and sisters in Christ.
- Students from Pre-K through 8th grade are given many opportunities to participate in service to others in the form of food drives, diaper drive, etc.
 - Students in 6th, 7th, and 8th grades are required to meet a minimum number of service hours each school year: 6th grade (15 hours), 7th grade (20 hours), and 8th grade (25 hours). These hours must involve no pay and must be verified with a signature from the activity sponsor. Completion of the required service hours for 6th, 7th, and 8th graders will be calculated in the students' 4th quarter Religion grade. For 8th graders, completion of the minimum number of service hours is a requirement for graduation and five of these hours must be completed at OLPH.
 - Students wishing to volunteer at after-school and evening events must sign-up prior to the event. This policy is enforced for two reasons. Some events such as Dinners, Graduation Reception, PTC Meetings, and Parent Orientation Night are goal-oriented and not student focused.

The number of required student volunteers is very limited and supervision of the volunteers must be controlled. Other events such as the Parish Festival and Halloween Carnival are specifically geared at gathering all people for celebration. The number of student volunteers will be much higher and supervision outside the volunteer hours will not occur.

- Service sheets are distributed during the month of April to all incoming 6th, 7th, and 8th graders.
- Service hours may be completed between April 1st and March 31st of the concurrent school year, at which time the record sheets are due to homeroom teachers.

e. Participation in Liturgies and Prayer Services, through recitation of prayers, singing, etc. is critical to the development of devotion to the Eucharist. Students will be evaluated periodically for their participation in these types of services. This evaluation will be reflected in their Religion grade.

2. Physical Education:

- a. Participation in P.E. is mandatory for all students at OLPH. Exemption is given only to those students who present a note signed by the doctor and/or parent. These excuses will be kept on file. If notes are frequently brought to excuse a child from P.E., the Principal will require a note from the child's doctor.
- b. All students must wear the P.E. uniform.
- c. Attitude, effort, and adherence to Physical Education Class Rules are reflected in the P.E. grade.

B. Report Cards. Report cards are sent home at the end of every nine weeks. Report card envelopes must be signed by a parent/guardian and returned to the homeroom teacher within three school days. Report cards will not be released before the last day of school.

The following grading system is used:

<u>Grades (K through 8)</u>		<u>Grades (2 through 8)</u>	
O	94-100+	94-100+	Exceedingly high achievement
H	85-93	85-93	High achievement
S	75-84	75-84	Average Achievement
I	70-74	70-74	Low Achievement
U	less than 70	0-69	Failure to master material

<u>Conduct (K through 8)</u>	<u>Grades (Pre-K, K, and 1)</u>
O: Outstanding Effort	E: Exceptional Progress
H: Honorable Effort	V: Very Good Progress
S: Satisfactory Effort	G: Good Progress
I: Improvement Needed	L: Limited Progress
U: Unsatisfactory Effort	U: Unsatisfactory Progress

- C. Power School. OLPH School utilizes this web-based grading system. Parents have the responsibility to review their child’s grades on a regular basis and discuss any difficulties with the teachers. Grades are entered into PowerSchool on a weekly basis.
- D. Progress Reports. Progress reports are supplementary to the regular report cards. These will be sent home between grading periods. They must be signed by a parent/guardian and returned within three school days.
- E. Promotion. There are no social promotions at OLPH. Students are promoted to the next grade level based on their academic achievement. For the purpose of grade promotion, “core subjects” include the following: Religion, English, Reading/Literature, Social Studies, Science and Mathematics.

The following are the specific requirements for promotion for various grade levels:

- K - 1st: A student must have at least a ‘G’ final average in Reading and Mathematics;
- 2nd - 5th: A student who fails Reading and Mathematics or more than 2 core subjects is not promoted.
- 6th - 8th: A student must have at least a ‘70’ in all core subjects – Religion, English, Reading/Literature, Mathematics, Science, and Social Studies. A student who fails more than 2 core subjects is not promoted.

In all grade levels, for each subject (core and enrichment) below ‘70’ a student must make up the work at summer school. If summer school is not available, work will be assigned, and the student may be tested prior to advancement to the next grade level.

- F. Student’s Official Records.
 1. Confidentiality. All material in the student’s file shall be treated as confidential and shall be accessible only to the Principal, members of the professional staff, the legal guardian, the parents, and the student after his/her eighteenth birthday. A non-custodial parent

may also have the right of access to the student's educational records.

2. **Transfer of Records.** Permanent record cards (scholastic records) and health records will be released to a receiving school when that school applies by mail to OLPH. A copy of the student's permanent record card and the original health records will be transferred. These records will be released without an on-site parent's signature, since it is assumed that the receiving school has that signature on file. All special education or psychological test results, which are to be released to a receiving school, must include a parent's signed release of that information.

Records will be released only when any outstanding financial debt owed to OLPH by the parents is satisfied. Such debt includes outstanding tuition and fees, as well as unreturned school/teacher property. Any student who is not cleared of obligations to OLPH will not be able to enroll in another Catholic school in the archdiocese until all debts are cleared at OLPH.

In addition, no personal, official copy of either permanent record card or health record can be given to any individual except in circumstances of individuals who will be moving out of the country and who must take these with them in a sealed envelope. An official copy is one that contains an authorized signature and school seal.

When requesting records for transfer, parents are asked to give the school at least 24 hours notice.

G. Honor Roll.

Students in grades 5-8 meeting the following requirements are eligible for Honor Roll and High Honors:

1. Academic Requirements

High Honors: Grade of 94-100+ in Core Subjects*

With no grade below 90 or 'S' in any subject

Honors: Grade of 85-100+ in Core Subjects*

With no grade below 80 or 'S' in any subject

*Core Subjects include: Religion, English, Reading/Literature, Social Studies, Science and Mathematics.

2. Conduct Requirements

Conduct grades must be no lower than an "S".

Names of Honor Roll Students will be posted in the main hallways.

H. Schoolwork Policies.

1. Assignments are primarily a means of reinforcing and enriching classroom instruction. Parents should aim to give their child the kind of help that encourages and develops good work habits, independence, and a sense of responsibility. The time allotted for homework will vary with the grade level. Persistent, excessive homework or no homework at all may indicate faulty work habits, which need attention and correction. Parents are invited to consult teachers in this regard.
2. Students are responsible for class and homework assignments. Failure to complete an assignment may result in a zero. Reading and studying are daily homework assignments.
3. Developing integrity in work skills is considered part of the student's moral obligation. Therefore, any student who is caught cheating, plagiarizing, or copying (or who willingly assists another student to do so) on homework, tests, etc. may expect to receive a substantial grade penalty. Likewise, disciplinary action will be implemented in accordance with the code of conduct in Section XI.

I. Make-up Work.

1. It is the responsibility of the student to arrange with the teacher the time and place for make-up work.
2. Make-up work for excused absences must be completed within three school days after returning to school.
3. Work from an unexcused absence must be made up in one day. The student may expect to receive a substantial penalty or no credit for submitted work.
4. Students who do not make up work during the allotted time, or who have not made other arrangements with the teachers, may expect to get a zero for missed work.
5. It is the total responsibility of the student to turn in all make-up work in the allotted time specified. Teachers are not required to seek out missed work. Homework or projects assigned prior to the absence are due the day the student returns to school.
6. Teachers are not required to provide assignments prior to the absence.

If a student is absent for several days, parents should contact the office to obtain assignments from the teachers.

- J. Copyright. Employees, volunteers, and students who willfully disregard federal copyright law do so at their own risk and assume all liability.

Likewise, plagiarizing is categorized as stealing and will not be tolerated.

- K. Lost Duplicated or Photocopied Material. A fee of \$0.25 per page will be charged if duplicated or photocopied assignments are lost and need to be recopied. All money is used to purchase copy paper.
- L. Printing. Students may print from the printers in the Computer Lab and Library. Charges are as follows: \$0.10 per page. All money is used to purchase more printer ink cartridges.
- M. Heading. The following heading is used for daily assignments in grades 3-8:

Name	Date
Subject	Assignment

- N. Papers are **NOT** acceptable if torn, ripped out of composition books, without proper heading, or with scratched out words. When writing in pen, corrections SHOULD be made by drawing one line through the error. White-out or correction tape is not allowed. Students should use only blue or black ink for assignments.
Neatness, legibility and punctuality are required in all written work.

O. Textbooks:

1. Textbooks are furnished by the school and are issued at the beginning of the school year. Students are to keep books covered. Covers must be in good condition and free of graffiti. A fee of \$0.25 per occurrence will be charged for any uncovered book. All money is used to purchase replacement textbooks.
2. All textbooks will be inspected at the beginning of the school year to determine their initial condition. Parents will verify the condition of each textbook and return the signed form to their teachers.
3. There will be a charge for damaged books. The full price of the book will be charged if the book is totally damaged, unusable, or if the textbook is lost. All money is used to purchase replacement textbooks.
4. Grades will be withheld until charges for lost or damaged books have been paid. When a student withdraws from school, his/her scholastic records will not be released until his/her book record is clear.

P. Information Technology Resources:

OLPH Information Technology (I.T.) Resources are all media used to transmit, receive, or store information electronically. Examples include

personal computers and peripheral equipment, compact disks and diskettes, computer networks, access to the Internet and/or Worldwide Web, audiovisual equipment, and storage media.

Whether using personal or school computers, the school's name/logo may only be used with the expressed permission of the principal.

Entitlement to use I.T. resources

The following people are entitled to use OLPH Information Technology resources:

1. All employees of OLPH for school business.
2. All OLPH students who are *below grade six* who
 - a. have written parental consent; and
 - b. have direct supervision.
3. OLPH students who are *grade six and above* who
 - a. have written parental consent; and
 - b. have direct supervision, or are unsupervised, as specified in the parental consent form.
4. Others working in OLPH who request use of OLPH information technology resources and are approved by the Principal. These requests will be reviewed on a case-by-case basis, will be granted as needs and resources permit, and will be for a limited duration specified by the Principal.

General Policy and Guidelines

OLPH I.T. resources are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of OLPH, the Archdiocese of San Antonio, and the Catholic faith. Users must acknowledge their understanding of the general policy and guidelines as a condition for using these resources. Failure to adhere to this policy and its guidelines may result in suspending or revoking the offender's privilege to use OLPH Information Technology resources and/or other sanctions.

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion. This policy applies to communications or depictions through e-mail, text messages, or Web site postings, whether they occur through the school's equipment or connectivity resources or through private communication, which, (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; or (3) cause harm to the school community.

Guideline I: Acceptable uses of OLPH I.T. resources are activities that support learning and teaching. Resource users are encouraged to develop uses which meet their educational needs and which take advantage of available/emerging technology; e.g., electronic mail (e-mail), computer conferencing, bulletin boards, databases, Telnet, the Internet, the Worldwide Web, File Transfer Protocols (FTP), etc.

Guideline II: Unacceptable uses of OLPH I.T. resources are those that do not support learning and teaching. These uses include but are not limited to:

- Using profanity, obscenity, or other language which may be offensive to another user;
- Re-posting personal communications without the author's prior consent;
- Attempting to deliberately degrade or disrupt the computer system will be viewed as criminal activity under applicable state and federal law;
- Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others;
- Spreading computer viruses deliberately;
- Using the network for any illegal activity, including violation of copyright or other contracts;
- Vandalizing the data of another user;
- Downloading or installing any software programs on the computer system;
- Creating or running programs that waste system resources;
- Invading the privacy of individuals;
- Using an account owned by another user;
- Posting anonymous messages;
- Zero tolerance for gaining unauthorized access to resources or entities.

Guideline III: The faculty is responsible for teaching proper techniques and standards for participation, for guiding access to appropriate sections of the network, and for assuring that users understand that if they misuse the resources they may lose their access privilege and/or face other sanctions. Particular concerns include safety on the network, issues of privacy, copyright infringement, e-mail etiquette, computer viruses, and intended use of Telnet, Gopher, and WWW resources.

Users will be allowed to produce materials for electronic publication on the Internet. Faculty will monitor these materials to ensure content is appropriate. The content of materials is constrained by

the following restrictions:

- No personal information about a student will be allowed. This includes home telephone numbers and addresses as well as information regarding the specific location of any student at any given time.
- All student work must be signed with the student's first name only or, when appropriate, first name and teacher initials.
- Individuals in pictures, movies or sound recordings may be identified by student's first name only. Absolutely no last names may appear in reference to individuals.
- All student work or pictures appearing on the Internet will correspond to the level of parental consent on the student's Parent Consent Forms.
- No text, image, movie, or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others will be allowed.

Guideline IV: The person in whose name an account is issued is responsible at all times for its proper use. For this reason it is imperative that users with individual accounts not share their user I.D. and password with other individuals. Users with individual accounts should also change passwords frequently.

Q. Field Trips: Field trips are planned to enhance the school curriculum, are considered mobile classrooms, and are scheduled on school days; therefore, chaperone participation becomes the decision of the faculty and school administration. All students are expected to participate in these learning experiences. If for some reason, a student chooses not to participate, he/she must be in attendance at school. Proper conduct and courtesy are expected of all students at all times on field trips and during school sponsored events after school. Depending upon the nature of the trip, appropriate dress will be specified on the parent permission form (see Section V for dress code options).

For all school sponsored field trips:

1. Teachers will plan and schedule all field trips in accordance with the OLPH Employee Handbook.
2. No student may take a school trip without prior written consent of his/her parent or guardian. No telephone requests will be honored.
3. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

4. One field trip fee per student is included in tuition payment.
5. Students are required to follow school rules as stated in General Information, Section IX, paragraph E, "Money and Valuables". Students will not bring large amounts of money, electronic devices, cell phones, CD players, etc. unless specifically authorized by the teacher.
6. Drivers for field trips and athletic events must present proof of insurance and a valid driver's license to the school office. It must be understood that parents who provide transportation for other students do so at their own risk. The driver's insurance, not the school's insurance, will be responsible for any damages, injuries, etc.

Due to the logistical problems inherent in planning and scheduling field trip activities, people who are not designated drivers or supervisors will not be permitted to accompany school groups on these trips. Supervisors will not bring other children with them.

7. All students must return to school at the completion of the field trip activity. Any exceptions must be requested in writing and approved by the Principal no later than the day prior to the field trip.
8. In accordance with Archdiocesan policy, all adults accompanying students on field trips must be current on the following:
 - a) Sexual Misconduct Training (one time training)
 - b) Safe Environment Training (required every three years)
 - c) Archdiocese-approved criminal background check (required every three years)

A database of all OLPH employees and volunteers is maintained at the parish office and is updated regularly. In addition, all volunteers are required to complete a Ministry Agreement which must be returned to the school office before the person is allowed to volunteer for any school activity, including participation or attendance at any classroom party or class field trip.

- R. Graduation. Ceremonies marking the completion of the 8th grade will be kept simple. There will be a Mass, distribution of diplomas/certificates, and a reception sponsored by the P.T.C.
- S. Extra-Curricular Activities: Student development is enhanced through organizations such as a Scouting program for boys and girls, CYO sports, various mission projects, clubs, competitions, the National Junior Beta Club for Grades 6-8, as well as school athletic programs for students in grades 6-8. Some extra-curricular activities are subject to academic requirements and/or participation fees. Poor academic

performance or behavior may result in restrictions or probation from these activities.

Students who fail to pay required fees or meet academic and behavior requirements may not be allowed to participate in extra-curricular activities.

1. The Scouting program is under the auspices of the parish and is offered after school or in the evenings. Participation is not subject to academic or behavior restrictions.
2. Catholic Youth Organization (CYO) sports activities are offered through the parish after school and on weekends. Weekend registration dates for the various sports are held throughout the year. Participation is not subject to academic or behavior restrictions.
3. National Junior Beta Club is an achievement-service organization for sixth, seventh and eighth graders. It has as its purpose to promote honesty, service and leadership. Membership is limited to students who display outstanding merit, and who have been nominated by the Principal and faculty of the school. The student must be of worthy character, have a grade point average in core subjects of at least 94, and have a commendable attitude. A student is required to maintain the grade point average for two consecutive nine-week periods before being admitted to the club. Because of the standards expected from the Beta students, the members are encouraged to wear their Beta Pins every day on their uniform. Boys will wear pin on their shirt collar, and girls will wear pin on their ties/collar. A student can be removed from the club because of inappropriate behavior, an attitude that is not in keeping with the Christian spirit of OLPH and/or grades falling below required average. The Principal may allow a student to be put on probation once.
4. Spirit Club will be offered if a qualified moderator is available. The focus of this program is to increase the spirit for school athletic games and special school functions. The moderator, under the direction of the Principal, sets the guidelines of the program. The OLPH Spirit Club shall be an all-inclusive group. Any sixth, seventh, or eighth grade student (girls and boys) is eligible to be a member providing they meet eligibility guidelines as mandated by the OLPH policies.
5. Athletic Program is normally offered to boys and girls in Grades 6, 7, and 8. OLPH is a member of the Archdiocesan Interscholastic Athletic League (AIAL) and competes with other Catholic schools according to the AIAL rules and guidelines. AIAL regulations prohibit students from playing on teams outside the school during the

applicable season. Baseball/softball school teams are not under this restriction.

6. PSIA (Private Schools Interscholastic Association) is a skills and abilities competition, open to participation by 1st through 8th grade students. Areas of competition include the academic fields such as Spelling, Geography, Math and Vocabulary, as well as areas in Art and Music Appreciation and Speech and Drama. Students participate at a regional level and can progress from there to state level.
7. Academic Competitions. Depending on grade level and interests, students may participate in various other competitions such as Academic Bowls, History Fair, Spelling Bees, and the Saint Bowl as they occur throughout the school year. Eligibility may vary depending on the competition. Students wishing to participate need to follow guidelines as laid out in each separate competition.

T. Requirements for Extra-Curricular Activities (Athletics, Academic Competitions, Clubs, etc.):

1. Academic Requirements. Students must not be on Academic Probation (see Section XI, G, 2). Students may not be failing more than one subject or receive more than 2 grades below 75 at the end of any progress report/report card period. Ineligibility lasts until the deficiency is removed, as indicated by the progress report or regular report card. Under no circumstances will the time be shortened because of a note written by an instructor. Students may not compete in the activity nor be allowed to practice. If the activity is a requirement for a course grade, an alternative assignment may be given.
2. Conduct Probation. Students must not be on Behavioral Probation (see Section XI, G, 3). Also, students must maintain at least an 'S' in conduct in all classes. Students receiving an 'I' may not compete in the activity for two weeks, but may be allowed to practice. At the end of two weeks they may return only upon receiving written verification from the instructor indicating a change in conduct. Students receiving a 'U' may participate only after the conduct grade has been brought up to an 'S' as indicated in the progress report/report card. If the activity is a requirement for a course grade, an alternative assignment may be given.
3. Ethical Code for Conduct. Both participants in extra-curricular activities and spectators including parents, will abide by the following rules:
 - a. Decisions of the officials must be respected.

- b. Respect must be shown for coaches and players of both teams, as well as the game officials.
- c. Signs may be displayed for identification or for developing school spirit. No one may display a derogatory sign at any athletic event.

NOTICE: A school may be disciplined for the offensive behavior of its fans or participants. Such an offense could impose a penalty on the entire program at OLPH. Students and parents are asked to solicit the cooperation of the spectators in order to protect the reputation of the school. What one might judge to be a poor call or un-sportsmanlike conduct by an opponent is no justification for the OLPH community to exhibit poor sportsmanship. Poor sportsmanship on the part of a student, parent, or guest will not be tolerated and will result in expulsion from the sports facility.

Any parent who verbally/physically abuses coaches and/or officials will be expelled from the facility and his/her child may be asked to withdraw from the team.

U. Valedictorian and Salutatorian Guidelines:

Valedictorian and Salutatorian awards are given to 8th grade students during their graduation ceremony. Students must be enrolled at OLPH for the entire 7th and 8th grade school years to be eligible for these awards. Criteria for these awards include academic performance, Christian attitudes, and values exhibited during the student's 7th and 8th grade. Academic performance will be calculated through the 4th quarter progress report of 8th grade.

V. Accelerated Reader Program

- 1. Only one student is allowed at a computer at a time unless so directed by the teacher.
- 2. No one is to wait for another student to finish taking a test.
- 3. No one is to take a test for another student. Any person caught doing so will be suspended from the Accelerated Reader Program for one month and disciplined according to the school's policy regarding cheating.
- 4. No one is to look at another student's reading record. Any person caught doing so will be suspended from the Accelerated Reader Program for one month and disciplined according to the school's policy regarding cheating.
- 5. Students in Grades K-3 will be allowed to bring the book for which they are testing ONLY to help them locate the book title. Under

NO circumstances is the book to be opened while taking the test. Any student with a book open will have his/her test voided.

6. Students in Grades 4-5 are not permitted to bring the book for which they are testing. Any student using their book while testing will have his/her test voided.
 7. Every student participating in the Accelerated Reader Program will be asked to read and sign an Accelerated Reader Honor Code Statement at the beginning of the school year.
 8. It is expected that all students who use the computer facilities will treat the equipment with care and respect.
 9. For the benefit of our students, only a teacher or assigned assistant may aid students while taking tests.
- W. MathFacts in a Flash. The goal of this program is to help students master basic facts as well as an understanding of the basic conversion facts dealing with fractions/decimals/percentages and square roots. Students can practice MathFacts program at home, but all assessing, as with Accelerated Reader, will be done at school. Goals are specific for each grade level and may be required during each of the four quarters in the school year.

SECTION VII SCHOOL SERVICES

- A. Cafeteria. All students eat in the school cafeteria. A hot well-prepared lunch is served daily. Students may bring a lunch from home. No food items will be heated in a microwave for/by students. This is a safety and logistics issue.
1. The price of the school lunch will be determined at the beginning of the school year. According to government regulations milk is served with all meals.
 2. Funds may be deposited into a student's Power School Lunch Account with the Cafeteria Manager before school, or funds may be sent to the Cafeteria Manager via the school office. Account balances can be viewed in Power School, and it is the parent's responsibility to maintain a positive balance in the lunch account. Each child will receive bar-coded cards which will be used to deduct food and beverage costs. In the case of lost cards, a \$5 charge will be assessed for each replacement card.
 3. Students are allowed to charge a maximum of three meals. For accounting purposes, students are not allowed to charge meals after mid-May.
 4. Free or reduced price lunches are available for those who qualify.

Applications can be obtained in the school office.

5. Snack machines may be used only after school hours.

B. Extended Day Program. To ensure proper safety, students will be supervised at all times while on campus. Students will report to the CDC Building from 7-8 a.m. Students who report to the CDC Building after 7:45 a.m. are not charged through the Extended Day Program. Participation in the Extended Day Program is required for all students who arrive before 7:45 a.m. and/or remain on campus after 3:45 p.m., or 15 minutes after early dismissal. Students who are not supervised by an adult or out of their designated area will be disciplined at the Principal's discretion.

1. All financial matters and obligations are coordinated through the Director, Child Development Center.

2. Students in the Extended Day Program are governed by all rules and regulations published in this handbook.

C. Library. Students are given the opportunity to visit the library with their class at least every other week. Library skills are taught, and they may check out books. The students may also visit the library to check out books or return books before and after school. The privilege of checking out books is suspended until overdue books are returned or a replacement fee is paid for damaged/lost books. A fine of \$0.05 per day (not to include weekends or holidays) may be charged for overdue books.

D. Testing Program. All students in Grades K-8 take the total battery of the Iowa Test of Basic Skills according to the schedule set up each year by the Catholic Schools Office, Archdiocese of San Antonio.

Students in Grades 2 and 6 also take Cognitive Abilities Test (CogAT).

Students in Grades 5 and 8 take the Assessment of Catholic Religious Education (ACRE) published by the National Catholic Education Association.

E. School Publications. School publications serve not only to foster the creative talents of students but also to assist and support the school in its public relations. Such publications shall be available to students, parents, pastors, and the parish community at large. Articles of archdiocesan interest shall be sent to the editor of the archdiocesan newspaper for publication. All publications must be reviewed and approved by the school administration.

SECTION VIII SCHOOL ORGANIZATIONS

A. School Council. Six to ten members selected through a discernment

process comprise the voting membership of the School Council (consensus is generally used). The Pastor, Principal, and the P.T.C. liaison are ex-officio and non-voting members of the Council. The Council, whose authority is derived from the Pastor, is called into being by the Pastor and given its mission to advise the Principal and Pastor in areas of finances, school enhancement, policy, development, and strategic planning. The Council acts in support of administrative decisions and actions that are taken by the Principal that implement previously established school policy. The Pastor retains the canonical responsibility of leadership in both parish and school.

The School Council generally meets on the third Wednesday of each month at 7 p.m. in the Pastoral Center. Parents are invited to observe regular Council meetings. Participation, however, is limited to the "Open Forum" which is described in more detail below.

All meetings of the Council, both regular and special, are open to the public unless it is necessary to go into executive session for discussion, deliberation, or vote. If any person other than a member of the Council wishes to bring a matter before the Council, that person must submit, in writing to the President, a brief but concise summary of the matter that is to be considered seven days prior to the meeting. The Council will act on matters relating to policy. The council does not act as a grievance committee.

- B. Parent-Teacher Club. The purpose of this club is to foster unity and understanding between the home and the school. OLPH School receives significant financial support from the PTC. All parents are strongly urged to become active members of the PTC and to support all of its projects. Dates and time of meetings will be announced in the school newsletter.

SECTION IX GENERAL INFORMATION

- A. Communications. Communication between teachers and parents is critical to the student's academic and social success. Students are responsible for taking home notes, newsletters, papers, etc. to parents and for returning signed forms and papers to their respective teachers. Teachers may discipline students who do not return home correspondence. Discipline may include, but is not limited to, behavioral warnings and detentions.
- B. Courtesy. Courtesy is expected at all times in action, conversation, body language, etc. Courtesy toward teachers, staff, adults, and classmates helps to bring about a living Christian atmosphere.
- C. Desk and Belongings. Desks are to be kept neat and clean. All articles

lying around may be picked up by the teacher. A fine may be charged for these items.

- D. Lockers. Each student is assigned a locker for storage of materials and equipment. It is the student's responsibility to see that the locker is kept neat and clean inside and out at all times. Locker decorations, inside and out, are limited to items related to the student's name or school spirit. Students may only use magnets to display decorations. Lockers are school property, not personal property, and may be searched at any time by the teacher or administrator. If permitted by the homeroom teacher, students may lock their lockers provided a duplicate key or the lock combination is given to the homeroom teacher.
- E. Money and Valuables.
1. The school is not responsible for lost money or articles.
 2. Students are expected to exercise caution and care regarding their personal belongings. All books and personal property should bear the name and grade of the student. Items of excessive value or items whose loss would cause inordinate sadness or hardship should not be brought to school and are considered unauthorized items.
 3. Students should never bring more than the amount of money needed for lunch or other expenses to be used on a given day.
 4. Students will not bring to school items that might get lost or stolen, i.e. iPods, MP3 players, tape recorders, CD players, radios, cameras, electronic games, toys, etc. unless specifically requested by the teacher.
 5. Students will not bring to school for personal use such items as cell phones, pagers, or other electronic devices. If a cell phone/pager must be brought to school because of planned evening activities, it must be given to the teacher at the beginning of the school day. If the student is enrolled in the Extended Day Program, the student will give the cell phone/pager to their extended day teacher. The items will be returned to the student when he/she departs the school grounds.
 6. Regarding any of the above policies, unauthorized items will be confiscated by the teacher and returned only to the parent/guardian. These items will be kept in the school office.
- F. Parking Areas. Traffic should flow in the direction indicated by the arrows painted on the parking lot. No vehicles should go past the restricted area marked by traffic barriers. This area is sectioned off for the safety of the children. Parents are asked not to block the entrances to the buildings.

G. Parties.

1. All grades may have Halloween, Christmas and Valentine parties in their classrooms. Other parties are left to the discretion of the Principal and teachers.
2. Invitations to private parties may not be passed out in the classroom or on the school campus unless they are given to the entire class.
3. Due to the dangers related to food allergies, permission must be given by the teacher to bring "goodies" to students for any celebrations.
4. No treats may be brought to school for any celebration unless the whole class is included. Again, the teacher must give permission for any treats.

H. School Day Schedule.

8:00 School doors open.

8:05 First bell rings - students report to class.

8:10 Tardy bell rings; classes begin with opening exercises.

3:25 Kindergarten dismissed.

3:30 All classes dismissed. Students must be picked up by 3:45.

Normally, the first Friday of each month students are dismissed at 2 p.m. for faculty meetings, and they must be picked up by 2:15 p.m. Notification will be published in monthly newsletters.

1. Students will report to the CDC Building from 7-8 a.m.
 - a. Students who report to the CDC Building after 7:45 a.m. are not charged through the Extended Day Program.
 - b. Participation in the Extended Day Program is required for all students who arrive before 7:45 a.m. and/or remain on campus after 3:45 p.m., or 15 minutes after early dismissal.
2. Parents may walk children to class, but must leave as soon as the first bell rings.
3. Students who are not picked up within 15 minutes after school dismissal will be placed in the Extended Day Program.
4. Students remaining at school to participate in extracurricular or C.Y.O. activities will be placed in the Extended Day Program before and after the activity if they are not supervised.
5. Students from the Extended Day Program (grades 5-8) wishing to attend after school activities as spectators, such as sporting events and co-curricular activities, must have parent authorization. Parents are required to complete a permission form before

the student will be allowed to attend.

6. There will be no unsupervised students permitted on campus at any time. Students failing to follow this mandate will be directed to the Extended Day Program, charged the standard fee, and be subject to disciplinary action.

I. School Supplies.

1. All students are expected to have the supplies necessary for class.
2. Parents should check their child's supplies on a regular basis in order to replenish when necessary.
3. All school supplies and clothing are to be marked with the child's name.

J. School Visitation. All visitors to the school must sign in at the school office. Visitors will be given a badge which must be worn for the duration of their visit. Visitors are required to return badge and sign out in the office before leaving. For the protection of our children and to avoid unnecessary interruptions, school personnel will normally deliver all communications to the classrooms.

K. Student/Family Directory. The school, in conjunction with the PTC, will publish a Student/Family Directory for each school year. Information will be verified each year at final registration, with publication in early Fall. Families have the right to request that no information or only partial information be published.

L. Special Requests. Special requests by parents need to be made from time to time. Such requests should begin with the teacher or Principal as appropriate. An example of this might be a special diet or doctor's appointment.

M. Substitute Teachers. When regular teachers are absent, substitutes are employed to take their places. To be able to teach, they must have the same respect and cooperation the regular teachers receive. Substitute teachers will report misconduct to the regular teacher and to the Principal as needed.

N. Telephone Use.

Office phone – Students must have a written pass from the teacher to use the school phones. Students who habitually seek to make non-emergency phone calls can be denied telephone privileges. In case of emergency, the school office will notify the parent.

Cell phones – Students are not allowed to possess cell phones or pagers during the school day, including morning and after school. If a cell phone/pager must be brought to school because of planned

evening activities, it must be given to the teacher at the beginning of the school day. If the student is enrolled in the Extended Day Program, the student will give the cell phone/pager to their CDC/extended day teacher upon arrival. The items will be returned to the student when he/she departs the school grounds. Cell phones found in the possession of a student will be confiscated and held in the office for a parent/guardian to pick up.

O Volunteers. Just as Mary's unselfish contribution of her life to God's plan was immeasurable, so too are the contributions of time and talent by the many volunteers at OLPH.

1. The calendar year for the Volunteer Program runs from April 1 through March 31. This allows OLPH to participate in the Points of Light President's Volunteer Service Recognition Program.
2. In modeling our Blessed Mother and patroness, all families are strongly encouraged to participate in OLPH School's volunteer program, called "Friends of Mary". Each family is asked to donate of their time and talent a minimum of ten hours to the school community. The Volunteer Program Coordinator will tally the total hours given to the school by the collective school community.
3. OLPH offers a variety of volunteer opportunities in which to share your time and talents including the following:

PTC, School Council, 7th grade Committee, 8th grade Committee, Passive Fundraising, CiCi's Pizza Night, Annual Fish Fry, Halloween Carnival, Used Uniform Sales, Cafeteria helpers, Lunch-recess helpers; Campus Retreat Day, Earth Day, Field Day, Health screenings, Library aides, Athletic coaches, After-school tutoring, Lost and found coordinator, Parking lot safety, Playground supervisors, Room parents, Grandparent's Day, Moms in Prayer, Spiritual Life Committee, Yearbook advertising.

A full description is available in the main office or on the school website.

4. In accordance with the Archdiocese of San Antonio Department of Catholic Schools and for the safety of the volunteers, students, and staff, all volunteers must be current in the following:
 - a) Sexual Misconduct Training (one time training)
 - b) Safe Environment Training (required every three years)
 - c) Archdiocese-approved criminal background check (required every three years)

A database of all OLPH employees and volunteers is maintained at the parish office and is updated regularly.

In addition, all volunteers are required to complete a Ministry Agree-

ment which must be returned to the school office before the person is allowed to volunteer for any school activity, including participation or attendance at any classroom party or class field trip.

5. Volunteers will be required to wear a special ID tag as identification to students and faculty at all times. All volunteers must check in at the office before proceeding to their assignments.

P. Yearly Events

Parent Orientation	Class Field Trips*
Parent/Student Orientation	Vocations Week*
Book Fairs	Talent Show
8th Grade Placement Test	Spelling Bee
Christmas Concert*	Geography Bee
Catholic Schools Week*	President's Physical Fitness Program*
Science Fair*	Mission Drives
Poetry/Prose Recitations*	Food Drives
Standardized Testing*	City-Wide Academic Competitions*
Field Day*	8th Grade and School Retreats*
History Fair*	Earth Day*
Campus Clean-up Day	Family Read Nights
Veteran's Day Recognition*	Family Restaurant Nights
Halloween Carnival	Stations of the Cross*
Living Rosary*	Fire Prevention Week*
Red Ribbon Week*	School Community Activities*
Health Screenings*	
Private School Interscholastic Association (PSIA)*	

Various contests and activities as they are initiated.

*These activities, as a minimum, include mandatory participation, depending on the age/grade level of the student, the curriculum area, and the focus of the activity.

SECTION X HOME-SCHOOL RELATIONS

- A. Parental Cooperation. In order to serve the best interest of all of the families who attend this school, we must expect general cooperation between home and school.
1. In matters of school discipline, the school, its staff, and administration must be the final arbiters of student conduct that occurs during school hours or on school grounds.
 2. Parents will be informed of and in some cases directly involved in the disciplinary process. Parents can expect to be contacted if disciplinary issues arise involving their student. This has three

focuses: (a) to reinforce the partnership between the school and parents in the educational ministry of the children, (b) to keep parents informed of and to enlist the help of our parents in reinforcing this educational ministry, and (c) to give closure to parents and students on an issue. Because we recognize the value of each child and our role as an extension of the family, all three focuses are critical to the mission of our school and to our educational ministry. It is essential that the authority of both the school and its personnel be recognized and respected both by the children who attend classes and by their parents.

3. Parental involvement in the life of the school is both desirable and encouraged. Parents are invited to seek clarification in matters both of schoolwork and of student discipline. The tone of such inquiry, however, should be in the spirit of cooperation and mutual support.

B. Communication with Teachers. If the student and/or parents have concerns about a grade or some other matter pertaining to a specific course, a conference with the teacher involved should be arranged. Every effort should be made on the part of the parent, student, and teacher to satisfy all concerns. If no satisfactory agreement is reached, the parent and/or teacher should contact the Principal for additional help in resolving the matter.

1. Parents who need to communicate with teachers should call the school office. Calls will be returned when teachers become available.
2. Parents may e-mail teachers for routine correspondence or to schedule conferences and can normally expect to receive a reply within one day. E-mail should not be used to discuss academic or behavioral difficulties. These topics can best be solved through telephone conversations or personal conferences. Parents are encouraged to send a courtesy copy of all e-mail correspondence to the principal.
3. Parent-Teacher Conferences. Conferences are scheduled at the end of the first reporting period for all students and at the end of the third reporting period if necessary. Additional conferences may be arranged as follows:
 - a. Either request a conference in writing or call the office.
 - b. The teacher will call you to set up the conference. "Parking Lot" and "Drop In" conferences are discouraged as the teacher is not prepared to give accurate reports without complete records.

Please respect the teachers' private lives after school hours.

Avoid calling them at home unless necessary.

- C. **Personal attacks, badgering, harassment, intimidation, abusive or discourteous conduct, threatening behavior, etc., against faculty or staff by parents will not be tolerated. Any such actions are not acceptable in a Christian environment. Such behavior may be grounds for dismissal of that parent's child(ren) from school.**

SECTION XI DISCIPLINE PLAN

CODE OF CONDUCT

We believe that all children are good and that God has gifted each child with a uniqueness all his/her own. The focus of our school is to establish a Christ-like learning environment where each child feels secure and valued. All students have the right to learn and teachers have the right to teach in a Christian learning environment. **No one student has the right to disrupt the learning of another student or keep a teacher from teaching and helping students achieve their goals.**

OLPH also reserves the right to discipline students for off-campus conduct. As an example, students may be punished for utilizing e-mail/Web sites to make threats or defamatory statements regarding educators or the school. Deliberate defamation of others is not consistent with Christian values.

In order to establish that environment we expect the following behaviors from the students.

A. Expectations

Students will:

1. Be in their desks at 8:10 a.m., prepared for class with writing paper, sharpened pencils, books, and any other needed materials;
2. Work quietly and not disturb others who are working;
3. Follow directions;
4. Listen carefully;
5. Respect self, other students, teachers and all adults. Be kind with words and actions;
6. Respect school and personal property; and
7. Work and play safely.

B. Unacceptable Behaviors

1. Non-Severe Behaviors include, but are not limited to the following:

- a. Any violation of the expectations listed above;
- b. Disturbing class. Examples: any disturbance that interferes with another student's opportunity to learn; talking, making noises, being out of desk, eating in class, slamming books or lockers, going to the lockers out of turn, playing with toys, etc.;
- c. Not paying attention in class. Examples: doing homework for another class, reading an unauthorized book, writing notes, etc.;
- d. Being out of school uniform. Examples: no belt, shirt not tucked in, unauthorized daily uniform, unacceptable make-up, etc.; (See Section V, Uniform Policy/Personal Appearance.)
- e. Not having textbooks or other materials for class; not returning required school documents in a timely manner such as progress reports, report cards, tests to be signed, etc.;
- f. Possessing gum, whether on the school grounds or indoors;
- g. Rough housing. Examples: play fighting, name calling, pushing, shoving, kicking, tripping, slapping, pinching, hitting, etc.;
- h. Disrespect for school, personal, or another person's property; and
- i. Being out of authorized or designated areas (before, during, or after school).

Consequences for Non-Severe Behavior include personal notification, parental notification, and Behavioral Warnings, which may result in, but are not limited to, time out, loss of recess, detentions, etc.

2. Severe Behaviors include, but are not limited to:

- a. Talking back to or arguing with another student, teacher, school official, or any adult; refusal to follow directions, ignoring or defying authority figures;
- b. Fighting or any other action causing injury deemed by the Principal to be serious enough to warrant a suspension or detention;
- c. Defacing, destroying or damaging parish/school or another person's property. Restitution must be made for damaged property;
- d. Using or possessing material with abusive, obscene, or vulgar signs, language or gestures;

- e. Leaving the school grounds without permission of the Principal, truancy, or skipping class;
- f. Forging a signature;
- g. Throwing or handling dangerous objects which may cause injury to oneself or someone else;
- h. Stealing, cheating, lying, or plagiarism;
- i. Harassment of any kind towards any person;
- j. Any inappropriate public display of affection (PDA) such as hugging, kissing, touching, holding hands, etc. on school grounds or at school sponsored activities;
- k. Condoning or failing to report known severe behaviors;
- l. Interfering with communication between school and parents/guardians; and
- m. Any other offense deemed by the Principal to be a severe behavior.

Consequences for Severe Behaviors: Detention or suspension. The student may be removed from the classroom and parents may be called.

3. Grave Behaviors include but are not limited to:

- a. Participates in disruptive activities by a group such as a gang;
- b. Possesses, uses, or delivers narcotics, dangerous drugs, or alcohol on school property or at school-sponsored activities;
- c. Smokes or uses any tobacco product on school property or at a school-related activity;
- d. Possesses, uses, or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity;
- e. Threatens bodily injury or harm to a student/school personnel;
- f. Assaults a student, parent, or any school personnel;
- g. Vandalizes school property or property of others;
- h. Engages in chronic or repeated behavior which disrupts the learning environment;
- i. Condone or fails to report known grave behaviors;
- j. Any other similarly grave behavior deemed by the Principal to warrant expulsion.

Consequences for Grave Behaviors: Grave Behaviors may be grounds for immediate expulsion.

C. Disciplinary Action

Any infraction of any type may result in Behavioral Warnings, Detention, Suspension, Behavioral Probation and Contract, or Immediate Expulsion.

D. Detention Policy

1. After-School Detention will be the usual punishment for accumulating three Behavioral Warnings or committing a single severe behavior. Detentions are held on Tuesdays and Thursdays beginning at 3:45 p.m. and are one hour in length, ending at 4:45 p.m.
2. Saturday Detention is normally assigned for a series of offenses or a more serious offense. It usually begins at 9:00 a.m. and concludes at noon. Parents will be responsible for a \$50 fee per student for each Saturday Detention in order to cover the cost of supervision of the student. Said fee must be delivered to the school office within 30 days of detention date.
3. A detention notice will be issued stating the reason for the detention and when the detention is to be served. The student must serve the detention on the day assigned. Any change in detention time is arranged with the Principal before the assigned day of detention. No arrangements will be negotiated later.
4. Students who fail to serve assigned After-School or Saturday Detention may be suspended or asked to withdraw from OLPH.

E. In-School Suspension Policy

1. Parents will be notified verbally or in writing the day before a student is to serve an in-school suspension.
2. Parents will be responsible for a \$50 fee per student for each in-school suspension in order to cover the cost of supervision of the student. Said fee must be delivered to school office within 30 days of suspension date.
3. While serving in-school suspension, the student will be responsible for having all class assignments completed satisfactorily. Assignments will be turned in by the end of each class period unless otherwise indicated; no credit will be given.
4. The student will be responsible for bringing a sack lunch and drink, as he/she will not be allowed to eat in the cafeteria.

F. Out-Of-School Suspension Policy

The duration of an out-of-school suspension may be up to three (3) days. Written notice will be given to the parent or guardian of the student. The student will be marked absent and will not receive credit for

any required work.

G. Probation

1. A student may be placed on academic or behavioral probation by the Principal at the recommendation of a teacher team. At the beginning of this probation period, expectations of the teachers and school are outlined, with the ultimate goal being the academic and social success of the student, as well as compliance with the philosophy and goals of the school. The purpose of the process is to channel energy into constructive behavior and focus the student on expected academic outcomes. Input from the student and parents may be sought to make the probation period a time of personal growth and development for the student.

At the end of the designated probation period, a team of teachers will meet and evaluate the student's progress, after which the teachers will make their recommendation to the Principal. They will then meet with the parents and student and recommend probation be lifted, continued, or the student may be asked to withdraw from the school.

2. Academic Probation will occur at the end of each progress report/report card grading period. A student is placed on Academic Probation if he/she receives more than one grade below 70 or more than 2 grades below 75. A student on Academic Probation may not:

- be a representative of any school organization
- participate in activities that take time after school hours unless the activities are a requirement for a course grade, in which case an alternative assignment may be given (e.g. required music performances)
- participate in any AIAL sport competitions

Parents, faculty, club sponsors, and coaches will be notified. At the end of each progress/report card grading period, the student's academic record is reviewed and probationary status is removed if the student has no more than one grade below 70 or no more than 2 grades below 75. Academic Probation begins when the student organization moderator or Athletic Director receives the list from the school administration and the parent and student are notified. At any time in this process, the student's academic record may be re-evaluated with the possible recommendation that the student withdraw from OLPH.

3. Behavioral Probation: A student who has accrued 9 Behavioral Warnings, committed three severe behaviors, a single grave offense, or any combination of these offenses may be placed on

Behavioral Probation. A student on Behavioral Probation will be required to:

- resign any club or school organization
- discontinue representing OLPH on any athletic team or extracurricular activity
- these prohibitions extend to practices, performances, meetings, trips, socials, and games

The student and parents usually have a conference with the teachers and Principal. At this time, the terms of the probationary period will be agreed upon. This contract will specify the conditions and the length of the student's Behavioral Probation. If the student and parent/guardian accept these conditions, the student will be allowed to continue at OLPH. While acceptance of the probationary status is seen as a pledge of cooperation, the terms of probation will specify that the student agrees to withdraw from OLPH if he/she violates the terms of the probation.

H. Expulsion Policy

A student may be expelled from school when other means of discipline have failed and continued presence in the school would seriously hamper the school in fulfilling its obligation to other students. Normally expulsion will follow a single grave offense or a series of offenses indicating a basically hostile attitude.

I. Pregnancy, Abortion, Marriage and Co-Habitation

A primary purpose of Catholic education is to guide students' growth in Christian values and moral conduct. OLPH's mission to provide quality education and Christian formation of the whole person is paramount to the development of Christian values. OLPH does not accept premarital sexual activity as part of the development of Christian values and moral conduct. OLPH will follow policies, procedures, and/or guidelines set forth by the Archdiocese of San Antonio regarding pregnancy and abortion.

J. Harassment-Free Environment for Students

OLPH does not condone harassment of any kind. All students are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school-related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants.

Sexual harassment must be defined as unwelcome sexual advances,

requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

Verbal harassment must include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

It is the responsibility of the school to:

1. Implement this policy through regular meetings with all administrators, including the Pastor in the case of a parish school, ensuring that they understand the policy and its importance.
2. Make all staff members, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive environment.
4. Establish practices designed to create an environment free from discrimination, intimidation, or harassment.

It is the responsibility of the student to:

1. Conduct himself or herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
4. Report incidents of discrimination or harassment to the Principal. If he/she is not available, report incidents to another school personnel;
5. If informed he/she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

COMPLAINT FILING AND INVESTIGATION PROCEDURES

The following procedures must be followed for filing and investigating a harassment claim:

1. The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the person must report the harassment to the Principal. In the case of sexual harassment allegations, the person is free to raise the issue with another administrator if he/she prefers to do so.
2. If the complaint is against the Principal, the person must report the incident to the Pastor or the Superintendent of Catholic Schools.
3. As soon as the verbal report has been given, the school personnel must report the incident to the Pastor and Superintendent.
4. The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
5. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegation.
6. Once the facts of the case have been gathered, the Principal, in consultation with the Pastor or Superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including expulsion.
7. If the complaint is against a non-employee such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

SECTION XII CAMPUS MANAGEMENT

A. Positive Reinforcement

The students who have exhibited consistent good behavior during the prescribed month may be rewarded with special treats, stickers, activities, or privileges.

At the end of the year, certificates may be awarded to the students who have consistently exhibited good behavior.

B. Limit Settings

Consequences for violating classroom rules may include, but are not limited to the following:

1. Time out;
2. Loss of recess;
3. Lunch detention;
4. Notification of parents;
5. Behavioral Warning;
6. Behavioral Referral Notice;
7. Detention after school;
8. Saturday morning detention;
9. Suspension;
10. Expulsion.

C. Homework Policy

1. Homework is due at the start of each class.
2. Incomplete assignments may result in a zero.
3. A form may be sent home to parents concerning incomplete work. It should be signed and returned the following school day.
4. If the signed form is not returned, a teacher/administrator may notify the parents.

D. Physical Education Class

Rules

1. Participate in all class activities.
2. Come to immediate attention at the sound of the instructor's whistle.
3. Wear the approved P.E. uniform.
4. If a student cannot participate in P.E., he/she remains with the class and stays on the sidelines.

Positive Reinforcement

1. Verbal praise
2. Treats
3. Special Privileges
4. Notes or certificates

Consequences for Breaking Rules

1. Verbal warning
2. Time out
3. Entire period out and check in grade book
4. Behavioral Warning
5. Behavioral Referral Notice

E. Rules for Playground

1. Follow directions of supervisors.
2. Stay in designated area.
3. Walk on or near play systems.
4. Refrain from fighting, rough playing, shoving, teasing, name calling, kicking or throwing of objects other than authorized playground equipment designed to be thrown.
5. Use equipment properly, for example:
 - a. Swings - no standing, jumping off.
 - b. Monkey Bar - no standing, jumping off.
 - c. Slides - no standing or walking on the slide; slide feet first; only one person on the slide at a time.

F. Rules for the Library

1. Treat books and library equipment properly.
2. Follow the librarian's instructions.
3. Return books on time.
4. Speak in a low voice.

G. Rules for Restrooms

1. Use and dispose of paper products properly.
2. Wash hands.
3. Use quiet voices.
4. Use facilities properly and quickly.
5. Do not loiter in restroom.

H. Rules for Cafeteria

1. Follow the directions of the supervisors.
2. Walk and move in all cafeteria lines in silence.
3. Keep eating area clean, push in chairs, and remove tray in an orderly fashion.
4. Use good table manners; keep voice low.
5. Glass containers are not allowed.

I. Rules for Halls

1. Keep to the right and walk in single file.
2. Keep your hands, feet, and objects to yourself.
3. Walk quietly.

J. Rules for Computer Lab

1. Absolutely no unauthorized food, drink, or chewing gum will be allowed in the computer lab.
2. No improper handling of equipment will be tolerated. This includes, but is not limited to, swinging mouse units or keyboards by their wires, removing keyboard keys, removing mouse balls, touching or removing computer cables or wires, writing on computer components, or inserting foreign objects into computers. Any violation will result in the student being removed from the computer lab and any other disciplinary action according to school policy regarding abuse of school property.
3. Students not in computer class, using the Internet, must have an Internet permission slip in order to use the Internet in the Library or the Computer Lab.
4. Students must have an Internet access permission slip on file before Internet access is granted.
5. Students are responsible for appropriate behavior on the Internet. Abuse of Internet access will result in loss of computer privileges.
6. Students will access only Web sites approved by teachers.
7. Students and/or employees will not download or install any commercial software, shareware, or freeware onto any school computer without written permission of the Computer Department or Principal.

**SECTION XIII
GRIEVANCE PROCEDURE**

OLPH School wishes to provide an opportunity for individuals to be heard. The administration of this school shall establish and maintain procedures through which the parents of students may seek redress from a policy, regulation, or decision that is perceived to work hardship on an individual or group. Student grievances will be presented by students in the presence of their parents or legal guardians. The primary aim of this procedure is to set forth a guide to establish procedures for any grievance, that is, to provide fair notice and fair hearing of the matter.

Grievances may be heard from individuals, parents and parent organizations, but in all cases the opportunity to be heard shall be forfeited if the

procedures outlined below are not followed precisely.

Grievance Policy for Student Expulsion and Employee Termination. Prior to the initiation of a formal grievance, terminated employees, and parents who seek redress for their expelled child must confer directly with the Principal (“conference”) for resolution of the situation.

If there is not satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint to initiate grievance, including a brief summary of the initial conference must be prepared and filed with the school council secretary within three (3) school days of the conference, or decision resulting therefrom, whichever is later. The date and time of filing will be recorded on the original of the complaint.
2. The school council secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council (“LGC”), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within seven (7) school days of its receipt of the grievance. The LGC will render a decision within ten (10) school days of its receipt of the grievance.
3. If the aggrieved party is still not satisfied with the decision of the Grievance Council, an appeal may be made to the Pastor within three (3) school days of the decision of the Grievance Council. The Pastor will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the Pastor’s receipt of such an appeal. The Pastor will render his decision within five (5) school days.
4. If the aggrieved party remains unsatisfied with the decision of the Pastor, the avenue of further appeal would be the Archdiocesan Council of Conciliation. Such an appeal must be sent in writing within five (5) school days of the Pastor’s decision.
5. Pending outcome of the formal grievance, only the Principal or Pastor may, with or without condition, abate the expulsion or the termination.

Local Grievance Council: Composition

1. The Local Grievance Council shall be composed of three members appointed by the local School Council.
2. Individuals appointed to this Council should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One member may be a present or former School Council member. The other two members should have no direct relationship to the school.

4. The appointment to the local Grievance Council is for one year and is renewable.

Local Grievance Council: Duties and Process

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The Council will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the Principal.
2. If the decision of the Council is to uphold the Principal's decision, then the process moves to No. 8.
3. If the decision of the Council is such that it feels that additional discussion needs to take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who is not an attorney and who will act as observer/advisor. This individual is not to directly address the Grievance Council.
5. Both parties will appear before the Grievance Council together and make an oral presentation of the written statements presented to the Council. The aggrieved party will make the first presentation. At no time is there to be cross-examination or direct discussion between parties to the grievance.
6. After both presentations have been completed, the Council will enter into closed session to consider the oral and written presentations.
7. The Council may recall, together, both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements.
8. The Grievance Council will render its decision in writing according to the prescribed Grievance Procedure.

Grievance Policy: Non-Expulsion/Non-Termination: All complaints that do not result in expulsion or termination will be resolved at the local school level. Neither the Local Grievance Council nor the Archdiocesan Council of Conciliation will hear these matters.

OLPH School wishes to provide an opportunity for individuals to be heard in redress from a policy, regulation, or decision that is perceived to work hardship on an individual or group. Student complaints will be presented by the student in the presence of their parents/guardians. The primary aim is to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents, parent organizations, and employees.

Prior to the initiation of a formal grievance, the party must first confer directly (either face-to-face or by telephone) with the teacher, staff member, or administrator complained against, for resolution of the situation.

If there is not satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint including a brief summary of the initial conference.
2. Presentation of the complaint to the Principal (except when the grievance is lodged against the Principal; when the grievance is lodged against the Principal, go directly to step 4). The Principal will set a date for hearing the aggrieved party and provide a minimum of 48 hours notice. Student grievances shall be filed by their parents/guardians; at the hearing both student and parents/guardians will be present. The Principal will provide a written response and decision to the complaint within three (3) school days.
3. If the aggrieved party is not satisfied with the decision of the Principal, an appeal may be made in writing to the Pastor within three (3) school days of the decision of the Principal. The Pastor will review all documentation of the grievance procedure and, if he deems necessary, set a date for hearing the grievance with all parties to the initial grievance in attendance. This meeting will take place within seven (7) school days of the Pastor's receipt of such an appeal. The Pastor will then render his decision within five (5) school days.
4. If the grievance is lodged against the Principal, notification shall be made in writing to the Pastor. The Pastor will review all documentation of the grievance procedure and, if he deems necessary, set a date for hearing the grievance with all parties to the grievance in attendance. This meeting will take place within seven (7) school days of the Pastor's receipt of notification. The Pastor will then render his decision within five (5) school days.

SECTION XIV ARCHDIOCESAN / STATE / FEDERAL POLICIES

A. HIV / AIDS

HIV, the human immunodeficiency virus, is a pathogen that can be transferred from one person to another in certain specific ways. A person can live with HIV infection for many years without experiencing symptoms of illness.

AIDS, or acquired immunodeficiency syndrome, is the advanced stage of HIV infection and a life-threatening medical condition. CDC (Centers for Disease Control) defines the point at which HIV becomes a diagnosis of AIDS. Symptoms of AIDS appear in an adult an average of ten years after infection with HIV; most adults die within two years of an AIDS diagnosis. Disease often progresses more rapidly in infants and children.

PRIVACY. Pupils or staff members are not required to disclose HIV infection status to anyone in the education system per the Family Educational Rights and Privacy Act 1973 (also known as the Buckley Amendment). Individuals with Disabilities Education Act (IDEA) mandates confidentiality of the student.

B. Schools as Weapons-Free Zones

It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto the school campus or bus, or at school-sponsored athletic, social, or extracurricular activities. The person who does this will be immediately reported to the police. The Principal will notify the parents of any student who is arrested for violation of this statute, which may be grounds for immediate expulsion.

C. Substance Abuse

1. No student shall possess, use or attempt to possess, use or be under the influence of any of the following substances on school premises during any school term or off school premises at a school related activity, function, or event:
 - a. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
 - b. Alcohol or any alcoholic beverage.
 - c. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
 - d. Any other intoxicant, or mood-changing, mind-altering or behavior-altering drug.

Definitions:

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

2. Students who violate this policy shall be subject to disciplinary action including expulsion.
3. Lockers, student automobiles, and other personal property may be searched by administrators for alcohol, drugs, and other controlled substances.
4. A student who uses, in the manner prescribed, a drug authorized

by a licensed physician through a prescription specifically for the student's use shall not be considered to have violated this policy.

5. The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy. Students involved in such actions shall be expelled from school.

D. Search and Seizure

The Principal and/or designee may search student desks, lockers, and belongings including, but not limited to, handbags, briefcases, backpacks, and other items in a student's possession.

E. Child Abuse Policy

OLPH School follows the child abuse reporting laws and procedures as outlined in the Archdiocesan Policy Handbook.

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MAJOR REVISIONS IN 2010-2011 HANDBOOK

Pg. 5 Attendance Policies-Ordinarily, a student may not receive credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. Students absent for more than 18 days out of the 180 days of school are in danger of not passing that grade level.

1. When a student is absent, a note signed by the parent or guardian, stating the reason for the absence is required. Notes are to be presented to the homeroom teacher upon arrival at school on the first day back. Notes will be sent to and kept in the main office, (see Sample Absence Note.)
2. If a student is absent for longer than 3 days, a doctor's note is required, stating the reason for the absence and a 'return to school' statement by the doctor's office.

Pg. 14 Required Items for Girls (Grades K-8)

Hair Accessories (are to be) uniform plaid, red, white, navy blue, black or dark brown in color.

Pg. 15 2010-2011 last year middie blouse with middie tie may be worn.

PE Uniform-OLPH T-Shirt, Spirit Fish Shirt, or Blue Ribbon Shirt only

Pg. 15 Dress-up Days- Dress code will include..., skirts, dresses, or split skirts no higher than 1 inch above the knee.

Pg. 20 Under the grading systems (top of page) listed-make the following changes:

Grades (K through 8)

O 94-100+

H 85-93

S 75-84

I 70-74

U below 70

Grades (Pre-K, K, and 1)

E Exceptional Progress

V Very Good Progress

G Good Progress

L Limited Progress

U Unsatisfactory Progress

Conduct

O Outstanding Effort

H Honorable Effort

S Satisfactory Effort

I Improvement Needed

U Unsatisfactory Effort