

Our Lady of Perpetual Help Catholic School

Dallas, Texas



**Family Handbook
Information, Procedures & Policies
2010-2011**

Our Lady of Perpetual Help School Family Handbook
For 2010-2011 School Year

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For 2010-2011 School Year

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School Principal	J. Daniel Quill, MS., M.Ed.
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ACKNOWLEDGMENT OF OLPH SCHOOL POLICIES:

As the **parent or guardian** of the student named below, I hereby state that I am aware of, understand, and support the Policies of Our Lady of Perpetual Help Catholic School contained within the Parent Handbook.

Acceptable Use Policy for Technology:

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

Student Name (print)_____

Parent or Guardian Name (print)_____

Parent or Guardian Signature:_____

Date:_____

Please sign this form and return it to J. Daniel Quill, Principal, by Wednesday, August 25, 2010.

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ACKNOWLEDGMENT OF OLPH SCHOOL POLICIES:

As the **student** signing below, I hereby state that I am aware of, understand, and support the Policies of Our Lady of Perpetual Help Catholic School contained within the Parent Handbook.

Acceptable Use Policy for Technology:

I understand there is a separate signature form concerning Computer Use for the student which also must be read by me and my parents and submitted to the school principal.

Student Name (print)_____

Parent or Guardian Name (print)_____

Parent or Guardian Signature:_____

Date:_____

Please sign this form and return it to J. Daniel Quill, Principal, by Wednesday, August 25, 2010.

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**Our Lady of Perpetual Help Catholic School
Acceptable Use Policy for Computers and the Internet
School Year 2010 – 2011**

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

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

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

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

Student's signature: _____ Date: _____

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

Parent/Guardian signature: _____ Date: _____

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MEDIA RELEASE FORM

I hereby grant permission to Our Lady of Perpetual Help Catholic School,
To allow my child/myself, _____ to be
(print names)
photographed and/or interviewed.

It is my understanding that this photograph/interview or portions thereof will be used for public view. I agree to participate in this project without financial compensation, and I understand that this releases Our Lady of Perpetual Help Catholic School and the Diocese of Dallas from any future claims as well as from any liability arising from the use of said photograph/interview.

Name _____
(Please print name of person to be photographed/interviewed)

Address _____

City/State/Zip _____

Signature (of Parent/Guardian) _____

Date _____

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Mission Statement of the Catholic Diocese of Dallas

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

Mission Statement of Our Lady of Perpetual Help School

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

Philosophy of Education

Our Lady of Perpetual Help School believes that, no matter what the circumstances, every student has the right to learn. It embraces the axiom that *we are called to teach as Jesus did*. It strives to foster spiritual, intellectual, physical, emotional and social growth within each student to become a witness to Christian values. It believes in reinforcing Catholic tradition through daily religious instruction and through the incorporation of Christian values within the curriculum it teaches.

School Goals

The following goals support the Mission Statement:

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

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FACULTY & STAFF 2010-2011

Pastor	Rev. Salvador Guzman	pastor@olphdallas.org
Principal	J. Daniel Quill	dquill@olphdallas.org
Assistant Principal for Academics	Sister Mary Brian Bole, SSND	mbole@olphdallas.org
Assistant Principal for Safe Environment/Crisis Management	Maleli Paniagua	mpaniagua@olphdallas.org
Administrative Assistant	Diana Guerrero	dguerrero@olphdallas.org
Cafeteria	Elvira Perez	
	Sandra Infante	
Maintenance	Manuel Negrete	
Nurse	Sandy Arias, R.N., B.S.N.	sarias@olphdallas.org
Development Officer	Nikki Miller	nmiller@olphdallas.org
Development Officer	Cathy Vance	cvance@olphdallas.org
Physical Education	Chianne Thomas	cthomas@olphdallas.org
Computer/Media Center/I.T.	Socrates Costa	scosta@olphdallas.org
Library/Office Ass't/Substitute Teacher	Sister Salome Njeri, DSH	snjeri@olphdallas.org
Early Childhood Program		
Room 1	Robert Parks	rparks@olphdallas.org
	Carolina Maldonado	cmaldonado@olphdallas.org
Room 2	Sister Ubagara Mercy, DSH	umercy@olphdallas.org
	Tina Saunders	tsaunders@olphdallas.org
Primary Grades		
1 st Grade	Rosemary Fougrousse	rfougrousse@olphdallas.org
2 nd Grade	Sister Elsamma Thomas, DSH	ethomas@olphdallas.org
3 rd Grade	Theresa Ruenes	truenes@olphdallas.org
Elementary Grades		
4 th Grade	Thelma Nuncio	tnuncio@olphdallas.org
5 th Grade	Richard Cusick	rcusick@olphdallas.org
Middle School – Grades 6-8		
Math & Religion	Maleli Paniagua	mpaniagua@olphdallas.org
English & Literature	Mary Quill	mquill@olphdallas.org
Science, Social Studies, Fine Arts	Jeff Guidry	jguidry@olphdallas.org

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Calendar...2010-2011

Month	Date	Event
August	12-17	Staff Inservice Days
	17	Open House (1:00-3:00)
	18	Opening Day (Dismissal @ 12:15)
	19	Parent Orientation (6:00 p.m.)
September	6	Labor Day Holiday
	10	Early Dismissal @ 12:15 – Staff Development
	23	Progress Reports
	24	Staff Retreat/Fair Day – no classes
October	8	Early Dismissal @ 12:15 – Staff Development
	15	End of 1 st Quarter
	22-23	Dallas Ministry Conference (no classes)
	28-29	Parent-Teacher Conferences
November	7	Daylight Savings Time Ends
	12	Early Dismissal @ 12:15
	19	Progress Reports
	24-26	Thanksgiving Holidays
December	17	Dismissal @ 12:15
	20-January 3	Christmas Break
January	3	Staff In-service day--no classes
	4	Classes Resume
	14	End of 2 nd Quarter
	17	Martin Luther King Holiday
	21	Report Cards sent home
	Jan 30-Feb. 5	National Catholic Schools Week
February	18	Progress Reports
	21	Presiden t's Day-no classes Diocesan Teachers' Inservice Day
	25	Early Dismissal @ 12:15
	26	Auction Gala
March	4	Career Day
	11	End of 3 rd Quarter/Early Dismissal @12:15
	13	Daylight Savings Time Begins
	14-18	Spring Break
	25	Report Cards
April	21	Holy Thursday (Dismissal @ 12:15)
	22	Good Friday (no classes)
	24	Easter Sunday
	25	Easter Monday (no classes) (Inclement Weather Make-up Day)
	29	Progress Reports
May	30	Memorial Day Holiday
June	1	Field Day – Dismissal @ 12:30 Graduation @ 7:00 p.m
	2	Final Full Day of School – End of 4 th Quarter .
	3	Teacher Record Day (Inclement Weather Make-up Day)

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Application and Admissions

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

Application Requirements

All new applicants must provide the following information:

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

Application for new students in Early Childhood (ages 3-5) through 8th grade begins March 1 of each year. Students entering E.C. must be toilet trained to be admitted.

Age Requirements

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

Re-Application

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

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

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

Tuition and Fees

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

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

Tuition is payable in ten (10) or twelve (12) equal installments, with the first payment due on July 1 and the final payment on April 1 (10 payments) or the last day of school (12 payments). Families must be enrolled in the tuition collection program ("FACTS") to pay tuition on a monthly basis. Tuition may also be paid in one lump sum before the beginning of the school year.

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

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

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

Registered Families of Our Lady of Perpetual Help Parish

OLPH School is an integral part of the teaching mission of the Catholic Church. In order to provide families with a strong foundation in the faith for their children, the Church has established the schools. OLPH Church significantly subsidizes the cost of each student's education in our school. In order to encourage families to participate in the school, the tuition rate for registered, participating members of the Church is calculated at the "Parish Rate." Families not registered in the Parish or are not Catholic will be charged an additional \$50.00 per month for the family which offsets the tuition subsidy provided by the parish each month for the registered families.

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

- ✓ Attend Mass at OLPH every Sunday
- ✓ Tithe a total of \$520.00 to the Parish each year (January-December). This tithe amounts to \$10.00 per week.
- ✓ Tithing must be current at the end of each quarter. Families will receive statements at their home indicating their status. Those not keeping up with their obligations to the Church will be moved to non-contributing member status and the monthly tuition will be increased \$50.00.

Tuition Assistance

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

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

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

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Service Hours Requirements

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

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

Arrival and Dismissal Procedures

- Students may arrive at the school no earlier than 7:30 a.m. They are to go to the cafeteria where they will be supervised until 7:45. At 7:45 students will go to their classrooms where the teachers will meet them. Students arriving after 7:45 will come into school at the front door by the office. Any special circumstances requiring arrival before 7:30 must be approved by the principal.
- Early Childhood (3-5 year olds): Parents may park in front of school on Cortland Ave. and walk their children to their classroom in the portable building behind the cafeteria.
- Parents/guardians who wish to park and walk their child(ren) to the cafeteria may do so in the large parking area behind the church. The small parking lot is reserved for teacher and staff parking.
- When dropping off students (grades 1-8) after 7:45, parents are to come into the parking lot between the church and school and drop off their children who can then walk to the front door. **Do not drop off students in front of the school on Cortland Ave. after 7:45.**

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

- Cars enter Cortland Ave. from Bombay Street, turn right into the driveway between the church and school. Exit through the driveway behind the church.
- Parents arriving early to pick up students are to park in the back parking lot. Parents are not to come into the school building to get their children.
- Students will meet their carpool in the designated pick-up area in the parking lot.
- On rainy days, parents are to park in the parking lot and come into school at the front office. Students will be called from their classroom as parents arrive.

Early Childhood Pickup:

- Dismissal for EC begins at 3:00. **Parents/guardians arriving before 3:00 are to check in at the school office. No one should go to the classroom before 3:00.**
- EC students will remain in their classrooms at dismissal time. Parents are asked to come to the classroom for their children.
- EC students who have an older sibling in school will be taken to the older student’s classroom and go to the regular carpool pickup in the parking lot with their brother or sister.

Note: Parents are asked to not arrive to pick up students before 3:00. Physical education classes are often held in the parking lot.

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After School Care Program

- Students in EC – 8th grade are eligible.
- The After-Care Program will be from 3:15-6:00 p.m.
- Students remaining after school in the program will be charged at a rate of \$100/month per student.
- Parents must pick their student up by 6:00 p.m. Parents arriving after 6:00 p.m. will be charged \$1.00 per minute after 6:00.
- Registration for the After-care program will be at the school office.

Attendance and Absences

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

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

Students are expected to attend school every school day, personal illness and family emergencies being the exception. Partial day absences will be recorded. The report card will reflect one day's absence for every seven (7) hours of missed class time. No student may exceed more than (10) absences for the school year.

If your child is going to be absent, the parent/guardian must contact the school by 8:30 a.m. This is to be repeated each day of the student's absence. On the day following the absence the student is to provide the teacher with a signed and dated note from his/her parent/guardian explaining the reason for the absence. Unexplained absences will be considered unexcused.

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

Tardiness

It is important for all students to be on time for the start of the school day. All students arriving after 8:00 a.m. will be considered tardy. When arriving late, the student must stop at the school office for a tardy permit. Being tardy five times will be considered one absence on the student's record.

Custody Issues

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

Divorced parents must provide the school with a notarized copy of the custody section of the divorce decree. This will ensure the protection of everyone in the family.

All court orders will be handled with the highest confidentiality.

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Educational Program

Spiritual Formation

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

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

Students in the second grade prepare for and receive the Sacraments of Reconciliation and Eucharist. Eighth grade students prepare for and have the opportunity for the reception of the Sacrament of Confirmation.

Curriculum

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

Diocesan Core Subjects

Religion
Reading
Language Arts (Includes English grammar, spelling and writing)
Mathematics
Social Studies
Science

Academic Progress Reports

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

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

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

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Reporting Periods

September 23	Interim Progress Report
October 28-29	Parent Conferences (no classes for students)
November 19	Interim Progress Report
January 21	Report Cards sent home
February 18	Interim Progress Report
March 25	Report Cards sent home
April 29	Interim Progress Report
June 2	Final Report Cards

Parent-Teacher Conferences

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

Promotion

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

Homework and Quiet Time

The purpose of homework is to enable the student to reflect on concepts learned in school, practice and strengthen skills, and to develop positive habits of planning and organization. Teachers will assign homework in key subject areas such as math, reading and vocabulary development on a regular basis. Students will have homework assignments Monday through Thursday. Middle school students may have readings and projects to be working on over weekends. All students are expected to develop regular daily reading habits.

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

Suggested Guidelines for Parental Involvement in Homework

Parents/Guardians are encouraged to...

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

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Parents/Guardians may, if they wish...

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

Parents should not...

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

Students should practice skills everyday...

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

Homework Procedures

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

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

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Athletics and Extracurricular Activities

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

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

Birthday Celebrations

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

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

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

Classroom Supplies and Materials

- All textbooks belong to the school. Students are responsible for the books and materials.
- A supply fee of \$45 is charged at registration time for each student. Supplies, books and other materials will be given to students at the beginning of school and as needed for special projects, for example art supplies, during the year. After the initial outfitting of notebook, paper, pens, crayons, etc. students will be responsible to replace them as needed. The school cannot take responsibility for a continual flow of day-to-day supplies such as these throughout the year.
- Cases or luggage with wheels are not permitted.

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Change of Address or Telephone Number

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

Computer

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

Crisis Management Plan

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

Student Discipline

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

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

Consequences

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

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

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

Determination of disciplinary actions will be at the discretion of the Principal and may include expulsion.

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The following actions by students will result in immediate expulsion from the school:

- Possession of drugs (illegal substances) or under the influence of drugs*
- Possession of alcohol or under the influence of alcohol
- Possession of weapons of any kind
- Illegal gang activity or any other activity that could harm anyone in the school.**

Notes:

*The school administration may request parents to have their child tested for drugs if there is a suspicion of use. Re-admittance to the school will occur once the drug test is returned as negative.

**Gang activity: An indefinite suspension may be issued until a thorough investigation has taken place.

Middle School Disciplinary Program

Students taking responsibility

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

Responsibility for their actions...

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

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

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

Students must keep their discipline cards in their 3-ring binder at all times. If a student exhibits a behavior that is disrespectful in any of the categories, they are asked for their card and given a penalty (If the offense is one that is listed in the handbook as a serious offense, then the student is asked to report to their homeroom teacher immediately and then sent to the principal.) When a student has 3 offenses, he/she must report after school to the Penance Hall room for reflection and dialogue. The principal will meet with the students, review their offenses and allocate a penance that fits the injustice. Pences could be anything from cleaning classrooms, writing a reflection paper, attending a Saturday reflection time, or working on particular school events through service and labor.

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

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

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

Notes for parents/guardians

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

Responsibility for Schoolwork...

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

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

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

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

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Family-School Communication

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

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

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

Fax Machine

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

Field Trips

Field trips are designed to complement and enhance the curriculum. All field trips will have an educational purpose, unless an exception is approved for recreational purposes. Parents/guardians must give written permission for their child to leave the school during the school day on a field trip.

Graduation Mass and Reception

Eighth Grade graduation will consist of an evening Mass followed by a reception. The date and time are published in the School Calendar on page 5. Seventh grade students will host the reception. Graduation is a privilege, not a right. Students may give up that privilege through a demonstration of inappropriate or negative behavior.

Grievance Procedure

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

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

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Health

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

Home and School Association

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

Inclement Weather Procedure

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

TV

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

RADIO

KRLD 1080
KPLX 99.5 FM
KVIL 103.7 FM
KLIF 570 AM

Library/Media Center

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

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

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Lunch and Breakfast Program

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

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

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

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

Safe Environment Policy

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

Search and Seizure

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

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Student Records

Your child's record of grades, achievement test scores, health and other miscellaneous information is kept in a file in the respective division offices for restricted staff usage only. These files are updated on a continual basis. Parents may review and discuss any or all of the materials maintained in their child's cumulative file. Please see the School Principal if you would like a copy of your child's records.

Student Transfer to Another School

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

Telephone Usage

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

Things to bring and leave at home

To Bring:

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

To Leave At Home:

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

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UNIFORM DRESS CODE

The Uniform Policy of Our Lady of Perpetual Help School encourages an atmosphere for learning and equality among our students. It eliminates needless competition in dress. The appropriate appearance of our students reflects on our school and community. Parents, students, faculty and staff are committed to support our Uniform Policy. Parents should purchase enough of each required article so that the student will always be in proper uniform.

BOYS UNIFORM

EC-5th Grade Boys

Navy pleated pants or shorts
Light blue polo shirt (long or short sleeve)
Black or brown belt
White crew or athletic socks (**OLPH anklets only**)
Navy cardigan sweater or
Navy OLPH sweatshirt

**Tennis shoes-solid white or black
(Kinder thru 3rd grade shoes must
Tennis shoes – solid white or black
have velcro, no lights, wheels, etc)**

6th-8th Grade Boys

Khaki pleated pants or shorts
Light blue oxford button-down collar shirt
Navy sweater vest (**required**)
Tie (**required**)
Brown Belt
White crew or athletic socks (**OLPH anklets only**)
Tennis shoes – solid white or black

GIRLS UNIFORM

EC-5th grade Girls

Blue plaid jumper
Navy pleated pants or shorts
Light Blue oxford button-down collar shirt
Black or brown belt
White or navy tights (in cold weather)
White or navy socks (**OLPH anklets only**)

Navy cardigan sweater or navy OLPH
sweatshirt
**(EC thru 3rd grade shoes must have
velcro, no lights, wheels, etc.)**

6th-8th Grade Girls

Blue Plaid Skirt
Khaki pleated pants or shorts
Light blue oxford button-down collar shirt
Navy sweater vest (**required**)
Navy Cross Tie (**required**)
White or navy socks (**OLPH anklets only**)
White or navy tights (in cold weather)
Tennis shoes – solid white or black

Note: All “required” uniform items are to be purchased at The Parker Uniform Company.

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GENERAL UNIFORM POLICIES

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

Free Dress Day/Spirit Days

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

- Only wearable jeans (no tears or holes) may be worn. Shorts, dresses and skirts are to be no more than four inches above the knee.
- Students may not wear pants below the waistline.
- Students may not wear tanks, halters, or any spaghetti-strap blouses.
- Tennis shoes are to be worn on free dress days. Sandals are not acceptable.
- On Spirit Days students are to wear blue and white clothing in accordance with the free dress day guidelines.

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

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Visitors in the School

1. Visitors (parents or professionals) are always welcome at OLPH School. We do ask that potential visitors **call in advance and schedule a time with the teacher.** Please sign in with the school receptionist and receive a visitor's badge before proceeding to the classroom.
2. If you would like to visit and observe your child's classes, please call the School Office. A schedule will be arranged for you. Please wait until mid-September to schedule observations.
3. We strongly discourage students' outside friends visiting unless it is a special school function and has been approved in advance by the principal

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Service Hour Requirements

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

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

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

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

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

Examples:

Sam's Club
--Kleenex (10 pack)
--Cereals (2 pack)
--Canned goods (#10 size cans)...beans, tomato sauce, soups, vegetables, etc.
--Dry goods...rice, noodles, etc.
--Cleaning supplies (Fabuloso)

Home Depot
--Zep Floor Cleaner, Sealer, Wax, etc.

Office Depot
--Copy paper (2 reams)
--Notebook paper
--White View Binders (2" or 3")
--Notebook Paper
--Pencils
--Blue, Black, & Red Pens

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

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

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**Tuition Rates and Fees
2010-2011**

Tuition Rates

1 Child	\$3,700	3 Children	\$7,500
2 Children	\$6,150	4 Children	\$8,600
		Each additional child	\$1200

Registration Fee

The registration fee will be \$250.00 per family but early registration will qualify the family for discounts (see note below). The registration fee is non-refundable. Registered participating members of OLPH Church will pay the basic tuition rate. Catholic families not registered at OLPH Church or non-Catholic families will pay an additional \$50 per month per family to offset the subsidy OLPH Church provides for registered families.

Registration paid on or before February 1 through February 25	\$150
Registration paid from February 26 through March 31	\$175
Registration paid from April 1 through May 14	\$200
Registration paid after May 17	\$250

Book & Materials Fee: \$45.00 per student

Tuition payments shall be paid in 10 or 12 monthly payments beginning in July 2010. This will ensure that all of our student tuitions are paid prior to the end of April or June 2011. Parents on the 10 monthly payment plan will have no payments during May or June 2011. **It is school policy that tuition payments be made through the FACTS Tuition Collection Program.**

Financial Assistance Programs

- All families requesting financial assistance must apply for funding.
- Money for financial assistance is provided from various organizations
 - OLPH Education Trust Fund (ETF)
 - Children's Education Fund (CEF)
 - Special sponsors and individual scholarship funds
 - Other financial assistance funding sources