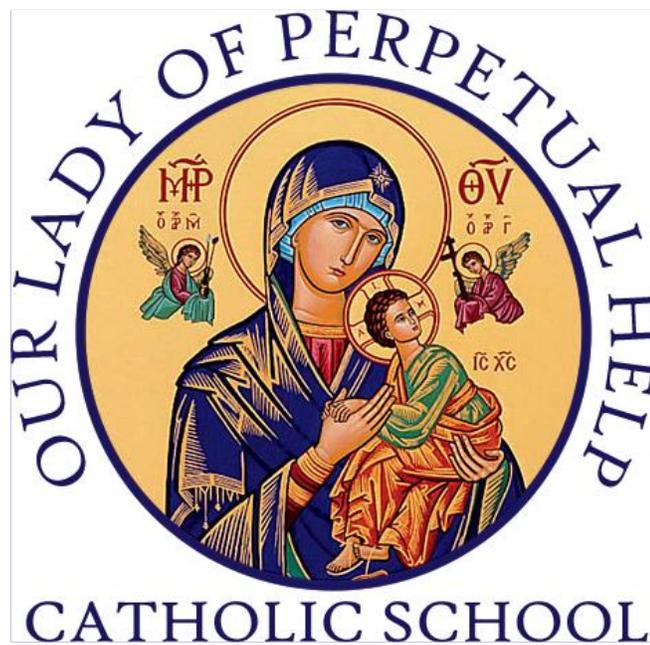


Our Lady of Perpetual Help Catholic School

Dallas, Texas



**Family Handbook
2023-2024**



Catholic School

August, 2023

Dear Parent/Guardian,

I am honored and excited to be the new principal of OLPH! I am a lifetime educator, who believes every child is entitled to an engaging learning experience that will prepare them for the future, and strengthen them as disciples of Christ. I spent the last 30 years towards this aspiration in US and international schools in four countries and I am now exhilarated to work with this community in the service of your children's learning.

As your principal, I am dedicated to working with the parent community and teaching staff to build synergy and to reach our school goals together.

Some of my priorities include:

- Partnering with the OLPH pastor in assisting with the spiritual formation of our students.
- Helping to empower teachers to build safe, creative, and academically challenging environments within their classrooms.
- Building a sense of community at OLPH that will support our students and help them to feel connected to their school and to the church.
- Focusing on social emotional learning as a way to nurture students, and to help them to feel happy and confident as they develop and grow.

I look forward to working with our classroom teachers who have such a large impact on our student's learning, with our parents who have entrusted their children in our care, with our Advisory Council who will generously assist us with their expertise in our journey of continuous improvement, and the parish community who will continue to surround us with love and prayers.

Thank you for this opportunity to lead and serve this educational community and please receive my best wishes for a happy and successful school year!

Kind regards,

John Hickey

Pastor

Father Guiseppe Spoto

Principal

John Hickey

Advisory Council

Megan Martinez
President

Patricia A. Van Winkle
Vice President

John Roppolo
Secretary

Membership

Mary Lynn Bangs

Win Bell

Michael Hagerty

Jared Johnson

Jeff Ingoria

Birgitt Lopez

Tina Luna

Carl Mayhall

Joe Murphy

Eduardo Perez

Joanie Stephens

Trudy Wright

Education Trust Fund Trustees

Brad Camp

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MISSION, SCHOOL GOALS, HISTORY AND SCHOOL ADMINISTRATION

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 Catholic School is to provide students with a Catholic education in a safe and nurturing environment. We will inspire every child to successfully develop in faith, knowledge, and service to the school, parish, family, and world communities.

Philosophy of Education

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

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

A liberal Catholic education, then, aims to place learning into a moral Christian framework so that knowledge may be used wisely and beneficially. A Catholic student is taught to balance creativity with discipline, individuality with a spirit of cooperation, competition with a sense of

fair play. The ideal student is the one most committed to using his/her talents to serve Christ throughout life.

School Goals

The following goals support the Mission Statement:

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

History of the School

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

Right to Amend Handbook Statement

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

Administrative Staff and Faculty

Pastor	Father Guiseppe Spoto	gspoto@olphdallas.org
Principal	John Hickey	jhickey@olphdallas.org
Executive Admin. Asst.	Diana Guerrero	dguerrero@olphdallas.org
Front Office Asst. & Extended Care Enrollment & Student Ancillary Services Coordinator	Maria Arteaga	marteaga@olphdallas.org
Health Coordinator	Maria Rodriguez	mrodriguez@olphdallas.org
Cafeteria Staff	Vanessa Arteaga	varteaga@olphdallas.org
Director of Development	Elvira Perez; Norma Jimenez	
Development Officer, Technology Dir. & Athletic Director	Mary Linn Clifford	mclifford@olphdallas.org
School Custodian & Maintenance	Theresa Ruenes	truenes@olphdallas.org
Physical Education Teacher	Jose Ibarra	jibarra@olphdallas.org
Library/Office Asst/Resource Teacher	Paola Leon	pleon@olphdallas.org
Early Childhood (EC) Program	Sister Manjula Tigga, DSH	mtigga@olphdallas.org
EC 1 Teacher	Sister Suni Varghese, DSH	svarghese@olphdallas.org
EC 2 Teacher	Bernice Tovar	btovar@olphdallas.org
	Sister Ubagara Mercy, DSH	umercy@olphdallas.org
	Adriana Cantu	
Elementary Grades		
1 st Grade Teacher	Lesly Vivian	lvivian@olphdallas.org
2 nd Grade Teacher	Jamie Gildenstern, M. Ed.	jgildenstern@olphdallas.org
3 rd Grade Teacher	Kelly Bless	kbless@olphdallas.org
4 th Grade Teacher	Thelma Nuncio	tnuncio@olphdallas.org
5 th Grade Teacher	Penny Lueb	plueb@olphdallas.org
Middle School Grades		
6 th Gr. Homeroom & English/ Language Arts (6,7,8)	Brandy Palacios	bpalacios@olphdallas.org
7 th Gr. Homeroom & Math/ Science (6.7.8)	Steven Grosshuesch	sgroesshuesch@olphdallas.org
8 th Gr. Homeroom & Religion/ Social Studies (6,7,8)	Diego Soto	dsoto@olphdallas.org
Art Outreach	Chris Hicks	

Our Lady of Perpetual Help 2023-24 School Calendar

School
Principal Signature
CSO Approval



Calendar Key

Faculty In-Service Day	Start of Quarter
First Day of Instruction	Early Dismissal, In-service Afternoon
Other (define)	Holiday/No Class
Inclement Weather Day	Last Day of Instruction

JULY 2023						
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MARCH 2024						
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OCTOBER 2023						
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MAY 2024						
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DECEMBER 2023						
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JUNE 2024						
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30						

August
August 7-10 Teacher In-Service
August 14 1st Day of Instruction

September
September 4 Labor Day Holiday
September 11-15 Virtus Lessons 7-8
September 29 Teacher In-Service Fair Day

October
October 9-13 Standardized Testing
October 16-20 Accreditation
October 27 Parent-Teacher Conf

November
November 17 Early Dismissal
November 20-24 Thanksgiving Holiday

December
December 5-8 5th Grade Pines
December 22 Early Dismissal
December 25-29 Christmas Holiday

January
January 1-8 Christmas Holiday
January 8 Teacher In-Service
January 9 Classes Resume

February
February 16 Early Dismissal
February 19 President's Day
February 28 Inclement Weather
March 1 8th Grade Pines

March
March 11-15 Spring Break
March 28 Teacher In-Service
March 29 Good Friday
March 31 Easter Sunday

April
April 12 Early Dismissal

May
May 3 Teacher In-Service
May 23 Graduation
May 27 Memorial Day
May 30 Inclement Weather
May 31 Last Day of Instruction
Teacher In-Service

June
In the event of inclement weather, our school will implement e-learning protocols.

Application and Admission

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

Application Requirements

All new applicants must provide the following information:

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

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

Age Requirements

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

Academic Evaluation and Assessment

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

Diocesan Grading Scale

GRADE LEVEL	ACHIEVEMENT CODE
Kindergarten	M= Mastered P= Progressing N= Needs Improvement
Grades 1&2	E= Excellent G= Good S= Satisfactory N= Needs improvement U= Unsatisfactory
Grades 3-8	A= 100-94 B= 93-85 C= 84-76 D= 75-70 F= 69 and below

Academic Progress Reports

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

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

Grades 4-8: The report card 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.

Reporting Periods

September 15	Interim Progress Report
October 27	Report Cards distributed at Parent-Teacher Conferences
November 17	Interim Progress Report
January 12	Report Cards sent home
February 16	Interim Progress Report
March 22	Report Cards sent home
April 19	Interim Progress Report
May 30	Final Report Cards

Arrival and Dismissal Procedures

School doors open at 7:15 a.m. Students enter through the designated student entrance west of the gym. Students can pick-up their breakfast at the designated stations as they enter the cafeteria, they will be supervised by staff on duty. All students arriving after 8:00 will be walked into the building with an adult (over age of 18) to be signed in. **Students arriving after 8:00 a.m. will be considered tardy.**

- **Morning Prayer, Pledge of Allegiance, and Announcements begin at exactly 8:00 a.m.**
- First period class begins at 8:05 a.m.
- Any special circumstances requiring arrival before 7:15 a.m. must be approved by the principal.
- The small parking lot is reserved for teacher and staff parking. The spaces are clearly marked STAFF ONLY.
- **No parking** is permitted on Cortland Avenue during arrival and dismissal. **Students may never be dropped off or picked up in front of the cafeteria or any other location on Cortland Ave. by City of Dallas ordinance.**

Afternoon Carpool

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

Early Pick-up

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

Note: Parents are asked to not arrive to pick up students before 3:15.

Attendance, Absences, and Tardiness

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

ABSENCES

Any child who is absent must present a written excuse signed by the parent/guardian or doctor immediately upon his/her return. The note must clearly indicate the reason for the absence and must be presented upon the child's return to school. Please note that a phone call does not excuse your child's attendance.

1 Medical Absences: Verification of medical and dental appointments is required from the medical or dental office.

2 Excused Absences: In addition to medical absence, students may be absent due to illness, quarantine, or attendance at the funeral services of a member of the student's family.

3 Absence for other reasons: When parents wish to take their child out of school for personal reasons, they must schedule a meeting with the principal at least 2 weeks in advance. The principal will discuss the student's progress with the parents and advise them of the affect such an absence would have on the child's schoolwork.

4 Early dismissals: The principal may grant early release to a student provided a dated request is made in writing by the parents. Picking your child up 1-2 hours early from school for non-medical/dental appointments or non-emergency reasons is not appropriate. When a child leaves early they are missing classwork.

5 Student attendance: Each student will attend classes for a minimum of 90% of the attendance days of a given school year in order to be promoted to the next grade level. A student who does not attend 90% of the attendance days of a given school year may required to repeat the grade. The principal will make the final decision.

If a student is absent for any other reason, the parents and student will meet with the principal to discuss an improvement plan for better school attendance.

Important: Due to the COVID-19 pandemic, parents/guardians are asked to contact the school at the earliest onset of COVID-19 related symptoms so that the appropriate protocols and procedures may be initiated immediately.

Tardiness

It is important for all students to be on time for the start of the school day. All students arriving after 8:00 a.m. will be considered tardy. When arriving late, the student must stop by the school office with parent or adult (18 years or older) to sign in before going to class. **Parents are asked not to walk their child/ren to the classrooms.**

1. **If you send invitations to school**, the school prefers you to invite all the students in the class. It is parents' preference to invite the entire class. If you call or mail invitations, it is, of course, the party-giver's choice as to who is invited.
2. **Birthday presents are not to be brought to school.** Special presents, such as balloon bouquets, are not permitted. Party favors are not to be given out at school.
3. Birthday celebrations at school should be simple and kept to a sharing of cookies or cupcakes only with the homeroom class at the end of the school day. They are to 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.** Contact your child's teacher to schedule any events of this nature. Parents/family members are not allowed in the classroom.

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 \$80 is charged at registration time for each student. Supplies, books and other materials will be given to students at the beginning of school and as needed for special projects, for example art supplies, during the year. After the initial outfitting of notebook, paper, pens, crayons, etc. students will be responsible to replace them as needed. The school cannot take responsibility for a continual flow of day-to-day supplies such as these throughout the year.
- Cases or luggage with wheels are not permitted.

Change of Address or Telephone Number

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

Computer and Technology

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

Crisis Management Plan

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

Custody and Family Law Issues

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

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

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

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

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

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

Early Dismissal from School

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

Educational Program

Spiritual Formation

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

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

Students in the second grade prepare for and receive the Sacraments of Reconciliation and Eucharist. Eighth grade students prepare for and have the opportunity for the reception of the Sacrament of Confirmation. New students to the school in grades 3-8 who have not received the Sacraments of Reconciliation and Eucharist may enter a special preparation program to be conducted after school hours to prepare for the sacraments.

Curriculum

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

Diocese of Dallas Core Subjects

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

Extended-Day Program

- Students in EC – 8th grade are all eligible.
- The Extended-Day Program is available from 3:30-5:00 p.m.
- Students remaining after school in the program will be charged at a rate of \$8.00/per student.
- Parents must pick their student up by 5:00 p.m. **Parents arriving after 5:00 p.m. will be charged \$1.00 per minute after 5:00 p.m.**
- Contact the school office to register for the Extended-Day program.

Extracurricular Activities and Athletics

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.

Family-School Communication

Effective communication is essential to establish and maintain a partnership relationship in the educational process. While we encourage and promote open communications, please understand that a staff member's primary on-duty responsibility is to be responsive to the students. Parents should always be good role models for their children by being respectful to staff in their communications. OLPH offers a variety of methods to support ongoing communication with our families.

Email

Each staff member at OLPH has an assigned email address. Staff members check emails at least twice during the school day. We encourage families to utilize email for general communications or inquiries. More serious issues should be dealt with by arranging a conference with the teacher or other appropriate parties. Normally there will not be time during school hours to reply to the email, but each staff member will attempt to reply at the earliest opportunity within approximately 24 hours. Emails sent on a Friday will be returned on the following Monday.

Calls

If you wish to contact a staff member, you may leave a message with our school receptionist for the staff member by calling the general office number. Normally there will not be time during school hours to return the call, but each staff member will attempt to return a call at the earliest opportunity within 24 hours. Calls received on a Friday will be returned on the following Monday.

No teacher or child will be called from class for a telephone call. Important messages will be given to a child during the school day, but changes in after school social plans, scouting, or athletic events do not constitute an emergency. Please do not ask us to interrupt the classroom for such matters.

Friday Newsletter

A weekly newsletter is sent *Hawks-Eye View* on Fridays with important information about events happening on campus, updates on different activities, menus, and calendars. This is emailed to the family contacts for each student.

Issues and Concerns/Principal of Subsidiarity:

Following church principles of subsidiarity, parents/guardians and teachers are encouraged to address a situation at the level at which the situation occurs. Persons having a concern with another individual should go directly to that person; problems should be solved at the lowest

level whenever possible. If there is a concern with a teacher, the concern needs to be explored with the teacher first. A member of the administration may be involved after the situation has been addressed at the level at which the concern exists. The principal may be involved after all the other steps have been followed.

All discussions of a concern or issue should be done through scheduled appointments. We encourage our parents/students to solve their individual differences through discussion, communication, and prayer.

Please be a good role model in building a positive school, family, and community relations by incorporating appropriate, respectful problem-solving strategies, and lines of communication. The school counselor will also be assisting the students in learning how to work through conflicts and difficulties.

Field Trips

Field trips are designed to complement and enhance the curriculum. All field trips will have an educational purpose, unless an exception is approved for recreational purposes.

Parents/guardians must give written permission for their child to leave the school during the school day on a field trip. **All adults, including parents/guardians must be cleared under the diocesan safe-environment program.**

Graduation Mass and Reception

Eighth Grade graduation will consist of an evening Mass followed by a reception. The date and time are published in the School Calendar in this handbook. 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.

Health, Allergies, and Medications

OLPH School provides daily medical needs to the students, vision and hearing screening, scoliosis screening, and maintaining of student health and immunization records. In case of a minor accident, first aid will be administered and every effort will be made to contact the parents/guardians or the person named on the emergency form. The school does not provide any medications nor may any be administered unless prescribed by a doctor and accompanied by written permission of the parent/guardian. It will be the parent's responsibility to get medical attention, unless the emergency is so great that the child must be taken immediately from school for treatment. All prescription medications that a student will be requiring during

school hours must be in the original container and properly labeled. It must have the student's name, with instructions. No medications may be kept by students in classrooms. All medications must be left at the school clinic.

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

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

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

Students with Life-Threatening Allergies

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

- **Epipen** auto-inject dual pack and **Benadryl**
- A completed Medical Administration Form by the first day of school and accompanying physician's note.
- All forms previously submitted must be renewed annually at the start of each school year.

Homework Philosophy and Guidelines

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. To this end, teachers will assign homework on a regular basis.

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

Suggested Guidelines for Parental Involvement in Homework

Parents/Guardians are encouraged to...

- Ask their child about what the child is studying in school.

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

Parents/Guardians may ...

- 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

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.

1. Parents are requested to see that homework is completed in an atmosphere conducive to study and the student's learning style.
2. At the beginning of each academic year, teachers indicate to student their chosen method for daily recording of homework assignments and may include electronic posting as well as written on paper. Parents/guardians should plan to check the assignments to ensure that their child is keeping up with the schoolwork.
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 minutes

Please realize that this time will vary according to the nature of the assignment and the ability of the student. *If your child (ren) consistently spends more than the suggested time on homework, please contact his/her homeroom teacher for assistance.*

Make-up Policy

When a student misses school due to illness the following policy will apply regarding making-up homework and missed class work. The **student** will be responsible for obtaining his/her missed work assignments from the teacher on the day s/he returns to class. It is the student's responsibility to complete the work and submit to the assigning teacher. The student will have the same number of days as missed to complete the work unless specified otherwise by the teacher. That is, if the student was absent three (3) days, s/he will have three (3) days after the return to school to complete the work. Due dates for long term projects are not extended due to absences. Make up tests must be scheduled with the individual teacher according to the teacher's availability before, during, or after school. Credit for work missed at the end of a grading period may possibly be applied to the next grading period. Any student who is absent ten (10) days or more in a grading period, for whatever reason, may not qualify to receive grades.

Home and School Association

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

Inclement Weather Procedure

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

TV

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

RADIO

KRLD 1080
KPLX 99.5 FM
KVIL 103.7 FM
KLIF 570 AM

Library

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

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

Lunch and Breakfast Program

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

Keep the following in mind:

1. Carbonated sodas/drinks are not permitted (Coke, Dr. Pepper, etc.)
2. Fast-food lunches (McDonald's, What-A-Burger, etc.) are strongly discouraged.

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.

Non-Discriminatory Policy Statement

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

Off-Campus Conduct

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

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.

Parental Cooperation and Behavior

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the

student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

Promotion and Retention

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

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

Re-Application

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

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

OLPH School is an integral part of the teaching mission of the Catholic Church. 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. To encourage families to participate in the school, the tuition rate for registered, participating members of the Church is calculated at the "Parish Rate." Families from parishes with no school have the same rate as OLPH families and tithing expectation at their home parish. Families not registered in the Parish or are not Catholic will be charged at the non-parishioner, non-supporting family rate. Refer to the addendum for Tuition Rates for 2022-23.

To qualify as registered members of OLPH Parish families must:

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

Reimbursement for School Costs and Attorney's Fees

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

Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is

not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.

Reports to and Cooperation with Law Enforcement

Reports to Law Enforcement

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

Cooperation with Law Enforcement and Child Abuse Investigations

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

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

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

Reporting of Child Abuse or Neglect

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

Safety and Safe Environment Policy

OLPH abides by the Dallas Diocesan Safe Environment policy. All adults working, volunteering or interacting with children in the school must be Safe Environment cleared through Our Lady of Perpetual Help Safe Environment program and wear the visitor badge in the building or when working with students. Safe environment clearance must be renewed every year.

OLPH follows the diocesan health curriculum, which includes personal safety instruction regarding peers, known adults, and strangers both inside and outside the school building.

School Security

- Access to the building is limited. All persons entering the school area during school hours must always sign in at the front desk with their driver's license and obtain an ID badge to be worn while in the building.
- All volunteers must wear their safe environment badge. Please return the visitor badge. All volunteers and visitors must sign out before leaving.
- 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.
- **NOTE:** Please refer to the COVID-19 Protocols regarding visitors.

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.

Service Hours Requirements

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

- Because the cost of educating each student at OLPH far exceeds what families pay in tuition, each family is required to perform 40 hours of service to the school or parish per year.
- **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 in the school google link (sent weekly in the Hawk Eye Newsletter). 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.
- **To volunteer in any capacity or location (i.e. school, parish, field trips), you must attend the Safe Environment Training Class. This training must be renewed every school year.**
- **Failure to complete or “buy out” service hours may result in the loss of tuition assistance.**
- 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.
- **Service hours will be \$20 a hour if not performed, 10 hours must be done a quarter. If 10 hours are not completed by October 16, January 8, March 18, and May 13 \$20 per hour will be charged to your account.**

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.

- ◆ Church Fall Festival
- ◆ Sunday Food Sales
- ◆ Annual Fiesta Auction
- ◆ Field Day
- ◆ Help teachers
- ◆ Coaching or assistant coaching teams
- ◆ Chaperone field trips and student council activities
- ◆ Help with activities during Catholic School Week
- ◆ Help with Field Day activities
- ◆ Stock supplies for school and help in office

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.

Any family that does not complete their 40 hours of service will be charged \$10.00 for every hour not completed.

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)

-- Disinfecting wipes

-- Home Depot

-- Floor Cleaner, Sealer, Wax, etc.

Office Supplies:

--Copy paper (2 reams)

Concessions:

--Jar of Whole Dill Pickles

--Bottled Waters (2 cases)

--Case of Soda

--Case of Gatorade

--Individual Bag of Takis & Chips

--Boxes of Fullsize Candy Bars

--Nacho Cheese & Tortilla Chips

(Note: Items over \$10 will count for 1 service hour.)

Student Discipline

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

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

Inappropriate behavior

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 (social media and online/digital platforms)

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/her Assistant as to when and how the student may return to class. Continued and multiple infractions of the school and classroom rules may result in more extreme disciplinary actions, including, but not limited to expulsion from the school.

Expulsion

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

Grounds for Expulsion

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

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

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

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

Procedure for Expulsion

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

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

Tuition and Fees in the Event of Expulsion:

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

Virtue Based Discipline

The discipline plan of **Our Lady of Perpetual Help School** is designed to promote academic success and growth in virtue in a safe, supportive environment. This initiative is a Catholic response to discipline and has two goals.

Decrease anti-social behavior

- Bullying Behaviors
- Disruptive Behaviors

Increase faith practices

- Evangelization
- Sacramental Practices
- Virtue education

The Cardinal virtues of prudence, justice, fortitude, and temperance provide the guiding principles of our discipline plan. *The Cardinal virtues discipline our minds and hearts, our wills and appetites, and help to root and strengthen our faith, hope, and charity.*

There are four guiding principles to our **Virtue Based Program**:

- We will dedicate ourselves to living virtues.
- We will support others in living virtues.
- We will commit to constructive thoughts, words and deeds.
- When faced with challenges or conflicts, we will find solutions that cultivate virtues for ourselves and for one another.

When harm is caused by misbehavior of any kind, we will address it within the context of faith identity to make amends. We will repair and restore relationships first because we want to live a virtuous life, loving God and neighbor, and because we want to do unto others as we would have them do unto us.

“Reflection” forms will be completed by students to aid in repairing relationships. The forms also reinforce the parents and teachers as partners in guiding children.

Our Expectations for Behavior

Be kind and courteous

Be respectful of people, property and our environment

Be responsible for your behavior and schoolwork

Developing virtue is a process. Sometimes students will fail to show a necessary virtue or choose to act in a way that is contrary to virtue. OLPH is a growth-minded school that seeks to encourage the development of virtues in students. Prudence and self-discipline are important virtues to develop. A student who violates one of our expectations will be provided a concrete opportunity to restore justice, reflect and grow in understanding and virtue.

While we would hope that every child would always follow directions the first time, we know that children will sometimes make inappropriate choices. We want our teachers to be able to spend class time teaching, not disciplining. The system of merits/demerits has been put in place to commend students making the right choices and help students make other choices to become more responsible for their actions.

Discipline for students in Grades PreK-3rd Grade

Age appropriate discipline policies will be adopted by each grade level and will be published during the first week of school.

Plan of Discipline for Students in Grades 4-8

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.

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.

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

Responsibility to the Team: No pass, no play

Students participating in various sports are expected to uphold a standard of excellence both in the classroom and on the court or the field. Students participating in sports will not be permitted to practice or play in games with any grades below 70 in any of the core subjects (religion, literature, English, math, science, or history). Each team member has a responsibility to their teammates to ensure that they are doing their part for the good of the team.

Student Records

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

Parental Access to Student Records

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

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

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

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

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

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

Student Transfer to Another School

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

Telephone Usage

1. We strongly discourage that students bring their cell phones to school. If a student brings his/her cell phone to school, he/she will be instructed to check the cell phone with his/her teacher upon arrival in the morning and may then retrieve it at dismissal time.
2. Students may use the school phone for **emergency** calls only, with permission only, or at the request of a teacher.
3. 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.)
4. Students may not call for forgotten homework, lunches, supplies or social engagements.
5. Students may never use the telephone without permission.
6. Limit calls/messages to your child to those of an **urgent or serious** matter.
7. **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.
8. **Students are not permitted to carry cell phones** in school during school hours. If parents/ guardians need to have their child have a cell phone for after school communication and security, it must be approved by the principal and a written note of the reason for that need. The student will then be instructed that they must check their phone with their teacher upon arrival in the morning and may get it at 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 games, 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, gum, 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. Cell phones, and non-school-issued electronic devices such as iPads are discouraged on campus.

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

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

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

If a tuition balance owed is fifteen (15) 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.

Students in 8th grade must have all outstanding balances paid in full by May 16th to take their final exams and participate in Graduation.

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:

- Dallas Education Endowment Trust (DEET) Tuition Assistance Fund
- OLPH Education Trust Fund—An endowment fund established for aid to qualifying OLPH families.
- OLPH Auction and private donors—Generous benefactors contribute funds for tuition assistance to any qualifying family.

To be eligible to receive tuition assistance, families must complete a FACTS Grant & Aid application and submit their W-2 forms and current professionally prepared federal income tax statement. The

Tuition Assistance Committee will review applications for assistance. Families will be notified of their financial aid status.

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

OLPH School is an integral part of the teaching mission of the Catholic Church. 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. To encourage families to participate in the school, the tuition rate for registered, participating members of the Church is calculated at the "Parish Rate." Families from parishes with no school have the same rate as OLPH families and tithing expectation at their home parish. Families not registered in the Parish or are not Catholic will be charged at the non-parishioner, non-supporting family rate. Refer to the addendum for Tuition Rates for 2020-21.

To qualify as registered members of OLPH Parish families must:

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

Uniform Dress Code & Policies

BOYS UNIFORMS

EC-5th Grade Boys

- Navy pleated pants or shorts (2nd-5th gr)
- Pants with elastic waist, no belt required (EC)
- Light blue polo shirt with school logo (long or short sleeve)
- Black or brown belt (**required**)
- White or black crew socks
- Navy cardigan sweater or
- Navy OLPH sweatshirt
- Solid black tennis shoes with black soles (2nd-5th gr)
- VELCRO (no shoelaces) solid black tennis shoes with black soles (EC)

GIRLS UNIFORMS

EC-5th grade Girls

- Blue plaid jumper (EC-2nd; **optional 3rd-5th**)
- Blue plaid skirt (**3rd-5th**)
- **Black or navy modesty shorts under skirt or jumper (required)**
- Navy pleated pants or shorts
- Light blue oxford button-down collar shirt (long or short sleeve)
- Black or brown belt (**required with pants**)
- White, black or navy tights (in cold weather)
- White or navy socks; above the ankle
- Navy cardigan sweater or
- Navy OLPH sweatshirt
- Navy & White Oxfords tennis shoes (Keds) or
- Black & White leather saddle Oxfords

6th-8th Grade Boys

- Khaki pleated pants or shorts
- Light blue oxford button-down collar shirt
- Navy sweater vest or cardigan **(required)**
- Tie **(required)**
- Brown or black belt **(required)**
- White or black crew or athletic socks
- (above the ankle)
- Solid black tennis shoes with black soles
- Navy Blazer **(optional)**
- PE Uniform **(required)**

6th-8th Grade Girls

- Blue plaid skirt
- **Black or navy modesty shorts under skirt (required)**
- Khaki pleated pants or shorts
- Light blue oxford button-down collar shirt (long or short sleeve)
- Navy sweater vest or navy cardigan sweater (required)
- Black or brown belt **(required with pants)**
- **Navy Cross Tie (required)**
- White, black or navy tights (in cold weather)
- White or navy socks; above the ankle
- Navy OLPH sweatshirt
- Navy Blazer (optional)

General Dress Code and Uniform Policies

- Belt must always be worn with pants or shorts with belt loops.
- Shirts must always be tucked in.
- Make-up and tinted nail polish are not allowed (8th grade girls may wear mascara only). Nails may not be artificial or longer than the tip of the finger.
- Tattoos and body piercings are not permitted.
- Hats and hoodies may not be worn in the school during school hours.
- A simple necklace, bracelet, and watch (non-technological/non-texting) may be worn at school. Distracting jewelry is not permitted.
- One pair of studded earrings may be worn at a time. Boys may not wear earrings.
- Students may not write on hands, legs, arms, clothing, or shoes.
- Hair should be kept clean, neatly groomed, and out of eyes. Hair must be a natural hair color. Boys hair should be kept short around the face and above the collar, ears, and eyes when combed straight down. Shaved heads and fad haircuts are not permitted. Shaved lines or designs are not permitted.
- Middle school boys must keep facial hair shaved.
- Skirts and shorts should not be shorter than 3 inches above the knee.
- Sweaters, jackets, and sweatshirts must be worn properly.

- 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.
- Students may choose to wear a solid white T-shirt under their uniform shirt. Colored T-shirts are not permitted.
- Students in EC-5th grade may wear the school cardigan sweater in school particularly on cooler days. Students in grades 6-8 are to wear the uniform sweater vest or cardigan during school hours. The sweater vest or blazer is not required to be worn during school during the months of August-October and May. Full uniform, including the sweater vest or cardigan, and tie is required to be worn on all Mass days. School uniform shorts may be worn anytime during the school year. Girls are required to wear jumpers (K-2); jumpers or skirts (3-5), and 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.
- Students and parents are responsible for making sure that they are in compliance with the dress code policy. Parents/guardians will be notified if dress code violations become excessive or uniforms are in immediate need of replacement. 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.
- The school reserves the right to decide whether a student's grooming is in keeping with school policy. Any needed variation or exception to the uniform dress policy must be approved by the Principal.

UNIFORM VENDOR CONTACT INFORMATION*

DM Uniform: 700 Alma Dr, Ste 112, Plano, TX 75075; Phone: (972) 509-0010
www.aoutfitters.com

- Polo shirts, oxford shirts, cardigan sweaters, blazers, ties, and sweater vests

***The following items may be found at other local/online retailers:**

- Oxford shirts; pants; shorts; modesty shorts; socks; tights; shoes

Free Dress Day/Buck a Jeans Day

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

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

Visitors in the School

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

Withdrawal Procedures

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

ACKNOWLEDGMENT OF OLPH SCHOOL POLICIES

Enrollment

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

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

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

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

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

Acceptable Use Policy for Technology

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

Acknowledgement and agreement

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

Student Name (print): _____

School Name (print): _____

Parent Name (print): _____

Parent Signature: _____

School year: _____

Date: _____

Authorization of Consent to Treat Minor

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

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

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

Student Name(s) (print)

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

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

Date: _____

Acceptable Use Policy for Computers and the Internet

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

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

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

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

Student's signature: _____ Date: _____

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

Parent/Guardian signature: _____ Date: _____

Parent Consent and Release Form

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

Student Name ("Student"):	
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<p><u>Athletics:</u> Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre- and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student's continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.</p>		
Parent(s) initials:	Yes:	No:

<p><u>Transportation to/from Athletics:</u> Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored athletics activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.</p>		
Parent(s) initials:	Yes:	No:

<p><u>Extra-curricular Activities:</u> Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-sponsored activity, whether academic, extracurricular, or otherwise.</p>		
Parent(s) initials:	Yes:	No:

<p><u>Transportation to/from Extracurricular Activities:</u> Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.</p>		
Parent(s) initials:	Yes:	No:

Cont.

Parent Consent and Release Form (cont.)

Video/Image Release: Subject to the Release and Consideration and Indemnification terms below, by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.		
Parent(s) initials:	Yes:	No:
Student: <i>If age 18 or over, initial appropriate box to the right:</i>	Yes:	No:

Release and Indemnification:

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