

# PARENT-STUDENT HANDBOOK

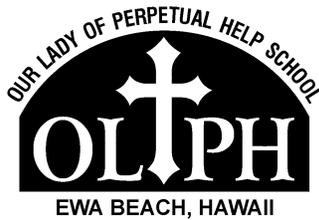


Accredited by

Western Catholic Educational Association (WCEA) &  
Western Association of Schools and College (WASC)

## **Our Lady of Perpetual Help School**

91-1010 North Road, Ewa Beach, HI 96819  
Phone (808) 689-0474 + Fax (808) 689-4847  
[www.olphschoolewabeachhi.com](http://www.olphschoolewabeachhi.com)



## ***Our Lady of Perpetual Help School***

***91-1010 North Road, Ewa Beach, HI 96706***

***Phone (808) 689-0474 + Fax (808) 689-4847***

***[www.olphschoolawabeachhi.com](http://www.olphschoolawabeachhi.com)***

### **Our Dear Parents, Students, Parishioners, and Friends,**

Our Lady of Perpetual Help School and Church are deeply grateful to all of our parents who continue to invest in our quality Catholic education, because Our Lady of Perpetual Help School and Church are truly committed to the Mission of Jesus Christ in building the Kingdom of God and firmly believe in the holistic development of each child. Our parents, as the primary educators, work together with our administration, faculty, and staff to achieve the fullest potential of each child, thus preparing each child to be an active Catholic, responsive producer, holistic learner, and capable communicator who serve the community.

Our Lady of Perpetual Help School is an equal opportunity school. Children of all faiths are welcomed. Our school does not discriminate on the basis of race, religion, color, sex, ethnic origin in administration of education policies and other school administered programs. Admission to Our Lady of Perpetual Help School is a privilege and is based on the school's ability to serve the child effectively with the resources available to the school.

*“The mission of Catholic education in the Roman Catholic Diocese of Honolulu is to form children who are nourished spiritually, intellectually, and liturgically to share the presence of Christ in the world. Our Catholic institutions are obligated by our faith to shape our youth by immersing students in curriculum and experiences rooted in Catholic teaching and doctrine with emphasis on morality and Christian character building. This formation paired with 21<sup>st</sup> Century academics and teaching methods are critical for success at any Catholic educational institution in Hawaii. Each family has choices in the education and faith formation of their children. We expect all families who have chosen to enroll their children to share fully in the light of Christ and to cooperate and support the mission and activities of Catholic School education in the Diocese of Honolulu.”*

From the Norms for Employment, Admissions to Catholic Schools & Pastoral Leadership in Response to Hawaii's Civil Union Law.

We, the faculty and staff of Our Lady of Perpetual Help School, therefore, continue to be honored and privileged to partner with everyone, as we join the other Hawaii Catholic Schools, to be beacons of Christ's light to our children, who are guided to use their God-given talents to the fullest and to be future leaders of our universe.

We extend our sincerest appreciation to all of you, our parents & students, our P.T.S.A. Executive Officers & School Board Directors, volunteers & benefactors, parishioners & friends, our stakeholders and beyond, for making our school what it is today. ***“Educating for Life!”*** is what we are all about. Because of GOD and YOU, we continue to be blessed with powerful graces and overflowing miracles. We are the ***“Best School in the Universe!”***

Gratefully and prayerfully yours in Christ & Our Lady of Perpetual Help  
and in St. Damien deVeuster & St. Marianne Cope  
**Your Loving Faculty & Staff**

*“Educating for Life!”*

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# ***OUR LADY OF PERPETUAL HELP SCHOOL***

***Ewa Beach, Hawai'i***

## **HISTORY**

Our Lady of Perpetual Help School officially began with opening ceremonies and prayers on August 28, 1967, with Grades 1-4 being offered and staffed by the Marist Sisters. Later the fifth and sixth grades were added.

The school again entered a period of positive growth and expansion during the two years of 1974-1976, when three additional new grades were added. During this time the school was administered and staffed by an entire lay faculty. The addition of eighth grade in the school year of 1975-1976 witnessed the completion of the master plan and provided the basis of a complete environment for a well-rounded Kindergarten through Eighth Grade Catholic education. The school has seen many changes since that time including the following:

- During the time period of 1976-1979, the Franciscan Sisters of Syracuse, N.Y., administered the school along with an all lay teaching faculty.
- From 1979-1995, the Augustinian Sisters of Our Lady of Consolation in the Philippines assumed the administration of the school by providing a principal and sharing the teaching ministry.
- In August 1984, the Capuchin Franciscan Order assumed the administration of the school. The parish also provided direction and leadership.
- In September 1994, Our Lady of Perpetual Help School started with a lay principal. The school continued with a faculty of Augustinian sisters and lay teachers.

The end of the 1994-1995 school year brought about a significant change when the remaining Sisters of the Augustinian Order, who had served the school for more than fifteen years, were recalled to the Philippines. The school years from 1995-2002 had a qualified lay faculty who were committed to the goal of quality Catholic education. In 2002, a Franciscan Sister of Syracuse, N.Y., responded to the position of principal and joined an all lay faculty and staff to the educational ministry.

Our Lady of Perpetual Help School is an equal opportunity organization and an entity of the Roman Catholic Church in the State of Hawaii. The school does not discriminate in employment or admission policy based on race, color, sex, religion, or natural origin. It continues to offer a full range of curriculum from Kindergarten through the Eighth Grade.

## **CHURCH MISSION STATEMENT**

Our Lady of Perpetual Help Catholic Parish is a faith-filled community for all cultures and ages dedicated to building the Kingdom of God. We come closer to God by following Jesus Christ through His Word and the Sacraments. Through the Holy Spirit and with the intercession of our Blessed Mother, we provide a sense of belonging to all God's people through prayer, service, and the sharing of our gifts for the praise and glory of God.

## **SCHOOL MISSION STATEMENT**

We, the faith community at Our Lady of Perpetual Help School and Church, in partnership with parents, and with Jesus as our Model, educate students to be active Catholics, responsive producers, holistic learners, and capable communicators.

## **OUR LADY OF PERPETUAL HELP PARISH SCHOOL**

***Is a Member of:***

Hawai'i Catholic Schools (HCS)

and

National Catholic Educational Association (NCEA)

***Is Accredited by:***

Western Catholic Educational Association (WCEA)

and

Western Association of Schools and Colleges (WASC)

## **SCHOOLWIDE STUDENT LEARNING EXPECTATIONS**

**Our Lady of Perpetual Help School students are:**

**Active Catholics (AC) who:**

- 1 ~ Prepare and participate in the liturgy
- 2 ~ Participate in outreach and service projects
- 3 ~ Pray using various forms of memorized and spontaneous prayer
- 4 ~ Are called to demonstrate care and respect for others as Jesus did, in making life-giving choices based on their Catholic faith
- 5 ~ Exhibit a sense of belonging and friendship through interaction with one another
- 6 ~ Recognize and respect diversity

**Responsive Producers (RP) who:**

- 1 ~ Show their knowledge of subject matter in various and creative ways
- 2 ~ Can proficiently comprehend materials read
- 3 ~ Develop research, study, and listening skills
- 4 ~ Express themselves creatively
- 5 ~ Use technology effectively and progressively
- 6 ~ Assess their own strengths and areas for improvements
- 7 ~ Use their individual God-given gifts and talents

**Capable Communicators (CC) who:**

- 1 ~ Show good listening skills
- 2 ~ Work cooperatively within group settings
- 3 ~ Demonstrate with confidence their thoughts and feelings through verbal and written expressions
- 4 ~ Can write using correct grammar and mechanics
- 5 ~ Exercise their civic duties and responsibilities
- 6 ~ Are building organizational and leadership skills

As Active Catholics, Responsive Producers, and Capable Communicators, Our Lady of Perpetual Help School Students are also

**Holistic Learners (HL) who:**

- 1 ~ Are developing spiritually, academically, socially, culturally, and physically
- 2 ~ Possess a solid foundation in all subjects, enabling them to communicate effectively, think critically, and solve problems cooperatively and independently
- 3 ~ Approach their endeavors with a spirit that affirms their self-esteem and school pride
- 4 ~ Understand that Our Lady of Perpetual Help School educates for life

## **OUR LADY OF PERPETUAL HELP SCHOOL ALMA MATER**

*Beloved OLPH  
Alma Mater dear we hail,  
To Thee we shout our song of praise  
To God most high be raised.*

*Guiding star of our future  
Dear OLPH forevermore  
Your aim to lead us to the Lord  
Be now forever blessed  
Your aim to lead us to the Lord  
Be now forever blessed.  
Alma Mater dear,  
We promise faith and love  
To reach the end of our goal  
As we serve the Lord with love.*

*Beloved OLPH  
Alma Mater dear we hail,  
To Thee we shout our song of praise  
To God most high be raised.*

*Guiding star of our future  
Dear OLPH forevermore  
Your aim to lead us to the Lord  
Be now forever blessed  
Your aim to lead us to the Lord  
Be now forever blessed.*

Lyrics by: Sr. Herminia Iriola, O.S.A.  
Music by: Sr. Cecilia Maceran, O.S.A.

## ***GENERAL INFORMATION***

### **SCHOOL HOURS**

School is in session from:

7:50 a.m. – 2:30 p.m.           Mondays, Tuesdays, Thursdays, Fridays  
7:50 a.m. – 1:30 p.m.           Wednesdays

All students who arrive before 7:30 a.m. or remain after 2:30 p.m. (Mondays, Tuesdays, Thursdays, Fridays) or after 1:30 p.m. (Wednesdays) must enroll in the Extended Care Program.

### **OFFICE HOURS**

The normal office hours during the school year are:

7:30 a.m. – 3:30 p.m.           Mondays, Tuesdays, Thursdays, Fridays  
7:30 a.m. – 1:30 p.m.           Wednesdays ~ 1:30 p.m. Faculty/Staff Meetings

Summer office hours are:

8:00 a.m. – 1:00 p.m.           The office is closed on all holidays.

**Address:**           91-1010 North Road, Ewa Beach, HI 96706

**Telephone:**       (808) 689-0474

**Fax:**               (808) 689-4847

**E-Mail:**           [info@olphschoolewabeachhi.com](mailto:info@olphschoolewabeachhi.com)

**Website:**         [www.olphschoolewabeachhi.com](http://www.olphschoolewabeachhi.com)

### **ADMISSION POLICY**

Admission to Our Lady of Perpetual Help School is a privilege and is based on the school's ability to serve the child effectively with the resources available to our school.

#### **Returning Students**

During the month of February/March, parents/guardians are asked to complete the re-registration form and attach a \$400.00 non-refundable payment. The re-registration fee guarantees the student a seat for the upcoming school year. Failure to pay the re-registration fee will not guarantee a student a seat for the upcoming school year. Continued enrollment is not automatic and the school reserves the right to admit or deny admission to any student at the discretion of the administration.

#### **New Students**

New student's application requirements are:

- 1) A \$35.00 testing fee for Grades K-8; testing by appointment
- 2) An interview/orientation of the parents/guardians with the principal
- 3) A \$400.00 non-refundable registration fee to reserve a seat when accepted
- 4) A signed release of information
- 5) A copy of the birth certificate and/or Baptism certificate
- 6) An updated health record, including immunization card
- 7) A copy of the report card and standardized test scores from the previous school
- 8) A confidential report from the child's present teacher

### **ATTENDANCE**

School attendance is mandatory under a State of Hawai'i statute. Students are to be punctual for school.

Regular attendance is essential to a student's success in school.

### **ABSENCES**

Parents/Guardians are requested to telephone the school office at 808-689-0474 between 7:30 and 8:30 a.m. to report a student's absence. Upon returning to school the student must present his/her teacher with a written note by the parent/guardian. Absences longer than three (3) days require a physician's note upon returning to school. If there is to be a restriction of any kind from physical activity, the student must have a note signed by the parent/guardian and doctor.

**Written Excuses:** The written excuses need the following standard information:

- 1) Student's name and grade
- 2) Date(s) on which the student was absent
- 3) Reason for the absence/restriction
- 4) Date on which excuse was written/length of restriction
- 5) Signature of parent/guardian and/or doctor

**Request for Homework:** Parents are asked to call the school office before 9:00 a.m. to request homework and to pick up the homework in the school office after 2:30 p.m.

**Excessive Absences:** A student who is absent in excess of 40 school days (which is equivalent to one grading quarter) cannot be promoted to the next grade.

## **ILLNESS**

If a student becomes ill at school, he/she may not leave the school without a parent/guardian. Parents/Guardians must report to the school office to sign out their child as soon as possible after notification. Under no circumstances may parents/guardians pick up a student outside of the school grounds during school hours.

## **TARDINESS**

Students arriving after the 7:50 a.m. bell will be considered tardy. A student must obtain a tardy slip from the school office to be admitted to class. Three (3) tardies in a month are considered excessive and can result in a detention time or attendance on a non-school day.

## **MEDICAL APPOINTMENTS**

A student who has a medical appointment must:

- 1) Present a note at least one day prior to the day in question to obtain the teacher's signature.
- 2) Bring the note to the school office.
- 3) The parent/guardian must sign out the student in the school office, get a release note from the school office, and proceed to the classroom where the teacher will release the student upon receiving the note.

When possible, medical appointments should be made during the after school hours. In case of emergencies, students can be released during the school day. The parent/guardian must sign out the student from the school office. The principal, secretary, office assistants, or teacher must establish positive identification of any adult who requests dismissal of a student into his/her custody.

## **STUDENT RELEASE (extended leave)**

Parents/guardians who request the release of their child(ren), may have the request granted if the request is reasonable in the judgment of the principal, and does not violate the spirit of the compulsory attendance law,.

## **PARENTS AND VISITORS ON CAMPUS**

For security reason, no one is allowed to go directly to the classrooms at any time. All visitors are to report to the school office. Visits to the classrooms, library, playground, etc., must be pre-arranged and approved by the school office personnel.

1. Parents/Guardians and visitors must sign in at the school office and obtain a OLPH visitor's tag before going anywhere on the school campus during the school hours.
2. Modest clothes are to be worn on the school campus and in the school office.
3. No smoking is allowed on the campus.
4. Questions and concerns are to be directed to the teacher or to the principal. Courtesy and professionalism are to be observed.
5. Call the school office to make an appointment with a teacher or with the principal.
6. When a conflict arises between students, parents/guardians are never to confront the other child. Instead the parents/guardians are to bring the matter up with the teacher as soon as possible.
7. Parents/Guardians who walk their child(ren) to the classroom between 7:30-7:50 in the morning will let the child(ren) enter the classroom unescorted.

### **Authority to Direct Persons to Leave the School Campus**

The school administration is authorized to direct individuals to leave the school campus if they:

1. Threaten to disrupt school operations;
2. Threaten to or attempt to do physical harm to school personnel, students, or others on the school campus;
3. Threaten the health or safety of students, school personnel, or others on the school campus;
4. Intentionally cause damage to school property or the property of others on the school campus;
5. Use loud or offensive language on the school campus.

The person may be directed to leave the school campus by the administration. If the person refuses to leave the school campus as directed, the administrator or other authorized personnel shall seek the assistance of a law enforcement officer and request that the officer take such action as deemed necessary.

## **PARKING**

Parking is available for the school faculty, staff, church employees, and those permitted to park in the designated areas.

### **Automobiles**

Parents/Guardians are asked to park in the marked stalls and assist in making the flow of traffic safe, easy, and stress-free. The parents'/guardians' cooperation and courtesy will assist the safety and protection of everyone.

### **Bicycles**

Bicycles are walked on the school property and parked in the bicycle rack. All bicycles are to be licensed and locked.

## **ACADEMIC INFORMATION**

The teachers in Grade K create a classroom atmosphere that provides both sound structure and exciting discovery. Grades 1 & 2, Grades 3, 4, & 5, Grades 6, 7, & 8, are departmentalized for certain subjects. The teachers in Grades 1 through 8 educate the students within their own competencies.

### **Grade Point Average**

The Grade Point Average (GPA) is the average of all the grades a student receives for the following subjects: Religion, Language Arts, Mathematics, Science, Social Studies, Reading/Literature.

<i>RANGE</i>	<i>GRADE</i>
97-100	A
93-96	A-
91-92	B+
88-90	B
85-87	B-
82-84	C+
75-81	C
70-74	C-
60-69	D
59-below	F

### **Report Cards**

Report cards are distributed on a quarterly basis. A \$10.00 fee is charged to replace a lost or misplaced report card.

### **Progress Reports**

Progress reports are sent home with the students at the middle of each quarter.

### **Conferences**

A mandatory parent/guardian conference is held at the end of the first quarter. Additional conferences may be scheduled at the request of the parent/guardian or teacher(s) as the need arises.

### **Homework**

Homework is a necessary extension of the student's learning process. Homework must be supervised in a way that will mean growth in the ability to concentrate upon the accomplishment of the assigned task. We suggest that parents/guardians set aside specific times and a place free from distractions in which homework can be done. Not all homework is written. Observe your child's study habits. Do what you can to make him/her an independent and critical thinker. When no homework is assigned, comparable time can be spent reading for pleasure. Homework is part of the activities of the school. We ask the parents/guardians to build a proper attitude concerning it and to inspect the work before it is submitted to the teachers.

#### Suggested Minimum Time

Grades K-1	30 minutes
Grades 2-4	60 minutes
Grades 5-8	90-120 minutes

At Home Follow-Up: Active interest in your child's work is encouraged. Class papers, projects, tests, notices and/or communication envelope are sent home regularly and usually require a signature to acknowledge your reception.

Because communication between the teacher and parents/guardians is necessary, parents/guardians need to:

- 1) Review all papers.
- 2) Praise your child for his/her effort.
- 3) Discuss concerns and work out an action plan for improvement.
- 4) Sign and date the papers when indicated.
- 5) Return the homework as soon as possible.
- 6) Write or call if further communication with the teacher is needed.

### **Student Planners**

A planner will be issued to each student at the beginning of the year. All assignments are to be recorded in the planner, and checked by parents. The initial cost of this planner is defrayed by the school; however, additional planners may be purchased at \$10.00 each.

## Standardized Testing

The TERRA NOVA Tests and INVIEW are administered to Grades 2 through 8 in the Fall season. The ECRA Writing Assessment is administered to Grades 2 through 8 students in September; and the ACRE Religion to Grades 5 & 8 in November.

## Principal's/Honor Roll Lists

Grades from the six major subjects, Religion, Language Arts, Mathematics, Science, Social Studies, Reading/Literature, are added and then divided by six (6) to determine if the student is on the Principal's/Honor Roll List. If the percentage score is 90% or above, the student is either on the

**Principal's List** 97% to 100% with no D, F in other subjects, or with any NI grades in Conduct and Effort

**Honor Roll List** 90% to 96%., with no D, F in other subjects, or with any NI grades in Conduct and Effort

A lists of Principal's/Honor Roll students is posted quarterly on the classroom bulletin boards and inserted in the parish bulletin.

## Awards

### End of the Year Awards

**Religion Award** - A certificate is given to a student in Grades K to 8 for outstanding service to the school.

**Academic Excellence Award** – A certificate is given to the student with a 95% overall average.

**Scholastic Achievement Awards** – A certificate is given to the student with 90% in any of these subjects: Religion, Language Arts, Mathematics, Science, Social Studies, Reading/Literature, Music, Physical Education, Art, Technology, Spanish

**Athlete Award** – An award is given to the student who has the highest GPA and has passed all the physical fitness requirements.

The school will award a certificate to an outstanding Student Council Officer who exhibits the following leadership qualities:

- Service to the school community
- Spirituality
- Dependability
- Cooperation
- Creativity
- Organizational skill
- Team spirit

### Non-Academic Awards

- **Conduct Awards**
- **Effort Awards**
- **Perfect Attendance Awards**
- **Dolphins of the Month**
- **Leadership Awards**
- **Service Awards**

## Graduation

### Eighth Grade Graduation

The Eighth Grade students are invited by the school to participate in the graduation ceremony. A special fee is charged for the retreat and graduation ceremony. A student may be excluded from the ceremony by the principal because of an academic problem, a serious behavioral problem, or an outstanding financial balance.

### Eighth Grade Awards

The Eighth Graders receive the **Academic Awards and the Non-Academic Awards** as indicated previously. They are also entitled to the following awards:

- 1) **Valedictorian Award, Salutatory Award, and Third Honors Award** -- a certificate and medal will be awarded to three students who exemplify the Schoolwide Learning Expectations and who demonstrate academic excellence in all subject areas. Students in the top third of the graduating class are eligible for consideration for these awards.
- 2) **Scholastic Award** - A certificate will be awarded to those students who have achieved a 90% or better in the following subjects: Religion, Language Arts, Mathematics, Science, Social Studies, Reading/Literature, Physical Education, Art, Music, and Technology.
- 3) **Loyalty Award** – This award is given to those parents who enrolled their child at Our Lady of Perpetual Help School from Kindergarten through Grade 8 and the child graduates from the school.
- 4) **Special Awards** – Other awards are provided to the graduates for their achievements.

## Promotion Policy

Students who complete the work requirements for that grade level are promoted to the next grade. All students must also meet the required days in school as dictated by the Hawaii Catholic Schools and the State of Hawaii.

## Failure Policy

At the end of the year, as final grades are determined, a student who fails three (3) of the major subjects (Religion, Language Arts, Mathematics, Science, Social Studies, Reading/Literature) will not be promoted. Conferences are held with the parents/guardians, teacher, student, and principal before the fourth quarter ends.

# **CODE OF CHRISTIAN CONDUCT: *Discipleship, Self-Discipline, and Beyond***

## **Discipleship, Self-Discipline, and Beyond**

At Our Lady of Perpetual Help Parish School, the quest for self-discipline is in essence a process of conversion. Parents, guardians, faculty, staff, and administrators serve as guides to our students with the goal of helping students recognize, articulate, and seek to cultivate life-giving behaviors (love, prudence, determination, integrity, fortitude, responsibility, honesty, patience, etc.) and to change life-blocking behaviors (resentfulness, defensiveness, defiance, belligerency, etc.). With Jesus as our Model, we embrace a proactive approach to discipline rather than a reactionary one. We challenge our students to live a Christ-centered life as a disciple of Jesus by fostering an ongoing dialogue and presenting real-world examples of life-giving behaviors and their benefits. The process begins with recognition of both life-giving and life-blocking behaviors. Life-blocking behaviors will be dealt with as opportunities and not in terms of punishment in order to encourage reflection on one's behavior and motivation, opening doors to transformational experiences for students, parents, guardians, faculty, staff, and administrators.

In the event a student needs guidance, the following procedures will be implemented:

- (1) **Recognition:** A teacher will remind the student to choose life-giving behaviors over life-blocking ones, with the aim of redirecting the student's actions.
- (2) **Dialogue:** If a student encounters difficulty responding to the need to change his or her behavior, a teacher will facilitate a discussion with the student to reflect and refocus on the motives behind the life-blocking behavior, and will work with the student to suggest and implement possible life-giving solutions.
- (3) **Intervention:** In the event that the life-blocking behavior persists, we will acknowledge this as a sign that the student needs further guidance toward this conversion. The principal will work cooperatively with the teacher and the student to attain a hope-filled solution and true conversion. Given that each student has special needs and each situation is different, each situation will be assessed individually.
- (4) **Cooperation of Parents/Guardians:** Depending on the situation and nature of the student's immediate needs, the principal may suggest involvement of the student's parents/guardians for the purpose of enlisting greater support for the student in this time of needed conversion. Parents and guardians will be encouraged to work positively with the school personnel in the service of the student's needs. Like the teacher, the parent/guardian is not to be considered an arbiter of punishment, but rather a catalyst of change.

We, here at Our Lady of Perpetual Help Parish School, are grateful to God and to our parents and guardians for the privilege to be catalysts in the growth and development of our students leading our students to be inner-directed, responsible, responsive, cooperative, and future leaders. We pray that all of us will continue to build God's kingdom perpetually.

Catholic Education concerns itself with the WHOLE PERSON that includes behavior. Furthermore, the conduct of the students on or off campus reflects the mission, philosophy, and vision of our school. The cooperation of all parents and guardians as the primary educators is vital. The pastor and principal reserve the right to have a child withdrawn from the school where there is repeated disregard for Our Lady of Perpetual Help School's "*Code of Christian Conduct: Discipleship, Self-Discipline, and Beyond.*"

## **Types of Interventions**

Discipline is a form of guidance. The purpose of discipline is to promote genuine character development, and to provide a good classroom and campus atmosphere. It prepares the student for true freedom whereby, the student hears the voice of another, understands the meaning of what is heard, and applies the message freely and appropriately to the situation. The best proof of discipline lies in the observance of the rules and regulations at all times. When rules and regulations are not followed, the student chooses by his or her conduct to accept the outcome, which may include non-school days, school services, detention, and/or the loss of leadership positions and withdrawal from extracurricular activities, depending on the severity of the action. Interventions will assist the student in rectifying the infraction and in making life-giving choices in the future.

The following interventions may be utilized depending upon the infraction.

- **Reprimands:** are the normal critique of student behavior given orally by the faculty and staff.
- **Incident Report:** is a serious censure of student behavior issued in writing by a faculty member in consultation with the principal. The incident report will be shared with parents/guardians. Record of the warning and consultation shall be kept on file.
- **Non-School Days and/or Detention:** pertain to the temporary detaining of a student for an infraction of the school rules. Students will report to a designated classroom or to the school office for a non-school day or detention outside of school hours. A school personnel will supervise the group. Parents/Guardians will be notified in writing the day before the student reports for a non-school day or detention. It is the student's responsibility to show his/her parents/guardians the notice and return it signed to the teacher or principal who issued the non-school day or detention. A non-school day or detention may include prayer, reflection, recollection, and service.

- **Suspension:** is a one or more days exclusion from class. Parents/Guardians are notified immediately and a conference scheduled with the students, parents/guardians, and appropriate school personnel, to examine the problem, and to work out conditions to ensure parental/guardian cooperation and the student's future success. Record of the suspension and consultation shall be kept on file.
- **Referral:** is directing a student for professional help. Parents/Guardians must agree with the school that their child be submitted to counseling. Progress will be reported in writing.
- **Dismissal:** is a failure to comply with the contract leading to dismissal of the student. Only the pastor and principal can dismiss a student from school.

**Note:** No policy is capable of covering all of the infractions that can occur warranting disciplinary action. Therefore, the administration of Our Lady of Perpetual Help School reserves the right to intervene with students who choose to act contrary to Christian values and principles.

### **Code of Respect**

- Respecting self, others, authority, and school property is essential in establishing a safe and healthy learning environment.
- Respecting the rights and freedom of others is basic in showing Christian love for one another.

### **General Rules of Conduct**

- Students are to display a Christian character and a concern for learning.
- Once the students arrive on campus, they must remain on campus. Students arriving prior to 7:30 a.m. must be enrolled in the Extended Morning Care Program.
- Students will not entertain outsiders on the school grounds.
- Pagers, cellular phones, all types of electronic equipment (radios, CD players, games, etc.), razors, skateboards, inline roller blades, toys, game balls, and playing cards are not to be brought to school. Only game balls or other resources provided by the school may be used during recess.
- Large sums of money are not to be brought to school. If it is necessary to have large sums of money, the students are to bring it to the school office to be put in the safe until the end of the day. The school is not responsible for any lost money in a student's possession.
- Those who ride bicycles to school will walk the bike to the designated rack once on the campus
- Gum chewing is prohibited on campus.
- The Campbell High School side of the Building B is used only when adult supervision is provided.
- Students may not sell anything on campus.
- Students must leave the school grounds promptly after classes or when activities are ended. No students are to be on the campus unless participating in an adult-supervised school activity. Anyone remaining on campus after school will be placed in the Extended Care Program. A "Drop-in" fee will be charged and must be paid upon pick up.

**Note:** The school reserves the right to confiscate electronic devices, such as radios, CD or tape players, electronic games, cellular phones, pagers, etc. If for some just reason, cellular phones and pagers brought to school must be on silent mode. Students who need to notify their parents or guardians after school must have permission to use their cellular phones in the presence of a school personnel; otherwise, the cellular phones become the property of the school. The school personnel are not responsible for lost or misplaced items.

### **Serious Infractions**

- Insolence or disrespectful behavior
- Teasing, bullying, fighting, offensive language, intimidation of others, or harassment in any form
- Vandalism, theft, graffiti or defacing property of any kind
- Dangerous behavior or acts that endanger the health and safety of self or others; including the use or possession of tobacco, alcohol, or drugs
- Falsifying documents (e.g. parent or guardian signatures)
- Cheating and plagiarism (i.e. copying from another student or other source for assignments or tests)
- Possession of weapons or other potentially dangerous items
- Misuse of the Acceptable Use Policy: Student Net Use Agreement and Release from Liability
- Misuse of a cellular phone or the use of text messages, and/or cyber bullying.

It is important that the safety and protection of Our Lady of Perpetual Help School students, families, faculty, staff, guests, and visitors are paramount. Our school's "Code of Christian Conduct: Discipleship, Self-Discipline, and Beyond" empowers everyone to live a life based on the Gospel values of Jesus Christ and on fruits of the mission, philosophy, and vision of Our Lady of Perpetual Help School.

## ***DRESS CODE***

All students attending Our Lady of Perpetual Help School are required to wear the proper school uniform. Students' appearance contributes greatly to their personality and attitude in and out of the classroom; therefore, they need to develop a respect for the Dress Code and wear their school uniform with pride. Our Lady of Perpetual Help School uniforms, crew socks with OLPH symbols, and jackets may be purchased from the *Campus Creation* Company. Our Lady of Perpetual Help School Physical Education uniforms are purchased from our School Office.

**Uniform Company:** *Campus Creations: 98-029 Hekaha Street, #201, Aiea, HI 96701 ~ Phone: 808-484-9191*

### **Boys Uniform**

**Green or black long pants (full waist, dress type) for the 2012-2013 School Year.** *Black only for the 2013-2014 SY.*

**Green or black walk shorts/pleated twill for the 2012-2013 School Year.** *Black only for the 2013-2014 SY.*

Polo shirt: ash pique with the school logo (shirt tail tucked into the pants or shorts, whereby, the belt must be visible at all times)

**Belt: black only**

Shoes: solid black or solid white, or black and white covered (dress or rubber style)

No graphic designs and/or patterns allowed on the shoes.

White crew socks with OLPH symbols: the OLPH School symbol must be visible at all times.

Green jacket with the school logo

### **Girls Uniform**

Skirt: plaid full pleated – the length of the skirt is one (1) inch below the kneecap.

Polo shirt: ash pique with the school logo (shirt tail tucked into the skirt;

whereby, the skirt's waistband must be visible at all times)

Shoes: solid black or solid white, or black and white covered (dress or rubber style)

No graphic designs and/or patterns are allowed on the shoes.

White crew socks with OLPH symbols: the OLPH School symbol must be visible at all times.

Green jacket with the school logo

### **Boys and Girls Socks**

White crew socks with OLPH symbols. These socks are mandatory as part of the school uniform. The top of the sock must be just above the ankle, and the OLPH symbol must be visible.

### **Physical Education Uniforms for all Boys and Girls**

The Physical Education (P.E.) uniforms are purchased from the School Office for all students in Grades K through 8.

The P.E. T-shirt is tucked into the P.E. shorts; whereby, the short's waistband must be visible at all times.

P.E. T-shirt: grey with school logo

P.E. shorts: green with school logo

### **Grooming**

**Girls:** Girls' hair is to be clean, well-groomed, and styled appropriately for school. It must not fall over the eyebrows or face. No fad, colored, tinted, highlighted, or extreme hairstyles are allowed. No part of the head is to be shaved.

**Boys:** Boys hair is to be clean, well-groomed, and styled appropriately for school. It must be cut above the shirt collar and must not fall over the eyebrows or ears. No fad, colored, tinted, highlighted, or extreme hairstyles are allowed. No part of the head is to be shaved. Facial hair is not permitted (chin growth, beards, or mustache).

**Jewelry:** The school is not responsible for any lost or damaged jewelry. Girls may wear one pair of stud earrings on the earlobes and one chain around the neckline. Boys may wear a chain around the neck and may not wear earrings. The wearing of one bracelet and/or watch is acceptable for boys and girls.

**Make-up:** No make-up is permitted.

**Fingernails:** Only clear nail polish may be used. Fingernails must be trimmed appropriately for safety reasons.

### **Aloha Attire: (A Designated Day of the Month)**

**Girls:** Hawaiian muumuu or dress only to be worn (no spaghetti straps dress, sun dress, or flower printed dress). Shoes or only sandals with back straps are to be worn. Please no platforms.

**Boys:** Aloha shirt, walking shorts, long pants, or slacks (no jeans). Shoes or only sandals with back straps are to be worn.

### **Free Dress**

The teachers will announce to the class the Free Dress Day for the total school. They will also review the appropriate attire for these special occasions.

**Note:** Any deviation from the Dress Code for important reasons requires a note from parents/guardians and the approval from the principal in order to obtain an excuse good for one day only. Consequences for Dress Code violation will be addressed by the principal. *(Changes made as of April 2012)*



## **BULLYING POLICY**

Our Lady of Perpetual Help School recognizes that bullying and intimidation have a negative effect on school climate and negate the spirit of dignity and uniqueness of each individual we advocate in a Catholic school. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

1. **Definition of bullying.** Bullying is a pattern of abuse over time and involves a student being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.
2. **Bullying is prohibited.** Our Lady of Perpetual Help School shall not tolerate any bullying on school grounds or at any school activity on or off campus.
3. **Faculty and Staff intervention.** Our Lady of Perpetual Help School expects all faculty and staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene – unless intervention would be a threat to faculty and staff members’ safety. If a faculty or staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school administration for further investigation.
4. **Students and parents shall report bullying.** Our Lady of Perpetual Help School expects students and parents who become aware of an act of bullying to report it to the school administration for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 6.
5. **Investigation procedures.** Upon learning about a bullying incident, the principal, or designee, shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, and school faculty and staff, review of school records, and identification of parent and family issues.
6. **Consequences/Intervention.** Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary, and developing a supervision plan with the parents.

*Hawaii Catholic Schools: 11/2002*

## **CYBER BULLYING POLICY**

Our Lady of Perpetual Help School is well aware of the ramifications of cyber bullying. The faculty and staff of Our Lady of Perpetual Help School continue to instill in everyone the reverence and respect of all God’s People. They also emphasize the importance of making life-giving choices at all times. The safety and protection of everyone at Our Lady of Perpetual Help School continue to be of primary importance; therefore, Our Lady of Perpetual Help School will not tolerate any cyber bullying; namely, the use of cell phones, the Internet, and related technologies to harm other people, in a deliberate, repeated, and hostile manner. Our school’s “Code of Christian Conduct: Discipleship, Self-Discipline, and Beyond,” pages 7 & 8, empowers everyone to live a life based on the Gospel values of Jesus Christ and on the fruits of the mission, philosophy, and vision of Our Lady of Perpetual Help School.

The National Crime Prevention Association stated that the consequences of cyber bullying are multi-faceted and affect online and offline behavior. Thus, it behooves all of us to prevent and avoid cyber bullying by: 1) Not responding, 2) Not retaliating, 3) Save the evidence, 4) Talk to a trusted adult, 5) Block the bully, 6) Be civil, 7) Not be a bully, and 8) Be a friend, not a bystander. May God continue to be our Source of Strength and Courage as we bless and pray for those who are causes of cyber bullying.

## **WELLNESS POLICY**

This policy supports the mission of Our Lady of Perpetual Help School, a Hawaii Catholic School. The school community recognizes that a poor diet, combined with the lack of physical activity has a negative impact on student's health and their ability to learn, both short-term and long range.

The NCEA (National Catholic Education Association) statement on Accountability and Assessment in Catholic Education states that: "We hold a sacred trust to educate and form the whole person – mind, body, and spirit." As Catholic educators, we believe in providing consistent school activities and an environment in which students can learn to make lifestyle choices that promote their healthy futures.

The Wellness Policy of Our Lady of Perpetual Help School is to:

1. Provide a positive environment and appropriate knowledge of healthy food choices and the benefits of daily physical activity that:
  - a. Ensures that students have access to healthy food choices and safe physical activities at school and at school functions;
  - b. Provides a pleasant eating environment and secure playground for students, faculty, and staff;
  - c. Allows sufficient time for students to eat lunch and to engage in social activities for physical fitness prior to consuming meals;
  - d. Enables students, through a comprehensive health and physical education curricula, to acquire the knowledge and skills necessary to make healthy food and physical activity choices for a lifetime.
2. Reduce student access to foods of minimal nutritional value through a five-year plan that focuses on and:
  - a. Ensures the integrity of the school lunch program by discouraging food and beverage sales that are in conflict with the lunch program;
  - b. Encourages faculty, staff, students, and parents to make healthy, nutritious food choices when food is used as a part of a class or student incentive program, curricular lesson, or fund raiser;
  - c. Practices selective pricing that favors sales of healthy foods over unhealthy food choices.
3. Provide opportunities for school community involvement in the development, review, and implementation of Our Lady of Perpetual Help School Wellness Policy, and to ensure that this policy is being met.

***REVIEWED: Faculty and Staff of OLPH School***  
***APPROVED: Our Lady of Perpetual Help School Board***  
***DATE: April 4, 2006***

# PROGRAMS

## **Athletic/Activities Programs**

Our Lady of Perpetual Help School is a member of the Catholic School League. The students from Grades 5-8 may participate in the following sports: volleyball, basketball, and track/field. Students must qualify for each sport according to the "Athletic/Activities Eligibility Policy" set by the teachers and the principal.

The "Athletic/Activities Eligibility Policy" is as follows:

1. Our Lady of Perpetual Help School students may participate in the following: Volleyball (girls or boys), Basketball (boys or girls), Track/Field (girls and boys).
2. The student must have a permission slip signed by his/her parents/guardians.
3. The student must have a current physical within a year of his/her participation.
4. A student who does not maintain a "C" average or better during the quarter will be placed on academic probation. During an academic probation the student must pass tests/quizzes with a "C" or better grade, complete all homework assignments and raise the subject area grade. The teacher will evaluate the student's progress at the end of the week.
5. To pre-qualify for an activity, a student having "D's" on his/her last report card in any one of the major subjects (Religion, Mathematics, Language Arts, Science, Social Studies, Reading/Literature) will be placed on academic probation as stated in number 4.
6. If a student has an "F" on his/her report card during a quarter in any of the major subjects (Religion, Mathematics, Language Arts, Science, Social Studies, Reading/Literature), he/she is automatically ineligible to participate.
7. Any student disgracing the school at a visiting site or in the bus will be reported to the principal for disciplinary action.

## **Co-Curricular Activities**

To develop the religious, physical, and creative abilities of the students, a variety of activities are provided. Some of the activities are:

1. Science Fairs, Spelling Bee, Geographic Bee, Math-Counts
2. School Speech Teams
3. Junior Police Officers Program (J.P.O.)
4. Catholic Schools League's Sports Program
5. School Choir
6. Children Parish Ministries: cantors, lectors, altar servers, choir members, multi-media team
7. Class Officers and Representatives
8. May Day Program
9. Drama Fine Arts Program
10. Heiwa-Do Karate Program
11. Others

## **Extended Day Care Program**

An Extended Day Care Program licensed by the State of Hawaii Department of Human Services is provided on school days in the morning from 6:00-7:30 a.m. and in the afternoons from 2:30-5:30 p.m. on Mondays, Tuesdays, Thursdays, and Fridays, and from 1:30-5:30 p.m. on Wednesdays. Payment is required before services are rendered.

The Diocesan Catholic Mutual Group requires all students to arrive beginning at 7:30 a.m. and to leave the campus immediately upon dismissal. The safety and protection of all are observed at all times.

## **J.P.O. Program**

Student Junior Police Officers and the J.P.O Adviser are on duty before and after school. They are trained by the Honolulu Police Department. Please respect their directions. If you encounter a problem, kindly bring it to the attention of the J.P.O. Adviser. We are grateful for their dedicated services throughout the year.

## **Lunch Program**

Students can bring a home lunch daily or they may purchase from a food vendor approved by the school. They are not allowed to buy food from the lunch wagon or leave the campus for lunch.

## **Milk Program**

Students may purchase milk on a monthly basis through the School Office. This is a United States government-sponsored milk program for families. For information on the free or reduced milk program, please contact the School Office. The milk program will be offered pending the number of participants.

## **Summer School Program**

An academic program for students entering Grades 1-8 is provided during the summer. The program provides both improvement and enrichment for the students, especially in Language Arts, Reading/Literature, and Mathematics.

## ***OTHER INFORMATION***

### **Cleaning Classroom**

Students will be assigned daily to cleaning duties on a rotation schedule. Cleaning duties consist of sweeping the floor, emptying the rubbish cans, cleaning the chalkboards and erasers, and straightening out the students' desks and chairs, as well as, other classroom tasks.

### **Express Envelopes**

Important information is sent home with the child in the **Classroom Express Envelope** and the **Office Express Envelope**. Parents/guardians are asked to read all enclosures and sign and return the envelope on the next school day.

### **Field Trips**

Educational outings and excursions are planned by the teachers with the approval of the principal. Chaperones are asked to participate and not to bring their younger child(ren) with them on the bus. Flyers and "Authorization for Student Excursion and Activities" forms are sent home informing the parents/guardians of the where, the why, the how, the cost, and the deadline date for the field trip. All students are required to participate. Students must return the "Authorization for Student Excursion and Activities" forms signed by a parent or legal guardian in order to attend a trip. A FAX message or a phone call is unacceptable.

### **Grievance Procedure**

In the spirit of subsidiarity, if you have a complaint which you believe is important to communicate, speak to the person with whom you have the complaint. If it is a concern related to the classroom, address this concern at the pre-arranged meeting with the classroom teacher. If the complaint is not resolved, then talk with the principal. If the complaint is still not resolved, you may then speak with the pastor. If the complaint is still not resolved, you may send your signed and dated complaint in writing to the Superintendent of Hawaii Catholic Schools.

### **Library**

The school library is available for the students. A fine of ten-cents per day is charged for overdue library books.

### **Liturgical Assemblies**

As part of the Religion Program, the school children and faculty/staff attend Mass once a week. Family and friends are encouraged to join the school community. Mass is at 8:15 a.m. in the Church. Students are trained to serve as altar servers, lectors, cantors, choir members, and multi-media team. The Church is the house of God; therefore, proper Church behavior is observed at all times.

### **School Assemblies**

On designated days of the month., the students, faculty, and staff will have school assemblies to have prayer services, the pledge, the school's mission statement, sing the national anthem and the school's Alma Mater, do Brain Gym activities, etc. Students are expected to observe proper decorum during the ceremony.

### **School Calendar**

The annual school calendar is given to the parents/guardians after re-registration or registration. Monthly highlights and/or changes are sent home on the monthly calendars.

### **School Night/Open House**

Parents/guardians are expected to attend the orientation meeting scheduled for the new school year. Each teacher will share the requirements and expectations for their respective grade level or subject.

### **School Portraits**

In the Fall season a professional photographer contracts with the school to take the students' pictures. All students are required to get their pictures taken, but they are not required to purchase the picture packets.

### **School Supplies**

A supply list is provided for the different grades and subject requirements. Supplies may need to be replenished throughout the year.

### **School Yearbook**

The school yearbook is printed annually. Students are encouraged to purchase yearbooks.

### **Telephone**

Students are charged 50 cents for the use of the telephone. There is no charge for an emergency phone call.

### **Textbooks**

Textbooks are provided for students to use on loan. Because of the high cost of textbooks, the family is responsible for the care of the textbooks. Books are to be covered. A fee will be charged for damaged or lost textbooks.

### **Visitors**

For security reasons, no visitor is allowed to go directly to the classrooms at any time. All visitors are to report to the School Office. Visits to the classrooms, library, playground, etc., must be pre-arranged and approved by the School Office.

#### **Authority to Direct Persons to Leave the School Campus:**

The School Administration is authorized to direct individuals to leave the school campus if they:

1. Threaten to disrupt school operations
2. Threaten to or attempt to do physical harm to school personnel, students, or others on the school campus
3. Threaten the health or safety of students, school personnel, or others on the school campus
4. Intentionally cause damage to school property or the property of others on the school campus
5. Use loud or offensive language on the school campus.

## **ORGANIZATIONS**

### **Parent-Teacher-Student Association (P.T.S.A.)**

All parents are expected to actively support the P.T.S.A. activities. The P.T.S.A. has a two-fold purpose:

1. To promote the welfare of children and youth in the home, school, church, and community.
2. To develop between the teachers and the community a united effort that will secure the highest advantages in the physical, mental, social, and spiritual development for every child.

### **School Board**

It is the function of the School Board to act in an advisory capacity to the pastor. Membership is for a three-year term.

### **Parent/Guardian/Friends Volunteers**

Volunteers are a vital part of the school. All help is encouraged and appreciated. Parents, guardians, and friends of Our Lady of Perpetual Help School, are asked to be library aides, homeroom parents/guardians/volunteers, chaperones on field trips, tutors, etc. Interested volunteers can contact the school office or the teachers. It is important that volunteers read, sign, and abide by the Volunteer Code of Conduct Agreement.

## **EMERGENCY SITUATION GUIDELINES**

In the event of illness or emergency, it is vital that the school personnel contact the parents or legal guardians; therefore, it is very important that parents'/guardians' and the designated contact person's home and work phone numbers be listed on the Emergency Forms in the school office. Parents/Guardians are responsible for notifying the school office immediately if there are any changes to the Emergency Forms. Note: When public school classes are cancelled or dismissed by the State Civil Defense Office, Our Lady of Perpetual Help School will follow the same directions. Also, Our Lady of Perpetual Help School will be closed, whenever the Department of Education closes its public school.

### **Earthquake**

If an earthquake of significant magnitude occurs on Oahu, we can anticipate considerable disruption to our transportation system. Please be assured that your children will be cared for until they can be safely picked up by individuals designated on the Emergency Form.

### **Fire Drills**

All students are instructed in fire drill procedures. Fire drills are held periodically to prepare students for an emergency. Fire alarms are signaled. Fire drill procedures are posted in each classroom, the library, the computer laboratory, the faculty/staff room, and in the school office. In the event of a fire, the school personnel will care for the students in parts of the facility that are safe. Parents will be notified to pick up their children as soon as possible.

### **Flooding**

Our school is not located in an identified flooding zone. However, if water begins to rise around our facilities, or in the event we are advised to evacuate, we will immediately move the students to another facility designated by the Oahu Civil Defense Agency: James B. Campbell High School or Ilima Intermediate School.

### **Hurricane/Tropical Storm**

If a storm does affect Oahu within 24 hours or less, we will monitor the storm and make a decision to close the school. Listen for Civil Defense information on the radio and TV. We will follow the directions for the public school in our area. When public school classes are canceled or dismissed by the State Civil Defense Office, we will follow the same directions.

### **Inclement Weather**

Classes will be suspended if in session or canceled if the health and safety of the school community is at risk. If the need arises, parents/guardians will be informed through the local radio and TV stations prior to the beginning of the school day.

### **School Closure**

Our Lady of Perpetual Help School will be closed, whenever the safety of all is concerned and the lives of all are threatened, especially during emergencies, earthquakes, hurricane/tropical storms, tsunamis, floods, etc. Also, Our Lady Perpetual Help School will be closed, whenever the Department of Education closes its public schools.

### **Threats - Bomb**

In the event of a bomb threat, be assured that the administration has a plan in place for the safety of the students.

### **Tsunami Warning**

Our school is not located in a tsunami evacuation zone, so we do not have to evacuate.

In the event of a Tsunami Warning:

1. Students will be cared for until parents/guardians can safely pick them up.
2. If a warning is issued before school opens, please keep your children home. School will be closed.

***SAFE ENVIRONMENT PROGRAM***

The “Policy on Allegations and Incidents of Sexual Misconduct” promulgated by the Diocese of Honolulu is incorporated in the handbook, “To Offer Healing, To Restore Trust,” first published in January 8, 2004. The handbook is available from the School Office.

The Church endorses the mandatory reporting provisions of H.R.S. Chapter 350 concerning child abuse. All Staff Members and Teachers/Catechists are required to sign an acknowledgement that they have read and understood the ethical and personal conduct policies of the Diocese of Honolulu.

Consistent with diocesan policy, Our Lady of Perpetual Help School, will conduct Safe Environment training as part of the religious education curriculum. A meeting will be held before the class is conducted to provide parents an opportunity to review the safe environment materials.

Consent for participation in this program is on the Parent Acknowledgment Form below. Kindly return The Safe Environment Program form found on page 16 (for your convenience, the form is provided on a separate sheet) along with the Contractual Agreement for Parents/Students Statement of Understanding found on page 22 (for your convenience, the form is provided on a separate sheet). These pages are not stapled in the Handbook and are to be returned to Our Lady of Perpetual Help School Office within ten days.

**Safe Environment Program**

Consistent with diocesan policy, Our Lady of Perpetual Help School, will conduct Safe Environment training as part of the Religious Education Curriculum. A meeting will be held before the class is conducted to provide parents an opportunity to review the safe environment materials.

\_\_\_\_ Yes, I give my consent for my child(ren) to participate in the Safe Environment training program.

\_\_\_\_ No, I do not give my consent for my child(ren) to participate in the Safe Environment training program. On the day this lesson is presented, my child will not attend religious education class and will be under my supervision.

\_\_\_\_ I will attend the parent class and make my decision at that time. (I understand that without written parent consent, a child may not attend religious education class on the day this lesson is presented.)

Student’s Name \_\_\_\_\_ Grade \_\_\_\_\_

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

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

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***PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE.  
(Kindly use the extra copy that was inserted in this Handbook.)***

## **RELIGIOUS EDUCATION PROGRAMS**

*“Go, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all that I have commanded you, And behold, I am with you always, until the end of the age.”*

Matthew 28:19-20

Our Lady of Perpetual Help Church and School continue the mission of Jesus Christ – from the Father and in the Holy Spirit for the salvation of all.

*Jesus Christ is the energizing center of evangelization and the heart of catechesis. Christ, the first evangelizer, is Himself the Good News who proclaims the Kingdom of God and accomplishes the salvation of all by His redemptive suffering, death, and resurrection. Catechesis unfolds the fullness of God’s eternal plan entirely in the Person of Jesus Christ. He is the Way and the Truth and the Life. Jesus Christ is at once the message, the messenger, the purpose of the message, and the consummation of the message. Only He can lead us to the love of the Father in the Holy Spirit and invites us to share the life of the Holy Trinity.*  
(National Directory for Catechesis, p. 4)

Opportunities to celebrate the seasons of the liturgical year, to grow in faith, and to interact with a faith community are provided for all students. Prayer is a part of the daily fabric of life at Our Lady of Perpetual Help School. Students begin each morning and end each day in prayer, and also pray before sharing meals together. The community gathers several times monthly in prayer at assemblies. In addition to being part of the required curriculum in each grade level, Religion classes extend, enrich, and develop students’ spiritual growth. The school community attends Mass at Our Lady of Perpetual Help Church once a week, at which time students play an active role in the liturgy, serving as lectors, altar servers, musicians, choir members, Power Point operators, and presenters of gifts.

Our Lady of Perpetual Help Church’s Mission Statement encompasses the mission of Jesus Christ: “Our Lady of Perpetual Help Catholic Parish is a faith-filled community for all cultures and ages dedicated to building the Kingdom of God. We come closer to God by following Jesus Christ through His Word and Sacraments. Through the Holy Spirit and with the intercession of our Blessed Mother, we provide a sense of belonging to all God’s people through prayer, service, and the sharing of our gifts for the praise and glory of God. Therefore, one of the specific goals of Our Lady of Perpetual Help Church is to proclaim the Gospel and bring people into communion with God through its Religious Education Programs.

*“The Eucharist is the summit of the Church’s life, for in it Christ associates His Church and all her members with His sacrifice of praise and thanksgiving offered once for all on the cross of His Father; by his sacrifice he pours out the graces of salvation on His Body which is the Church.”*

(Catechism of the Catholic Church #1407)

Students from Our Lady of Perpetual Help School are welcomed to participate in the parish’s weekend and weeknight programs. To fully participate in the summit of the Church’s life, baptized Catholics, who have reached the age of reason and who have been catechized for at least a year, are invited to prepare for the Sacraments of First Reconciliation and First Holy Eucharist. Our Lady of Perpetual Help School students are immersed in Our Lady of Perpetual Help Parish Religious Education Programs. Sessions are held on Sunday mornings at 8:00-9:00 a.m. and 10:00-11:00 a.m. for Grades K-6. The program starts in late August and ends in late May. It is encouraged, however, that each child completes the sacramental preparation process at his/her home parish.

Our Lady of Perpetual Help Parish also provides EDGE, a Catholic middle school youth ministry for early adolescents in Grades 6, 7, and 8. EDGE is designed to meet the educational, spiritual, emotional, and social needs of young adolescents. This program offers the middle school youth occasions to put their faith into action through a variety of service projects. It also works in conjunction with the church’s Life Teen program.

Registration is required to attend any of the Religious Education Programs. For more information contact Our Lady of Perpetual Help Church at (808) 689-8681.

## FINANCIAL INFORMATION

### ***Our Lady of Perpetual Help School*** 91-1010 North Road, Ewa Beach, HI 96706

#### TUITION CONTRACT 2012-2013

This contract establishes my/our financial obligations covering the enrollment of the following student(s) at Our Lady of Perpetual Help School for the School Year 2012-2013:

1 <sup>st</sup> Child's Name:	Grade:	Tuition:
2 <sup>nd</sup> Child's Name:	Grade:	Tuition:
3 <sup>rd</sup> Child's Name:	Grade:	Tuition:
4 <sup>th</sup> Child's Name:	Grade:	Tuition:
		<b>TOTAL:</b>

The Tuition Payment Plan I/we have chosen for the 2012-2013 School Year for my/our child(ren) is/are:

***(Please check one)***

	<b>Plan A: Full payment by July 1, 2012 (5% discount) through F.A.C.T.S. Payment Plan. After July 1, 2012, Plan B: F.A.C.T.S. Payment Plan is the only other option.</b>
	<b>Plan B: F.A.C.T.S. Payment Plan (June 2012 through March 2013)</b>

#### **FUNDRAISER ~ REQUIRED OF EACH FAMILY**

The Family Share/School Fundraiser required of my/our family that I/we have selected is:

***(Please check one)***

	<b>Plan 1: Contribute \$250.00 by July 1, 2012, or select Plan 2 Fundraiser.</b>
	<b>Plan 2: Participate in the School's Fundraiser with \$300.00 worth of tickets (returned tickets to be paid by the family), or other school fundraiser equaling \$300.00.</b>

#### GRADUATION FEES

My/Our child(ren) is/are in Grades 8 and/or K. The Graduation Fee(s) is/are due in November 2012.

	<b>Grade 8 Graduation per student.....\$150.00</b>
	<b>Grade K Graduation per student.....\$ 75.00</b>

I/We agree to pay my/our child(ren)'s tuition for the full School Year 2012-2013. I/We are to be bound by the terms and conditions of the Tuition Payment Preference that I/we have selected. I/We understand and agree that once my/our child(ren) start(s) school, the tuition will not be reduced, prorated or refunded if my/our child(ren) does/do not complete the academic year for any reason, including absence, illness, withdrawal, or dismissal. I/We understand and agree that if I/we do not pay all or any part of the tuition on time, Our Lady of Perpetual Help School may refuse to allow your child(ren) to attend classes. I/We understand that if I/we have chosen one of the F.A.C.T.S. payment options and Our Lady of Perpetual Help School is unable to process payments because I/we have closed the designated account or there are insufficient funds for the scheduled payment, this is considered a failure to pay tuition. I/we agree to be governed by the policies established in the Student/Parent Handbook. This agreement may not be amended except in writing and as agreed to by Our Lady of Perpetual Help School and the parties responsible for the tuition payments.

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**FINANCIAL INFORMATION**

***Our Lady of Perpetual Help School***  
***91-1010 North Road, Ewa Beach, HI 96706***

**TUITION PAYMENT PLAN A ~ PAYMENT MADE BY JULY 1, 2012**

All tuition payments are made through F.A.C.T.S. Payment Plan. If you choose to make the full tuition payment by July 1, 2012, you will receive a 5% discount. Please complete the F.A.C.T.S. Automatic Tuition Payment Agreement form. As of July 2, 2012, if you have not selected Tuition Payment Plan A, you will need to be on the tuition payment Plan B: F.A.C.T.S. Payment Plan.

**TUITION PAYMENT PLAN B ~ F.A.C.T.S.**

All tuition payments are made through the F.A.C.T.S. Payment Plan. Please complete the F.A.C.T.S. Automatic Tuition Payment Agreement form. Payments are budgeted beginning June 2012 through March 2013. Your last payment is to be made during the month of March 2013. Payments can be made either on the 5<sup>th</sup> or the 20<sup>th</sup> of the month. See the brochures for additional information. Please return your F.A.C.T.S. application form to our School Office no later than June 1, 2012 for processing. Your payments do not include an annual \$38.00 service charge made by you to the F.A.C.T.S. Tuition Payment System.

**Kindly use our school's F.A.C.T.S. ID #29394 when filling out the F.A.C.T.S. forms.**

+ + + + +

**TUITION & OTHER FEES POLICIES ~ 2012-2013 School Year**

- **Tuition Policy:** The tuition is paid only via Plan A or Plan B.
- **Returned Checks:** You will be charged \$25.00 for any check returned for any reason.
- **Refund Policies:**
  - 1) Registration fee of \$400.00 is non-refundable.
  - 2) Prior to the start of school, tuition payments are refundable with a service fee.
  - 3) Plan A – withdrawal in the following months will result in a percentage refund.
  - 4) Plan B – after the start of school, partial attendance in any quarter will result in full payment of that quarter.
- **Book Fees:** Textbooks and workbooks are included in the tuition payment. All textbooks are to be returned in good condition at the end of the school year. A fee is charged for lost and/or damaged books.
- **Late Payment:** Policies governing any late payments are covered in the Unpaid Tuition Policies. A 5% late fee for each month will be charged for any late payments.

**UNPAID TUITION & OTHER FEES POLICIES**

1. The purpose of this Unpaid Tuition Policy is to outline procedures in dealing with unpaid student tuition and/or other fees at Our Lady of Perpetual Help School.
2. When a student is determined to be in arrears in his/her tuition payments or other fees during the school year, the student's family will receive a letter advising them to make arrangements for payment of unpaid tuition or other fees with the principal of Our Lady of Perpetual Help School immediately. These arrangements may include either paying the tuition or other fees in full or making suitable arrangements as deemed appropriate by the principal. A 5% late fee for each month will be charged for any late payments.
3. In the event the payments are not made, the principal of Our Lady of Perpetual Help School has the authority to release the student from the school immediately, and send the account to a collection agency. The report card or other documents of the student can also be held in the School Office.
4. In the event the tuition or other fees balance are not paid in full by the end of the current school year, the principal of Our Lady of Perpetual Help School has the authority to deny the student admission to school at the beginning of the next school year.

**FINANCIAL INFORMATION**

**Our Lady of Perpetual Help School**  
 91-1010 North Road, Ewa Beach, HI 96706  
 Phone (808) 689-0474 + Fax (808) 689-4847

**REGISTRATION/TUITION/ GRADUATION FEES 2012-2013**

**REGISTRATION FEE**  
 The registration fee is \$400.00 per student and reserves a seat for the student. This fee covers some of the costs for the Student Accident Insurance, the standardized testing, the Diocesan assessment, the writing assessment, technology, WCEA/WASC & NCEA membership, and other fees.

<b>PARISHIONERS</b> (Verified Registered as Parishioners, Regular Mass Attendees, and Envelope Contributors of \$200 or more.)	<b>NON-PARISHIONERS</b>
<b>Grades K-8 Tuition Schedule</b>	<b>Grades K-8 Tuition Schedule</b>
Each Child ..... \$4,950.00	Each Child ..... \$5,150.00
*****	*****
<b>PAYMENT OPTION PLANS</b>	<b>PAYMENT OPTION PLANS</b>
<b><u>PLAN A</u></b> Full Payment by July 1, 2012 (5% discount)	<b><u>PLAN A</u></b> Full Payment by July 1, 2012 (5% discount)
<b><u>PLAN B</u></b> F.A.C.T.S. Payment Plan (June through March)	<b><u>PLAN B</u></b> F.A.C.T.S. Payment Plan (June through March)
*****	*****
<b><u>SCHOOL FUNDRAISER &amp; Family Share REQUIRED OF EACH FAMILY</u></b>	<b><u>SCHOOL FUNDRAISER &amp; Family Share REQUIRED OF EACH FAMILY</u></b>
<b><u>PLAN 1</u></b> Contribute \$250.00 by July 1, 2012 <b>Or</b> <b><u>PLAN 2</u></b> Participate in the School's Fundraiser With \$300.00 worth of tickets (returned tickets to be paid by the family), or other school fund- raiser equaling \$300.00.	<b><u>PLAN 1</u></b> Contribute \$250.00 by July 1, 2012 <b>Or</b> <b><u>PLAN 2</u></b> Participate in the School's Fundraiser With \$300.00 worth of tickets (returned tickets to be paid by the family), or other school fund- raiser equaling \$300.00.

**GRADUATION FEES**  
 The Graduation Fees are due in November 2012.  
 Grade 8 per student .....\$ 150.00  
 Grade K per student ..... \$ 75.00

***“Educating for Life!”***

**VOLUNTEER CODE OF CONDUCT AGREEMENT**

***Our Lady of Perpetual Help School***  
**2012-2013 School Year**

**VOLUNTEER CODE OF CONDUCT AGREEMENT**

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer’s Code of Conduct Agreement as a condition of my providing services to the children and youth of

**OUR LADY OF PERPETUAL HELP SCHOOL**

**As a volunteer, I will:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church/School activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or principal.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardians and the pastor or principal.
- Report suspected abuse to the pastor, principal, DRE/CRE, or appropriate supervisor and the local Child Protection Services Agency. I understand that failure to report suspected abuse to civil authorities is, according to the law, a petty misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

**As a volunteer, I will not:**

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

Volunteer’s Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer’s Signature: \_\_\_\_\_

Student’s Name(s): \_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_ Grade: \_\_\_\_\_  
\_\_\_\_\_ Grade: \_\_\_\_\_

*One copy for the volunteer and one copy for the school files.*  
Diocese of Honolulu, Honolulu, Hawaii

**CONTRACTUAL AGREEMENT FOR PARENTS/STUDENTS  
STATEMENT OF UNDERSTANDING  
2012-2013 School Year**

**Child's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

In cooperation with Our Lady of Perpetual Help School, I/we, the parents/guardians of the above registered child, hereby agree:

- A. To comply with the school policies as stated in the Parent-Student Handbook.
- B. To do the utmost to help in the total education of my child. I/We are the primary educators of my/our child. I/We understand that I/we must take an active interest in my/our child's work and behavior, and need to contact the school as soon as I/we am/are aware of any related problems. I/We also understand that I/we have an obligation to attend conferences that are scheduled to help my/our child's progress and to cooperate with the school in the resulting conclusions. I/We realize that negligence on my/our part will result in a request to withdraw my/our child from the school.
- C. To uphold the reputation and the spirit of the school. I/We understand that it is my/our duty to bring all problems to the attention of the proper school personnel and to try to help, in any way I/we can, to solve these problems.
- D. To fulfill all financial obligations. I/We understand the school's policy whereby a child must be withdrawn from the school in cases of delinquent tuition payments.

I/WE WILL NOT HOLD OUR LADY OF PERPETUAL HELP SCHOOL RESPONSIBLE FOR ANY HARM TO OUR CHILD DUE TO ACCIDENTAL CAUSES, OR TO OUR CHILD'S INATTENTIVENESS, LACK OF COOPERATION, OR DISOBEDIENCE WHILE PARTICIPATING IN ANY SCHOOL ACTIVITIES.

\_\_\_\_\_  
Parent's/Guardian's Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/Guardian's Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature \_\_\_\_\_  
Grade

***PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE.***

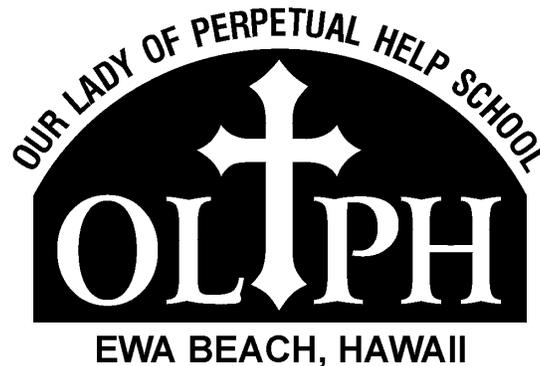
**(Kindly use the extra copy that was inserted in this Handbook.)**

***SCHOOL PRINCIPAL'S RIGHT TO AMEND  
THE PARENT-STUDENT HANDBOOK***

This Parent-Student Handbook is intended to describe our mission, philosophy, values, services, and structure of our school's educational program. Our school principal retains the right to amend the Parent-Student Handbook for just causes and is the final interpreter of the content of this handbook.

***CONTRACTUAL AGREEMENT FOR PARENTS/STUDENTS  
Statement of Understanding  
Page 22***

After the Parent-Student Handbook has been received and reviewed, the Contractual Agreement for Parents/Students ~ Statement of Understanding as found on page 22 that is not stapled in the Handbook is to be returned to Our Lady of Perpetual Help School Office on the seventh day.



***May the Lord bless you!  
May the Lord show His kindness to you!  
May the Lord bless and keep you in His love!***