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OUR LADY HELP OF CHRISTIANS ACADEMY

INTRODUCTION

This is the handbook that has been developed for **Our Lady Help of Christians Academy**, a school operating under the authority and management of the Society of St. Pius X. It is provided as a reference to school parents and students regarding school policy. **Our Lady Help of Christians Academy** is a private Catholic school for **grades K through 12** and is a 501 (c) (3) non-profit organization. **Our Lady Help of Christians Academy** does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration and hiring of personnel, admissions, or any other school administered programs.

OUR MISSION AND PHILOSOPHY

The mission of **Our Lady Help of Christians Academy** is to provide children of Catholic families with a thorough education founded upon traditional principles of education and discipline. Our ultimate goal consists in forming good citizens and good Catholics, in such manner that the whole person may be submitted to the reign of Our Lord Jesus Christ in the spiritual, moral, intellectual and physical spheres.

The basic task of the Catholic school is to cultivate the soil in which the Faith and the love of God can grow. The curriculum at **Our Lady Help of Christians Academy** serves this end by exposing the pupil in the various subjects to what is good, true, and beautiful; encouraging the child in body, mind and heart first to appreciate, then to embrace, created good, and thus leading him to embrace ever more firmly the Author of creation--the ultimate Good—God Himself. Although textbooks are a necessary tool in this process, they remain only at the service of the teacher, who takes the child by the hand, so to speak, and leads him along a wondrous path pointing things out, making distinctions, warning of pitfalls along the way. Learning is a profoundly human thing. It will be the love the teacher has for the subject matter that will spark a fire in the child and foster in him a love of learning which, it is hoped, will remain for the rest of his life.

ADMISSIONS

Admission packets are available through the school office. Once the admission application has been completed and submitted, child and parents are required to schedule a meeting at the school with the school Principal.

Kindergarten applicants must be 5 years old by August 1 of the summer preceding enrollment.

Each student must be academically prepared for the grade for which he or she is applying. Academic, testing and behavioral records from previous schools will be reviewed, and the prospective student may be asked to take an entrance examination before final grade placement is given.

Parents are asked to bring any learning, emotional or behavioral handicaps to the attention of the staff. Should any of these be severe, the Academy reserves the right to deny admission because of limited special education facilities and resources.

Religion is integral to the education offered at **Our Lady Help of Christians Academy**. All students must submit to the entire curriculum, as offered. This means they must attend all religion classes, conform to all school policies, and participate in all scheduled activities, religious or otherwise.

All new students are automatically considered on academic and disciplinary probation for a minimum of their first semester at the school.

ENROLLMENT OF NEW STUDENTS

Any child who was not enrolled in the school during the previous semester is considered a new student for enrollment purposes. The following is required for enrollment of a new student:

- A letter of recommendation from student's Pastor or from the most current teacher the student has had in class

- Proof, on letterhead, from the previous school that all fees were up-to-date at the prior school that the child attended
- All academic, standardized test, and behavioral records
- Completed registration forms
- Registration and book fees paid
- Official birth certificate (copy)
- Physical examination, including hear and vision screening, and documentation by physician
- Baptismal and sacramental certificates (copies)
- Official custodial documents, when applicable (original)
- Updated / completed immunization record or signed conscientious objection card (state law prohibits attendance in school if immunizations are not current by the opening day of the term)
- Meeting with the Principal

RE-ENROLLMENT OF RETURNING STUDENTS

In order for registration to be considered complete for an upcoming academic year, the following must be done:

- All registration forms must be completed and turned in by deadline
- Grades and behavior of students demonstrate effort for successful learning
- Fees and tuition payments must be current
- Registration and book fees paid.
- Updated / completed immunization record or signed conscientious objection card (state law prohibits attendance in school if immunizations are not current by the opening day of the term).
- Health records updated. Physicals, including hear and vision screening, are required upon entering K, 4th and 6th grades.
- Custodial / legal documents provided and up-to-date

COLLABORATION BETWEEN THE FAMILY AND SCHOOL

In the effort to provide a true Catholic formation at **Our Lady Help of Christians Academy**, the cooperation of the parents is needed. The Academy is striving to implement the laws of God and discipline of the Church, which are necessary for the sanctification of the soul, as well as for the proper intellectual development of the student. Parents must help the School in this effort; otherwise all efforts will be in vain. Parents are asked, therefore, to observe the following:

1. **Communication of Necessary Information:** Parents are requested to provide any information concerning health, physical deficiencies, spiritual or intellectual weaknesses or strengths of the child that would be helpful or necessary in the proper formation of the child.
2. **Regulation of TV, Recreational Internet Use and Other Electronic Games:** Parents are urged, short of getting rid of the television and electronic games and the forbidding of all recreational internet use by their children, to regulate their use strictly. Indeed, their use should be prohibited during the week. These things are not only distractions to the intellectual and spiritual progress of the student, but are downright destructive to him/her.
3. **Resolution of Dissatisfaction or Problems at School:** If children express any dissatisfaction or problem they may be having at school or with the teacher, parents are asked to withhold judgment until the “other side of the story” is obtained. The student should not immediately be believed to be in the right. The parents should, therefore, go directly to the person involved before making any judgments or doing anything else.

4. **Order of Recourse:** Recourse is to be had firstly to the teacher involved, and secondly to the Assistant Principal. Direct recourse to the Principal is justified if the problem remains unresolved after recourse to the Assistant Principal. It is likewise justified when a complaint concerns a general school policy or some matter that cannot be delicately presented to the teacher or Assistant Principal.
5. **Discretion of Discussion:** Parents are asked not to discuss with, or in the presence of, the student any faults, difficulties, or problems, real or imagined, with the Academy or any of its staff. This only serves to make the child lose respect for school or staff.
6. **Supervision of Homework:** Parents must see that their children get their homework finished, and finished properly. Any assistance they can give their younger children, especially in drilling them in their catechism, spelling, and vocabulary would be most welcome, but they must not do the homework for them.
7. **Importance of the Involvement of Students' Fathers:** In the interest of God's order in the family, familial authority, and the hierarchy of Catholic fatherhood, fathers, in particular, will impose upon themselves the duty to oversee seriously the education of their children. They will take an active interest in school activities, the curriculum taught, and the progress made by their children.
8. **Financial Obligation of Parents to School:** Parents will fulfill all points of the tuition contract, including the support of official fundraisers to the best of their ability.

SPIRITUAL FORMATION

While the Academy recognizes its duty to promote and advance spiritual growth, it cannot substitute for, or take over, the spiritual practice of the home. It fulfills only a supplementary role; it is an extension of the home and is intended to be a help to parents and to confirm the formation given in the home.

The child's religious attitude and practice, therefore, must be learned and habits must be formed primarily in the home! If there is no prayer and religious practice in the home, or if there is bad example in the home, the school will no be able to undo or effectively counteract that indifference or evil. Therefore, we ask parents to cooperate with us in providing a well-rounded religious setting.

In this regard, the parents are encouraged to familiarize themselves with the activities of the school, the prayers, and the various seasonal practices that the Academy may employ to foster piety and spiritual growth, and to assist and to support us in them.

The Holy Sacrifice of the Mass, from which all grace flows, will be attended by the students whenever required.

In addition to Mass, there will be daily prayers before and after school, and at meal times. Students will be able to take advantage of devotions proper to the various seasons of the Liturgical Year.

The children will be given the opportunity to go to confession each month, as a school.

All students are required to have their own missals and rosaries. Girls must also have their own white chapel veil.

SCHOOL DAY SCHEDULE

General Schedule: The school day for all grades consists of classroom instruction, recess, and lunch. School is in session Monday through Friday from 7:55 a.m. to 3:15 p.m. Kindergarten is in session Monday through Friday until 12 noon.

Daily Schedule:

School Doors Open: The school doors will open at 7:30 a.m. when the teacher on duty opens the doors. (The school takes no responsibility for students before 7:30 a.m. Students should not be left unattended in the church or on the school premises.)

Hourly Schedule:

LOWER SCHOOL

7:55 a.m.	First bell
8:00 a.m.	Line up, prayers, attendance
Noon	Lunch and Recess
1:00 p.m.	Afternoon Classes Resume
2:50 p.m.	Rosary
3:15 p.m.	Dismissal

UPPER SCHOOL

7:55 a.m.	First bell
8:00 a.m.	Line up, Rosary
9:50 a.m.	Break
11:20 a.m.	Lunch Prayers
11:25 a.m.	Lunch
12:10 p.m.	Afternoon Classes Resume
3:15 p.m.	Dismissal

ARRIVAL TIME AND POLICY

School Hours Of Operation

School is considered "in session" from 7:55 a.m. until 3:15 p.m. The school doors are open from 7:30 a.m. until 3:40 p.m. It is important that students arrive on time, every day, for maximum learning to take place. On early dismissal days, release time is Noon, unless otherwise noted by the administration.

Carpools

All those who participate in carpools accept responsibility for all members of their carpool agreement. If one member of the carpool is to be dismissed late from school, it is the driver's (and parent's) responsibility to ensure that all of the other members are picked up on time and under proper supervision. It is the responsibility of carpool members to notify the school in writing of carpool permission and participation, and subsequently of any changes that occur with the carpool arrangements.

Student Drivers

High School students who have their license may drive themselves and immediate family members to school if written permission is granted by their parents. Under no circumstances, however, are students to drive anyone other than immediate family members to, from, or for any school-related activity.

Rules for Arrival At School

- Students must not arrive before 7:30 a.m. and will not be allowed into the school until this time. The Academy will not accept responsibility for any student who arrives before this time.
- Students should come prepared to do silent reading or some other form of silent occupation as a study hall environment will be maintained until line-up.

Rules for Departure (Dismissal)

- School dismissal is at 3:15 p.m.. Students must be picked up promptly, and in no event after 3:40 p.m. Teachers will make every effort to ensure that your children are promptly ready for pick-up at the dismissal time.
- In the event of an emergency requiring alternative transportation arrangements, parents must contact the school and inform the faculty of these arrangements.
- Students who will be picked up late will have silent study hall until the parents arrive. Parents must come into the school to pick up their children if the students are picked up after dismissal time.
- Once parents have arrived for pick-up, students are considered under their care and supervision. Students will be expected to be with their parents at these times. Students are not to be left unsupervised in the school building or on school premises.
- Students will be dismissed from the academy, as a group, after the dismissal prayer has been sung. The teachers on dismissal duty will walk the students to the parking lot
- Dismissed students are expected to go directly to their carpool. There will be no playing outside until the teachers on dismissal duty have gone back inside of the school with the students whose carpools have

not arrived. The teachers will take these students inside as soon as no more students are walking to cars. This ensures that all children have been picked up and are being supervised appropriately.

Early Departure from School During the School Day

The student's teacher and the assistant principal must be informed, in advance, of any student who needs to leave the school premises before regular dismissal. This is to be done in writing, and the note must indicate the reason for dismissal (e.g. dental or doctor appointment). Parents are expected to schedule these kinds of appointments outside of school hours whenever possible.

Parents who need to pick up children during the school day must come to the child's classroom to pick him up.

If someone other than a parent or the regular carpool driver will be picking up the child for an appointment, the school must be notified of the fact in advance.

ATTENDANCE AND ATTENDANCE POLICY

There is a close relationship between school attendance and scholastic performances. Students are expected to attend school every day that is in session. Lower School Students who are absent from school more than 18 times in an academic year and upper school students who are absent more than 9 times in a semester *may be retained in the same grade* for excessive absenteeism. The Principal will make the final decision when this is an issue.

Absence Policy

If your child will be absent from school, the school office should be notified by 9 a.m., and the reason for the absence mentioned. If a student will be absent for an extended period of time, arrangements must be made with the school in regards to the child's schoolwork.

Students returning to school after an illness or absence must bring a written note of explanation, which should be given to the homeroom teacher. Absence due to sickness exceeding five consecutive academic days requires a note from a physician explaining the reason of the absence.

Student absences for which no excuse has been given by the parents will be considered unexcused. Unexcused absences may call for disciplinary action, and all homework missed on account of unexcused absences will receive a zero.

Students who are at school less than 2 hours will be marked "absent" for a full day. Students who are at school for at least 4 hours will not be marked absent. Any student who must leave school before completing 4 hours and who have completed at least 2 hours will be marked as ½ day absent.

If a student is taken out of school before the end of the academic year and class work and final exams are not completed prior to the departure of the student, the student is subject to a grade of INCOMPLETE on his or her final report card.

Students who are absent for more than ½ day may not participate in any extracurricular activities on that same day, including play or sports practice.

Foreseen Absences

If the absence is one that is foreseen, the school must be notified by a note from the parents beforehand. Planned absences of more than one day (for special occasions such as out-of-town trips, weddings, etc.) require the further permission of the Principal.

As much as possible, parents are asked to avoid scheduling appointments or making other plans that would take the child away from class time. Vacations in particular should be planned around the school schedule, this to avoid sending a compromising message to children regarding the importance of academics and duty of state, and to avoid disrupting the school.

Teachers will not be responsible for preparing work, in advance, for vacation periods outside of those scheduled within the academic calendar. Teachers are under no obligation to give special permission to students who are absent.

Tardy Policy

Students are to arrive at school NO LATER than 7:50 a.m.. Any student who arrives after this time will be marked “tardy” for the day. Six tardies will constitute an unexcused absence.

Students who come late to school must report to the secretary, presenting her with an excuse from his/her parents (or the parent bringing them may speak with the secretary) and then proceeding either to the chapel for rosary or to their classroom.

Barring the occasional difficulties that all experience, seeing that students arrive at school on time is a matter of justice—toward the teacher, whose activities are planned; toward the other students, whose learning is disrupted or delayed by tardiness; and especially for the late student who begins the school day out-of-sync with the rest of the class and is embarrassed by the tardiness.

CALENDAR

Each year, the academic calendar is prepared and distributed to the parents. It is the parents’ responsibility to be aware of important dates and functions. Parents will be notified of any changes to the calendar, should they occur. Working parents should take special note of the days on which students do not have school, early dismissal days, conference dates, etc., and they should arrange their work schedules, in advance.

MEALS AND MEAL POLICY

EVERY CHILD IS OBLIGED TO BRING A LUNCH EVERY DAY.

Breakfast: On days when there is Mass, students should bring a breakfast to school. Students have about 10-15 minutes for breakfast. Students are allowed to visit during breakfast as long as this privilege is not lost.

Lunch: All students should bring lunches to school each day. Please mark all containers with the family name. Good manners are expected at the table. Please go over manners with your children. The first few minutes of lunch, students are to eat silently. These minutes of silence help to ensure that the students eat the lunch provided them.

Heating Meals at School: Teachers will not be able to heat up your child’s breakfast or lunch, due to limited time. Parents are asked to send meals that do not need to be heated or to use a container that will help retain the heat for the food.

HEALTH POLICIES

Communicable Diseases / Exclusion from School

A student suffering from a contagious illness such as the flu, pink eye, chicken pox, mumps, measles, strep throat, etc. will not be admitted to school. Students suffering from a bad cold are also to be kept home.

Please report all communicable diseases to the school office. Communicable diseases include but are not limited to: chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, ring worm, roseola, strep throat, German measles, mononucleosis, scarlet fever, etc. Please call school office before sending a child if you are unsure if the illness is communicable or not. When in doubt, keep the child home.

Food Allergies

Food allergies are potentially dangerous. It is the family’s responsibility to notify the school of any allergies.

Illness and Injury

Parents will be notified immediately in the case of serious illness or injury that occurs at school. Children will be sent home only in the care of the parent or the person designated by the parent.

Immunizations

State law requires children enrolled in a Colorado school to be immunized against certain diseases, allowing for certain exceptions, including conscientious objection. A pupil immunization record must therefore be submitted upon enrollment of a child in the Academy, and updated as required.

Medications

Students may not self-medicate, and the school may not dispense medication on its own authority. Students who need to take Tylenol, Advil or another similar medication, must call for permission each time this medication is to be taken. Students who need to take these medications on a regular basis will need to have a written permission on file. This permission must be written in ink, dated, and signed by the parents.

When possible, medications should be administered at home by the parent. Parents should ask doctors to help them meet this dosing schedule so that medications do not need to be administered at school.

The parent/guardian must provide written permission and directions for administration of any medication to a student at school. These written requests must be provided to the school from the physician. Diagnosis and or type of illness to be treated must be identified. The name of the drug, dosage and administrative directions must be included.

Prescription medication and other medication must be brought to the school in its original container, appropriately labeled by the pharmacy or physician, and given to the teacher. Dosing directions should be clearly marked on the container.

First time medications will not be given to the students by school personnel.

GRADE SCHOOL CURRICULUM

The curriculum for kindergarten through eighth grade includes the following subjects: Religion, English Grammar, Mathematics. Reading and Literature, Writing, Spelling, Phonics, History, Geography, Science and Nature Study, Latin, Penmanship. They will be taught at the appropriate developmental level for each grade.

Besides these basics, an important place in the curriculum is given to music (sacred and secular), poetry, art and drama. Doing skits, copying and drawing pictures, dramatizing poetry and singing, and doing projects and presentations are encouraged in all the other subjects. Students in the third through sixth grades will study introductory French, and all grade school students will have structured physical education classes.

Religious Instruction

Formal religion classes take place each day. Classes include an ordered presentation of the Catholic Faith through the study of Christian Doctrine, Bible History, the Mass, the Liturgical Year, the Life of Our Lord, and the Lives of the Saints.

Teachers strive to teach and explain the Faith through the use of examples, analogies, anecdotes and catechetical lessons involving memorization.

The students are encouraged to develop a spiritual life in union with the liturgical and sacramental life of the Church.

Reading and Literature

A great emphasis is placed on the literature-based reading program. Students are exposed to the Classics and the school uses Dr. John Senior's "Thousand Good Books" as a guide.

Everyone loves a story and studies indicate that we learn well through their use. Our Lord, Himself, taught us in parables because He knew their value in educating others to natural and eternal truths. A good book affects the heart and soul in such a way that life can actually be experienced through them.

Good literature is essential even to the proper and healthy development of the spiritual life. Through it, we learn about ourselves, essential to spiritual growth. We also learn about human nature in depth, including its natural strengths and weaknesses. We see human nature at both of its extremes – the best and the worst – and students are thus subtly taught to desire the noble life and to despise the life that destroys the soul.

Other Subjects

The other subjects studied in the classroom are kept simple and are geared towards the nature of the student learner. Memory work is often required, especially in catechism and poetry. Mathematics teaches accuracy, order, and logic. Science teaches the children about God's beautiful plan in nature and in the order of the world. History complements the studies about human nature and the world in which we live, bringing to life true heroes and real life consequences. Geography and Map Skills teach students about the world and invite them to learn about the cultures of the world and how other children of God live their daily lives.

UPPER SCHOOL CURRICULUM

The main goal of a classical education is formation. Classical education is based on the idea that human reason can discover and understand an order outside itself, the order created by God.

At **Our Lady Help of Christians Academy**, we seek not merely to convey information to the students, but rather to form their minds – that is, to teach students how to learn for themselves.

Students receive a general and integral view of things due to the intimate unity of all subjects. They learn to be able to think in an orderly fashion, and to speak as clearly as they think.

As education is largely accomplished by imitation, our students learn from the ancients and the saints through literature, history, philosophy, and religion. By opening to them the treasures of knowledge with a purpose much wider than merely achieving good grades, we awaken in the students the love and thirst for learning. By teaching them to think critically, we fittingly prepare them to face the concrete conditions of the world.

Course Distribution

7th Grade

Church History
Grammar
Geography
Life Science
Algebra ½
Music
Art
Physical Education

9th Grade

Apologetics
Latin I
Grammar & Composition
American Literature
American History
Introduction to Scientific Principles
Geometry
Music
Art
Physical Education

8th Grade

Baltimore III / Bible History
Grammar & Composition
Colorado History
Earth Science
Algebra 1
Music
Art
Physical Education

10th Grade

Catholic Formation
Latin II
Composition & Speech
World Literature
World History I
Biology
Algebra II
Music
Art
Physical Education

11th Grade

Life of Christ
 Rhetoric
 Spanish I
 Ancient History
 Physics
 Algebra III
 Music
 Art
 Physical Education

12th Grade

Catholic Social Principles
 World Literature
 Spanish II
 World History II
 Chemistry (or elective)
 Computer / Excel (elective)
 Music
 Art
 Physical Education

GRADING AND ACADEMIC DISCIPLINE

Grading Scale

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	74-76
C-	71-73
D	65-70
F	Below 65
I	Incomplete, F after 2 weeks

Academic Discipline

- Report cards are issued at the end of each quarter. They will be sent home and must be signed and returned to the Academy as soon as possible.
- Grades are awarded to students according to the percentage scale. A score of 65% or above constitutes a passing grade.
- In order to be advanced to the next grade, students must maintain at least a composite average of 65% in the major subjects (religion, language skills, literature, history, math, science, Latin) and must not receive a “D” or an “F” in three or more major classes.
- Students in 5th grade or higher who fail one or more major courses in one academic year will be required to remediate the coursework missed, according to the parameters set by the academy. Failure to successfully remediate according to school guidelines will necessitate a review and possible testing before the student can be promoted.
- Any student receiving a “D” or an “F” in three or more classes will be placed on academic probation for the following two quarters. Should no progress be made during that time, the parents will meet with the Principal to determine a proper course of action, which may include expulsion.
- Failure of a major class in the quarter immediately following probation will result in another probationary semester or expulsion at the discretion of the Principal.
- All academic discipline and consequences are at the discretion of the Principal.

Deficiency Reports

Deficiency reports will be sent out after the 4th week of each quarter for all students doing “D” or “F” work in any subject. Deficiency reports may also be issued when there is a pattern of poor conduct. The report includes comments and recommendations from the teacher.

If you are concerned about your student’s performance and you do not receive a deficiency report, please be sure to contact your child’s teacher.

Each quarter, deficiency reports are sent home at mid-quarter. Students still have the opportunity to improve academic or behavioral performance, as necessary. These forms are for you to keep and do not need to be returned unless it is marked as such.

Parent-Teacher Conferences

Parents of grade-school students are asked to attend the parent-teacher conferences at the end of the first and third quarters, at which they can discuss with the teacher the student's grades and the general academic, character, and moral development of the student.

There are no formal parent-teacher conferences for parents of high school students. Consultations may be arranged privately with the teacher at any time.

HONOR ROLL

From the 4th grade on, students are eligible for the Honor Roll. Honor Roll criteria are as follows:

Principal's Honor Roll

Final overall average in major subjects of 96% or above, with no final grade in any subject below a 93%

A Honor Roll

Final overall average in major subjects of 93% or above, with no final grade in any subject below a 90%

B Honor Roll

Final overall average in major subjects of 90% or above, with no final grade in any subject below a 85%

The purpose of the Honor Roll is to award outstanding scholastic achievement. We honor these students who are highly motivated, responsible, hard working, and demonstrate good character. Students who receive any conduct grade of "C-" or less will be ineligible for Honor Roll. Likewise, a student who has been suspended for any reason will not be eligible for Honor Roll.

HOMEWORK AND HOMEWORK POLICIES

Homework, general

Homework assignments are designed to instill responsibility and to encourage time management and independent study habits on the part of the students. Assignments are geared to meet the needs of the individual child and to foster his growth potential.

It is the responsibility of the student to turn in assignments on time, and to obtain homework assignments from his teacher when he has been or will be absent.

Homework is the responsibility of the parent as well as the student. Although parents are not to do the work for their children, their cooperation is needed to see that the student has enough time and a *suitable environment* in which to complete assignments

Homework Time Guidelines

Students can be expected to spend time on homework according to the following schedule:

Kindergarten:	15 minutes; also reading at night
1 st and 2 nd grades:	30 minutes; also reading at night
3 rd through 4 th grades:	1 hour
5 th through 8 th grades:	1 ½ hours
9 th through 12 th grades:	2 hours

Teachers will strive to give assignments that are reasonable for the time allotted. Students may be asked to do a bit more on the weekends, and some students may also have supplemental homework, e.g. tutoring and or make-up work.

These are general guidelines, and will depend somewhat on the child's ability to work diligently and efficiently. Should a child consistently be required to spend significantly more time than this on homework, parents are encouraged to speak with his teacher.

Homework and Classwork Expectations

Teachers are instructed to expect a child's best work. Assignments that are incomplete or completed poorly may need to be redone. Students should take time to use correct spelling and to avoid numerous crossouts.

Likewise, homework papers should be kept in a folder to prevent them from becoming ragged. Food and spills on assignments will make the work unacceptable.

Homework must be done on loose-leaf notebook paper or the handwriting paper required by the teacher. Assignments should not be completed on spiral notebook paper.

Late Work

Assignments must be done by the morning of the day they are due. Late assignments will be penalized percentage points for each day they are late. Work may not be accepted after the fifth day that it is late, at the discretion of the teacher.

Homework Requests When Students Are Absent

It is the responsibility of the student to obtain missed assignments from his teacher. If your child is absent and you wish to obtain assignments for him, please call the school office *no later than the morning* of the day the work is desired. Assignments may be picked up at the end of the school day or they may be sent home with siblings.

Students who have been absent from school will have 2 days for each day absent to complete and turn in make-up work.

Note: Long-term projects and assignments that were given prior to a student absence are due on the original date announced and are to be delivered to the school on that date. Students do not have extra time to complete such assignments without a reduction in grade. Likewise, if a test was announced prior to an absence, the student will be expected to take the test the day he returns to school, as this material was already covered in class and student mastery of the material is already expected.

Homework Notebook

Students in grades 1 – 6 will use the Homework Notebook available through the school. This is a mandatory item for these students. This notebook is meant to help students organize and prioritize their homework and special assignments.

Parents are expected to check their children's homework notebook, each evening. Parents should review their children's work to see what has been assigned has been completed and completed well. Parents should sign off on the homework notebook in the section for parent signature only after the review of work has been done and the work has been completed with satisfaction.

UNIFORMS AND UNIFORM POLICY

The purpose of the uniform is to act as a visible sign of the union of all students striving towards the same goal. By wearing their uniform, students represent the Academy and its noble purpose, namely, the Catholic education of youth and sanctification of souls. Consequently, they should always show respect and care for their uniform. The following requirements are to be noted:

Hygiene and Presentation

Cleanliness is next to Godliness. Students should and are expected to bathe regularly. Likewise, uniforms should be clean, pressed, and in good order. Uniform items that are torn or in otherwise bad condition need to be replaced.

Students are expected to be in full uniform when they arrive at school. Students are expected to wear their complete uniform while on the school property, even after school. Shirts must be tucked in and ties worn. Sweaters and sweatshirts other than those with the school emblem on them may not be worn.

Policy Regarding Make-up

Make-up and cosmetics may not be worn by students. Medicated bases prescribed by a physician may be worn. This permission will be granted with a physician's note kept on file. Fingernail polish is considered make-up and may not be worn at school.

Policy Regarding Jewelry

Girls may not wear jewelry while at school. A necklace with a single religious medal will be allowed. If a girl has pierced ears, she may wear a "stud" earring. Boys may not wear earrings.

Policy Regarding Hair

Fad hairstyles in boys or girls are not acceptable and will not be allowed at school. Boys must have their hair cut traditionally, off the collar and ears. All of the following, for boys, are unacceptable: pony tails, side burns and colored/bleached. Girls' hair must be pulled back or otherwise kept off of their faces.

Uniform Order Forms

Uniform order forms may be obtained from the school office. Boys' sweater vests and girls' jumpers and skirts must be purchased from the designated uniform supply company. Other uniform components (shirts, ties, etc.) may be purchased from the uniform companies or from any other retailer.

Required Uniform for Girls, K-6

- ♦ Two uniform jumpers, which extend to at least 2 inches below the knee (Extra length (if necessary) is available from the uniform company as a special order. If you need to order extra length, be sure to indicate this on the order form and allow additional time for delivery.)
- ♦ Peter Pan Collared White Blouses, long or short sleeved
- ♦ Navy Cardigan Sweater
- ♦ Navy criss-cross tie
- ♦ White or navy blue knee socks or anklets. (Navy or white tights may also be worn.)
- ♦ Socks must be visible and be true anklets or knee-highs.
- ♦ Black, dark brown, or navy shoes; clean and polished; no high heels or funky soles
- ♦ One white triangular shaped chapel veil
- ♦ Girls must be dressed appropriately for all kinds of weather. When they wear boots, they should bring school shoes to wear in class.
- ♦ Athletic/tennis shoes are required for playground

Required Uniform for Girls, 7-12

- ♦ Two uniform skirts, which extend to at least 2 inches below the knee (Extra length (if necessary) is available from the uniform company as a special order. If you need to order extra length, be sure to indicate this on the order form and allow additional time for delivery.)
- ♦ Peter Pan Collared White Blouses, long or short sleeved
- ♦ Navy Cardigan Sweater
- ♦ Navy criss-cross tie
- ♦ White or navy blue knee socks. (Nylons or navy or white tights may also be worn.)
- ♦ Black, dark brown, or navy shoes; clean and polished; no high heels or funky soles

- ♦ One white triangular shaped chapel veil
- ♦ Girls must be dressed appropriately for all kinds of weather. When they wear boots, they should bring school shoes to wear in class.
- ♦ Athletic/tennis shoes are required for playground

Required Uniform for Boys, K-6

- ♦ Navy blue trousers; high waist, full cut, straight legs
- ♦ Trousers with belt loopholes
- ♦ Black belt
- ♦ Plain white OXFORD cotton or cotton-polyester button-up shirts (long or short sleeves)
- ♦ Plain white t-shirts worn under uniform shirts
- ♦ Navy blue or black socks
- ♦ Black shoes; clean and polished
- ♦ Navy sweater vest (available from the uniform company)
- ♦ Navy Tie, appropriate size (available from the bookstore or the uniform company)
- ♦ Boys must be dressed appropriately for all kinds of weather. When they wear boots, they should bring school shoes to wear in class.
- ♦ Athletic/tennis shoes are required for playground

Required Uniform for Boys, 7-12

- ♦ Khaki trousers; high waist, full cut, straight legs
- ♦ Trousers with belt loopholes
- ♦ Black belt
- ♦ Plain white OXFORD cotton or cotton-polyester button-up shirts (long or short sleeves)
- ♦ Plain white t-shirts worn under uniform shirts
- ♦ Navy blue or black socks
- ♦ Black shoes; clean and polished
- ♦ Boy's navy sweater vest (available from the uniform company)
- ♦ Navy Tie, appropriate size (available from the bookstore or the uniform company)
- ♦ Boys must be dressed appropriately for all kinds of weather. When they wear boots, they should bring school shoes to wear in class.
- ♦ Athletic/tennis shoes are required for playground

Recreation Uniform, Boys

- ♦ P.E. Uniforms (shirts and athletic pants) are supplied by the school.
- ♦ Athletic shoes

Recreation Uniform, Girls

- ♦ P.E. Uniforms (shirts and skirts) are supplied by the school.
- ♦ Athletic shoes

NOTE: Girls must always wear modest skirts, dresses, or jumpers whenever on school or church grounds. Parents, visitors and volunteers are also expected to follow these guidelines and expectations whenever on campus.

RECESS

Recess is held outside most days of the school year. Students will go outside as long as the weather is 20 degrees F or greater, weather permitting. Parents are to ensure that their child is appropriately dressed for the weather when coming to school.

Generally speaking, if a student is well enough to be at school, the student is well enough to go to recess. A physician's request to be excused from recess will be honored. Children who need to stay in at recess to recover from an illness will need a note from a parent to this regard. If your child needs to stay in more than 3 consecutive days, a doctor's note will need to be provided. No child will stay in for recess without a note.

Students may occasionally be held inside for make-up work or extra help. Students who are held inside for these things will be expected to go outside for at least part of the recess.

GENERAL SCHOOL RULES AND GUIDELINES

Character training is an important element at **Our Lady Help of Christians Academy**. Loyalty, respect, and good manners, as well as immediate, cheerful cooperation, are expected from all students.

Discipline is the result, in large measure, of the pupil's natural response to the teacher's gentle but firm command of respect rather than rigid enforcement of a long list of rules. Some rules, however, are necessary, and the children must be made aware of them. The following are designed to maintain order and to help the students develop habits of etiquette, courtesy, culture, and of the intellectual and spiritual life.

Items Not Permitted on School Premises

The following are not to be brought to school:

- Cell phones
- Entertainment devices such as radios, tape/CD players, cassettes, CDs, DVDs
- Toys such as pretend weapons and electronic games
- Books, magazines, pictures, comics, letters, notes, etc. of immoral or otherwise inappropriate content
- Any drugs or alcoholic beverage
- Any tobacco or smoking utensil, including matches, lighters, etc.
- Weapons of any kind

These and any other inappropriate items will be confiscated by the teacher.

General Classroom Behavior

- Students are to raise their hands and wait to be called upon before asking or answering questions.
- As a gesture of respect, students will stand to ask or to answer questions, or to read out loud.
- Students are to stand and respectfully greet all adult visitors to the classroom. They will address the adult according to his/her proper title: Father, Sister, Mr., Mrs., Miss, etc.

Lunchroom Behavior

- Students are to bring a bag lunch. Soda is not allowed, and candy deserts are discouraged.
- The microwave and all kitchen appliances are off limits to all students.
- Students will clean up after themselves and assist in overall cleanliness of the cafeteria.

Playground Expectations

- All students are expected to go out for play during recess. If a student must stay in for health reasons, or is not permitted to participate in recess activities, a written note is required.

- All students must have a change of footwear for recess and proper clothing for cold weather.
- Students will exhibit good sportsmanship and practice charity.
- For safety reason, rough horseplay and tackle football are not permitted. Snowball fights will be permitted only when conditions are safe, as determined by the playground supervisor.
- Children must remain within the boundaries laid out to them, and are not allowed near the roads or behind fences.
- During inclement weather, recess will be indoors. Running and other horseplay are not permitted inside the school.
- Students will not bring personal toys to school.

Parties and Gift Deliveries

- **Birthday Parties:** While birthdays are a special day in a child's life, a uniform treatment of birthdays is important for purposes of harmony in the school and with school families. All arrangements for individual birthdays must be approved by the principal or vice principal.
- **Feast Day and Holiday Parties:** Teachers, parents and students will not arrange classroom parties other than those approved by the school Principal. Classroom parties that are approved will take place no sooner and no longer than the last class period of the school day.

Respect for School Property

- Vandalism (including defacing of desks or books) and any abuse of school property will not be tolerated. *Parents will be billed for damages and the student will be expected to do any necessary clean-up work.*
- Students will help maintain an orderly environment in the school by properly looking after their own belongings and by cleaning up after themselves.
- Students shall keep their hardbound textbooks covered at all times. The cover should include Title, Subject, Grade, and Student. *Books damaged beyond use or lost must be replaced at the parent's expense.*
- There should be no expectation of locker or desk privacy. Students are advised that lockers, desks, and any property of the premises are considered school property.

Rest Room Use

- Students will use only those bathrooms designated for their use. High school students will not be permitted to take restroom breaks during class time.
- When Mass is celebrated, students will use the restroom beforehand. Students will not be permitted to visit the restroom during Mass.

Miscellaneous Items

- Silence is to be maintained in classrooms, hallways, and bathrooms at all times, except during recess and break time, when moderate noise is permitted.
- Running, jumping, and rough housing are not permitted in any part of the school building.
- Gum chewing is not permitted on school premises.
- Use of the school phone will be permitted only in emergencies, and permission must be obtained from the Vice-Principal.
- Under no circumstances will students be allowed to leave school premises during the school day without written permission.

DISCIPLINARY MEASURES

Our Lady Help of Christians Academy applies the principles of Catholic education in disciplining its students. The key to education is to win the heart of the student. The Educator who shows that he has always the students' best interests at heart will be loved by them, and they will willingly allow themselves to be formed by him. Personal contact with the students that demonstrates kindness, patience, and charity is thus essential. The model of all teachers being Our Lord Jesus Christ, it is from Him that this approach is learned, and experience shows it to be most effective in helping a child to overcome vice and acquire virtue.

Most children can be encouraged to excel, both academically and behaviorally, by means of positive incentives such as games and contests, coupled with the simple desire to please the teacher he knows truly cares about him. At times, however, correction and even punishment are necessary, and true charity must not neglect to

provide it. The goal of correction is never simply to make the offender suffer, but rather to lead him to correction and purpose of amendment.

Our Lady Help of Christians Academy does not use corporal punishment. Disciplinary measures consist chiefly in the restriction of activities and privileges. Recreational activities, even if they are extracurricular, may be limited or denied, depending on the circumstances. Manual labor, study hall, detentions, etc. may also be used in student discipline.

Minor Infractions

These are incidents of a minor nature, attributed more to the thoughtlessness of youth than to defective disposition on the part of the child. Examples of infractions falling into this category are the following:

- Disorder in desks or lockers
- Unexcused or excessive tardiness
- Neglect of school property
- Causing disturbance in class or during line-up
- Neglect or improper performance of academic duty

Infractions of this nature will be handled by the teacher who is present, and will be punished by in-school detention, study hall or other means, at his discretion. Unless a pattern develops, parents will not be informed of these offenses.

Major Infractions

These are incidents of a more serious nature, and include the following and like infractions.

- Insubordination or deliberate disobedience
- Unexcused absence
- Lying or cheating
- Fighting
- Bad language
- Persistent failure to submit homework
- Excessive repetition of the more minor infractions listed in Section I.
- Failure to show up for a detention or minor (in-school) detention

Infractions of this nature will be punished by a detention. A detention entails intense janitorial work, after-school study hall, as well as one week's restriction of extra-curricular activities.

Grave Infractions

These are incidents of a grave nature.

- Conduct or spirit prejudicial to the school
- Repeated lying or cheating
- Any illegal activity
- Use, possession, purchase, attempts to purchase or sell drugs, alcohol, or tobacco products, including all paraphernalia.
- Possession, purchase, or selling of weapons or fireworks
- Grave or repeated disrespect
- Stealing
- Vandalism or destruction of property
- Any incident of fraternization
- Obscene expressions, gestures, writings, or conversations
- Possession of immoral material

Infractions of this nature will be punished by suspension or expulsion. Suspensions may be of shorter or longer duration, depending on the gravity of the offense. Work missed during the time of suspension will receive a zero. Expulsion, once effected, will be for the duration of the academic year, at which time re-admittance may be granted at the discretion of the Principal.

Notice of Disciplinary Action

Parents will be officially notified of major and grave infractions and of the disciplinary measure taken. This will be done by means of a disciplinary notice, a copy of which will be retained in the student's file. A meeting with the Principal may be requested.

ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Students must be academically current to participate in extra-curricular activities. Students must not be on suspension or detention the day of the activities, if so, the student will be excluded from these activities.

Students must be present at school on the day of the extra-curricular activities when these days fall on regularly scheduled school days. If the student is absent during the day, he or she will be excluded from participation.

FIELD TRIPS

Field trips are valuable and fun learning experiences for students. At the beginning of the year, parents are required to fill out a general field trip permission form with health and emergency information on it. This permission form will be kept on file for the complete academic year.

An abbreviated permission slip will be sent home for each individual field trip. Students who have not turned in a signed permission slip by the day of the activity will not be allowed to participate, due to safety and liability reasons. Verbal permission for field trip participation will not be accepted.

Field trips are considered a student privilege and not a right. Students must be performing well academically and behaviorally. Students may be denied field trip privileges in certain behavioral and/or academic circumstances.

There may be certain instances in which parents decide that their student will not participate in a given field trip. This is their prerogative. If the student does not participate in the field trip, the student will be marked absent for that day.

APPOINTMENTS AND CONTACT WITH SCHOOL PERSONNEL

Appointments with Teachers or Administration

Appointments may be made to meet with any member of the school faculty or administration. These should always be scheduled by phone, and in advance, through the school office.

Paging of Teachers/ Messages

Teachers who are in class will not be paged to come to the phone. Likewise, teachers may not be called off of recess duty or other supervisory duty to take a phone call. Parents are asked to leave a message in such cases, and the teacher will return the call at his/her earliest convenience.

Contact of Teachers Outside of School Hours

Please respect the teachers' and administrators' private lives. Teachers and administrators should be contacted regarding school matters at the school number during regular school hours. Phone calls received after hours will be returned the following day, or at the teacher's earliest convenience.

It is not appropriate to contact teachers at their residences, on their cell phones or at parish related functions, even if you know the teacher or administrator on a personal level, if the phone call is related to school matters.

VISITOR POLICY

Visitors

Visitors, including parents, must enter the building through the main school doors. Visitors must make their presence known to the school office. Visitors are not allowed into the classrooms or cafeteria while students are present.

Classroom Visitation

Parents are encouraged to take an active role in the education of their children. There may be occasions when the teacher, the parent, or both feel that a classroom visitation time would be beneficial to the educational process.

Requests for classroom visitation should be made in writing, and at least 24 hours prior to the desired visit. A mutually agreeable time for the visit can then be arranged, and the teacher will inform the administration that the visit is to take place.

A follow-up meeting can be scheduled after the visit if it is desired by either the parent or the teacher.

The integrity and confidentiality of the classroom environment must be maintained at all times.

EMERGENCY PROCEDURES

In case of severe weather (storms, ice storms, tornadoes, etc.) during school hours, it is felt that the best procedure is to leave the children at school. The school will maintain contact with the U.S. Weather Service and Civil Defense Systems for warnings of tornadoes or other severe conditions. During a tornado warning, students will be assembled in the safest locations within the buildings and procedures recommended by the Office of Civil Defense will be followed. Parents are urged NOT to pick up their children during emergency conditions until dismissal time. During emergencies teachers are directed not to release children to any person other than parents unless notification is received from the parent.

Fire Drills

Drills are mandatory and are conducted throughout the school year. Students are expected to follow directions of the teachers and adults in charge. Students are expected to be silent and to conduct themselves in an appropriate manner in order to insure safety of all students, faculty and staff personnel.

Tornado Drills

Tornado Drills will be conducted during tornado season. Students are instructed as to where they should go in the case of a tornado or severe weather conditions. Students are expected to conduct themselves in an appropriate manner in order to insure the safety of all students, faculty and staff personnel.

INCLEMENT WEATHER AND OTHER SCHOOL CLOSINGS

Due to inclement weather (ice or snow), the school must sometimes be closed. Since our school is located in the BENNETT COLORADO Public School boundaries, we will follow their lead on school closings. If they are closed, we will also be closed. As our school draws students from a larger area than the Bennett school district, we may have additional closures. The telephone tree will be utilized to confirm this, when necessary.

If a decision is made to close school early on account of severe weather, parents will be contacted. Parents should have an emergency transportation plan in place in case they cannot come and pick up their child.

TUITION, FUNDRAISING, AND FINANCIAL AID

Tuition

Parents are expected to take their tuition obligations seriously, as it is a matter of justice and indispensable to the financial stability of the school.

Parents who for a valid reason cannot meet their monthly obligation as agreed upon in the tuition contract, are asked to contact the Principal to inform him of the difficulty and make alternative arrangements.

Should it happen that payment be omitted and the office not contacted to set up a payment plan, parents may be required to withdraw their child(ren) from the Academy until financial obligations have been brought to a current status. Additionally, all grade cards, transcripts and diplomas will be withheld until these obligations have been made current.

Fundraising Obligations

All families are expected to participate in fundraising throughout the year. Fundraising helps keep tuition costs lower than the average in the area. As a result, they are absolutely necessary and are not optional. Therefore, if one fails to participate in our fundraising efforts, they may be required to pay additional fees.

Financial Aid

Each year, there may be a limited amount of financial assistance available to families who need it. The amount available depends completely on benefactor donations made for this purpose. To be considered for financial aid assistance, applicants must:

- Submit a completed financial aid application for the current year
- Submit a copy of the previous year's income taxes and papers
- Pay monthly tuition, in the amount possible as mutually determined with the Principal
- Support and participate in all of the school's official fundraisers.

Financial Aid may also be given in the form of tuition credit obtained by means of work services performed to help the school. If a parent is interested in working in some way at the academy to help offset tuition, please contact the school office for possibilities. These must be arranged with the administration, in advance.

VOLUNTEERING AT THE SCHOOL

Volunteers are considered very valuable resources for the Academy. Those who will be volunteering must be aware of and agree to the Confidentiality Agreement. Also, volunteers may be asked to complete a Background Check before beginning volunteer work in the Academy

Confidentiality Agreement

The importance of confidentiality regarding the privacy rights of all students must be understood by all parent volunteers at the academy. Any information obtained or overheard while volunteering at the school or in any capacity in or out of the classroom must be kept confidential.

Parent Volunteers

We depend on volunteer help for many tasks at school. We understand that because of other jobs and responsibilities, family obligations, everyone cannot give the same amount of time and help. Twenty hours of annual service for a two-parent family has been set as the minimum level of parent participation. Likewise, some activities will be assigned to the families. It is the expectation that families will participate in these volunteer activities or find replacements for themselves when it is not possible.

Volunteers will:

- Respect the confidentiality of all faculty, staff and students
- Not share information and behaviors with anyone else
- Remain in the designated work area
- Dress appropriately for activity
- Be aware of, and adhere to, classroom / playground rules and expectations
- Notify office / teacher if you cannot come when expected

Volunteers will not:

- Conference with teachers unexpectedly
- Visit their child's classroom unannounced
- Bring siblings to the activity unless approved ahead of time

- Use cell phones when supervising children in the classroom, on the playground or on field trips

RE-ENROLLMENT / RE-REGISTRATION

Continued enrollment of the student is subject to the student observing the school rules as prescribed in the School Handbook including, but not limited to, general behavior, academic performance and attendance.

Continued enrollment in any given school year and re-enrollment in any subsequent school year is subject to the parents' / guardians' continued support of the mission of the school, as documented in the School Handbook, and the maintenance of a demonstrably effective and supportive relationship between the school and the parents / guardians. Re-enrollment in any subsequent year is subject to mutual agreement. Both the parents or the school administration may withhold that agreement with or without cause.

WITHDRAWAL FROM THE ACADEMY

In the event that a child is withdrawn from the academy during the course of an academic year, the following should be followed:

Withdrawal Guidelines

- Parents should arrange a meeting with the Principal to discuss the withdrawal.
- If, after meeting with the Principal, the decision for withdrawal has been finalized, the parent should return all unpurchased books and materials to the school.
- The faculty will have at least 3 days to prepare all materials for the withdrawal.
- All fees must be paid and accounts brought to reconciliation. (The contract signed for enrollment is binding.)

Transfer

Before a student's health, scholastic and standardized test records can be sent to the new school, the new school must request this information from the Academy in writing with a transcript release form.

Our Lady Help of Christians Academy reserves the right to withhold all records until all financial obligations to the Academy have been met.

Readmission After Withdrawal

Students withdrawn from the academy during an academic year for any other reason besides moving from the area or health are not guaranteed readmission should it be sought, and may be asked to wait one year, at the discretion of the Principal before reapplying. **The enrollment process for these students is the same as that for new students to the academy.**

Agreement to Parent/Student Handbook Specifications

We, parents of

_____ Child(ren) enrolled at the Academy

certify that we have read, understand, and agree to abide by the policies and rules as detailed in the **Our Lady Help of Christians Academy** Parent-Student Handbook.

Father/Guardian: _____ Date: _____

Mother/Guardian: _____ Date: _____

This form is to be signed and sent in to the school office with enrollment forms.