

**Saint Daniel the Prophet Catholic School  
Scottsdale, Arizona**



**Parent/Student Handbook**

**Saint Daniel the Prophet Catholic School**  
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## **Diocese of Phoenix**

### **Mission Statement for Catholic Schools**

The Diocese of Phoenix engages in the faith formation of the young through Catholic schools by integrating faith throughout an educational process that promotes academic excellence, moral values and lifelong service.

### **Philosophy of Catholic Schools**

Because our children are our hope and our joy, the future of the Church and society, the Church joins with parents, the primary educators, in placing the child at the center of the educational process, which promotes academic excellence and moral values, and fosters lifelong service.

Because each child needs the values and traditions of the community, the school will impart an understanding of the Catholic faith, doctrine and moral perspectives, afford participation in a worshipping faith community, and foster the responsibility for service.

Because each child is part of the Church and society beyond the school and home, the school will support and foster participation in the parish, the Diocese and the larger world community.

Because each child needs examples, in the school and in the home, teachers and parents must model their faith.

Because each child must be able to make informed decisions and to live according to Christian principles, the school must encourage self-discipline, self-respect and respect for others, and growth in learning to deal with issues in a real world.

Because each child needs a strong and caring environment for learning, the school, like the home, must be supportive yet not smothering, loving yet disciplined, encouraging yet challenging.

Because each child needs knowledge and skills for today's and tomorrow's world, the school will provide opportunity and high expectations for learning and will develop the potential of each child spiritually, academically, socially, emotionally and physically.

## **Mission Statement for Saint Daniel the Prophet Catholic School**

Saint Daniel the Prophet School provides a quality Catholic Christian education for our students, helping them to live faith filled lives as God's servants and to be productive contributing members of society.

## **Philosophy of Saint Daniel the Prophet Catholic School**

- Parents are the primary source of faith formation for their children. Their parental involvement and support are not only essential in the home and at church but also here at Saint Daniel the Prophet Catholic School.
- As a Catholic Christian community, we are faith centered: recognizing, sharing and living Gospel values. We foster a prayerful, peaceful, safe, and caring atmosphere where self-respect and acceptance of one another are taught and modeled.
- We seek to promote the spiritual, moral, intellectual, emotional, and physical development of the students through a strong spiritual and intellectual education program.
- We strive to create a learning environment that fosters Christian behavior, an appreciation of life-long learning, and a respectful attitude towards others.
- Our qualified dedicated staff provides a caring atmosphere based on Catholic values.

## **Student Learning Expectations**

**A graduate of St. Daniel the Prophet Catholic School is a...**

**Catholic Christian who:**

- Models Gospel teachings and values
- Actively participates in prayer, the sacraments, and the liturgy
- Exhibits knowledge of Catholic teachings
- Demonstrates stewardship in family, church, and community

**Responsible Citizen who:**

- Respects legitimate authority
- Demonstrates civic and social responsibility
- Demonstrates patriotism
- Exhibits sportsmanship

**Life-long Learner who:**

- Is able to think critically
- Works cooperatively
- Accurately assesses his or her own strengths and weaknesses
- Reads for enjoyment and learning
- Demonstrates effective organizational and study skills
- Appreciates fine art and music

**Effective Communicator who:**

- Exhibits self-confidence
- Illustrates problem solving skills
- Communicates effectively both orally and in writing
- Resolves conflicts peacefully

**This Handbook is not all-inclusive. If necessary, the administration may amend this document during the school year.**

## **Admission Requirements**

Saint Daniel the Prophet Catholic School accepts students of any race, color, creed, or life circumstance. Divorced or separated parents must file a court-certified copy of the custody section of their divorce or separation decree with the administration office. The school cannot be held responsible for failing to honor legal arrangements that have not been made known to us.

### **A. Kindergarten**

1. A birth certificate, indicating that the child will be five (5) years of age by September 1<sup>st</sup>
2. Pass the Gesell Developmental Assessment administered at St. Daniel the Prophet Catholic School. If the test is not passed, the child will be accepted in the kindergarten class the following year (not 1<sup>st</sup> grade).
3. A complete immunization record (required for both school and after school programs)
4. A Baptismal certificate – If applicable

### **B. Grades 1 to 6 - New Students**

1. A letter of recommendation from his or her previous teacher
2. The child's most recent report card
3. The child's most recent standardized test scores
4. A birth certificate (indicating 6 years of age by September 1<sup>st</sup> for Grade One)
5. A Baptismal certificate – if applicable
6. A complete immunization record (required for both school and after school programs)
7. An academic screening test and/or a student interview

### **C. Application Acceptance Priority**

1. Children currently enrolled
2. Parishioners of St. Daniel the Prophet Catholic Church, verified by the Pastor
3. Parishioners of another Catholic parish, verified by their Pastor
4. Non-parish families and non-Catholic families

## **Non-Custodial Parents**

St. Daniel the Prophet Catholic School abides by the provision of the Buckley Amendment (1975) with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Daniel the Prophet Catholic School will provide the non-custodial parent access to academic records and to other school-related information regarding their child. If there is a court order specifying that there is to be **NO** information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **Student Arrival Procedure**

1. School begins promptly at 7:45 AM
2. At 7:30 AM the gate next to the two-story building facing Roosevelt will be open for students to enter the campus.

3. After 7:45 AM students must enter through the parish front office. Parents/guardians must check in their student.

### **Attendance**

If your child will be absent from school, you (the parent or legal guardian) must call the school office before 9:00 AM on the day of the absence. We ask you to call us so that we know the child is safe and that you are aware of his or her absence. We ask, also, that you (the parent or legal guardian) write an excuse note so that your child can present it to his or her teacher on the day he or she returns to school.

### **Punctuality**

Tardiness is a disruption to the classroom learning-environment. Tardiness not only deprives the tardy student of his or her full learning time, but it also disrupts the focus of the other students and their teacher. The school reserves the right to make the determination as to whether or not a student is tardy. If a student does arrive late, he or she along with a parent/guardian must sign-in at the school office and get a tardy slip to present to his or her teacher.

### **Dismissal**

When picking-up your child, we ask that parents or guardians park in one of the designated spaces in the school parking lot and then go to their child's classroom area to await the teacher's dismissal of his or her class. **NOTE: THERE IS NO PARKING IN THE FIRE LANES IN FRONT OF THE TWO STORY BUILDING.** Children who have not been picked up by 3:10 PM will be sent to the school office, where they may be picked up by a parent/guardian.

### **Visitors**

Visitors on campus must register in the parish office. We ask that the issued identification badges be worn by all guests while they are on campus in order to insure the safety of our students.

### **Dress Code**

Our school uniform is designed to be conservative in order to eliminate unnecessary fashion competition among the students and to ensure that the children are not inappropriately distracted by fashions. This policy has been put into place, not to detract from each student's individuality but to enhance the learning environment for all our students. Uniforms are to be kept clean and in good repair. Students are expected to arrive and to depart from school in their complete uniform. Exceptions include changing for sports games and practices, which occur immediately after school. Uniforms are to be purchased from either Educational Outfitters or Dennis Uniform Company. Interpretation or deviation of the uniform policy is at the discretion of the teachers and administration of St. Daniel the Prophet Catholic School. We ask that parents cooperate with the uniform code.

#### **Girls and Boys**

1. Navy uniform shorts, with a dark blue, brown, or black belt.
2. White crew socks that are 3" or more above the ankles, with no logos or brand markings.
3. Only school logo sweatshirts and navy blue cardigan sweaters may be worn during class.

4. Any slogan of a suggestive nature, gang related, or not in line with Christian values is not acceptable at anytime either on classroom supplies or on the children's attire.
5. Athletic shoes only.
6. Hair must be groomed and neat in appearance.
7. Tattoos or any visible body art or body piercing is not permitted.
8. Shirts are to be tucked in while on campus except for P.E. class.
9. A school uniform (shirts, shorts, sweats) is required for P.E. and for after-school athletic practices.
10. Free Dress should follow the dress code. (Short skirts or shorts, sleeveless tops, spaghetti straps or bare midriff are NOT permitted)
11. No excessively under or oversized clothing.
12. Pants/skirts/skorts/shorts must be worn at the waistline and skirts/skorts/shorts must come to the knee.

### **Girls**

1. White crew socks, white/navy blue knee socks, or white/navy blue tights may be worn.
2. School logo white, gray, or light blue polo shirt.
3. Jumpers for Kindergarten to Grade 4; skirts for Grades 5 to 8. All girls must own at least one plaid jumper or skirt for attending Mass, school pictures, and special functions.
4. Skorts are allowed for all grades.
5. Makeup, eye shadow, mascara, lipstick or nail polish is not allowed.
6. Minimal jewelry and only small earrings. One ring, one watch or bracelet, 1 pair small non-dangling earrings, small cross or medal on a fine chain.

### **Boys**

1. School logo white, gray, or light blue polo shirt.
2. Long navy blue Dennis uniform pants with a dark blue, brown or black belt.
3. Minimal jewelry—one watch, one ring, one cross or medal on a fine chain.

## **Promotion and Retention**

1. Promotion is based on grades, participation, effort, conduct, cooperation and attendance.
2. If retention is probable:
  - A conference will be scheduled between the child's parents, teacher, and the principal.
  - A written recommendation of retention will be filed in the student's school records.
3. Retention occurs when academic standards have not been met.

## **Homework**

1. Students in Grades K to 8 will have homework. Grades 1-8 use assignment calendars and the students have the responsibility to write in their assignments.
2. Homework is to be submitted on the date due.
3. Missed work is expected to be made-up after any absence from school.
4. Homework is part of the student's learning experience and is, therefore, part of his or her grade.

5. Homework should be requested on the day of an absence before 10:00 AM. It will be ready for pick-up by 3:00 PM
6. Teachers cannot be obligated to give advanced homework for planned absences.

### **Methods of Communication**

1. An annual Parent Orientation.
2. Parents and guardians are welcome to meet with their children's teachers or with the principal any time, but we ask that you make an appointment.
3. The Fall Open House is designed to communicate your child's classroom procedures. Attendance at this event is critical to the success of your child's program.
4. Test papers, notes, letters, phone calls, and conferences provide good methods of communication between our teachers and our student's parents or legal guardians.
5. The website for Saint Daniel the Prophet Catholic School is: [www.sdtp.net](http://www.sdtp.net)
6. School Calendars, flyers and notices
7. Annual Information Sheet and the Registration Form in the spring
8. Option C
9. Newsletters
10. Field Trip Forms
11. St. Daniel the Prophet Catholic Church Bulletin school news
12. This Parent Handbook with the Agreement Sheet signed and returned

### **Formal Reports**

1. Kindergarten and Grade 1: The children's school work will be sent home weekly for parent review and evaluation.
2. Grades 2 to 8: significant school work will be sent home regularly. Progress Reports will be sent home four times a year.
3. Report cards are distributed quarterly to each student and should be signed and returned promptly.
4. Formal Parent-Teacher Conferences are mandatory in the fall and optional in the spring.
5. The Iowa Test of Basic Skills is administered in September to Grades 2-8 and the results are given to the parents.

### **School Supplies**

1. Each child will be provided a list of necessary supplies.
2. Students are expected to have these items with them each school day.
3. Backpacks or book bags are required. Please remember to label all your child's personal items.
4. Hardback books must be covered at all times and may not be defaced.
5. Students are responsible for lost or damaged books, report cards and other school property. A fee may be charged for replacements.
6. Grades 7 and 8 will use binders, which must be kept clean and free of graffiti.

## **Field Trips**

1. Field trips are frequently planned to reinforce and enrich the curriculum. Permission forms and possible event fees are required for off-campus outings.
2. Bus transportation may be available for a fee.
3. Parents and chaperones who assist us on these field trips must have attended the Diocesan Safe Environment Workshop.

## **Student Records**

Parents may request to see their child's official records, including:

- Academic transcripts
  - Academic testing results
  - Information from their child's original registration
1. Your children's health records must be kept current.
  2. Emergency notification cards must be complete.
  3. Records will be released via mail to another school upon your written request (parents or legal guardians). All fees must be current at the time of your request.
  4. Report cards will be distributed quarterly providing all fees are paid in full.
  5. Attendance Records must be signed (by parents or legal guardians) and will be kept on file.

## **Cellular Telephones**

Cell phones, if necessary for the student's safety or security, must be kept in the student's backpack and turned off during school hours. However, the use of a cell phone during school hours is not permitted. If a student is found using a cell phone, it will be taken away from the student and given to the principal for the parents/guardians to pick up and disciplinary actions may possibly be implemented. Games, electronic devices, and toys must not be brought to school. Such items, if found on campus, will be taken from the student and given to the principal for later return to his or her parents/guardians.

## **Requirements for Participation in Athletic Programs**

1. An annual physical.
2. Completion and submission of all parental permission forms before the start of the first practice session.
3. CYAA Fees paid before start of the first practice session.
4. Students must maintain a 75% grade point average for core classes in order to remain eligible for athletic program participation.
5. A grade of D in any subject makes the student ineligible for athletic program participation during that grading period.
6. Eligibility is determined each grading period.
7. A student may not participate in athletic programs if he or she is suspended or in detention.
8. P.E. uniform dress is required for all practices.
9. Siblings may not attend practice or games without parental supervision.
10. Any student not picked up at the end of a game or practice will be sent to the school office.

## **On-Campus Safety**

1. St. Daniel the Prophet Catholic School is a drug, alcohol, and weapons free campus.
2. Students may not leave campus unless signed out by an authorized adult. This is an absolute must for safety and security. We are a closed campus.
3. If a student is not picked up 10 minutes after school is dismissed, he or she will be sent to the school office.
4. Students going to the parish office, the church, the social hall, the library, restrooms, other classrooms, the faculty room, or the school office must receive the permission of his or her teacher.
5. Students should report any suspicious or strange activity on campus, as well as any violation of personal peace by a visitor, a stranger or even by another student.
6. Parents and all visitors must first report to the Parish office for a Visitor Pass. Use entry to the Parish/School office only.
7. Internet access may only be used with teacher monitoring. A signed Internet Permission Form must be on file.
8. All school and church property is to be treated with respect.
9. To insure the safety and security of your children we reserve the right to search lockers, backpacks and book bags, should we feel a threat to safety may exist.

## **Student Code of Conduct**

St. Daniel the Prophet Catholic School Principal and Staff are expected to promote order within the school and self-discipline within each student.

Discipline is an aspect of guidance. Discipline is necessary to foster:

- a classroom environment conducive to the educational process;
- development of character and discipleship; and
- an environment in which religious and moral values may be instilled and upheld.

Discipline is effective when it:

- promotes cooperation and respect among students, teachers, parents and principal in achieving the objectives of the school;
- instills self-discipline.

A student who engages in conduct contrary to the school's rules and regulations on campus or at any school functions may expect to be appropriately disciplined. Discipline with Purpose Program is used throughout the entire school community. The program focuses on the task of learning self-disciplined behaviors through the teaching of 15 self-discipline skills. Self-discipline involves the whole person: physical, social, spiritual, moral, intellectual, and emotional. Discipline with Purpose Program accommodates all facets of the whole person. Skills are taught to children during appropriate periods of their growth and development. 15 skills are taught like any other curriculum. There are rules and consequences established throughout the school focusing on mastery of the self-discipline skills. When individuals agree on the behaviors expected of a self-disciplined person, they establish a framework for decision making and conflict resolution. Skills are used, instead of personality traits, as the standard for evaluation of behaviors and bringing about constructive change.

A Disciplinary Notice may be sent to a student's home by the teacher for inappropriate behavior. The notice must be signed by his or her parents or legal guardians and returned to school the following day. Detention is held each Monday from 3:15 PM to 4:00 PM in a designated classroom. A postponed detention must be approved by the school's administration.

### **Serious Offenses/ Zero Tolerance**

We have zero-tolerance for any sort of SERIOUSLY DISRUPTIVE BEHAVIOR (physical, verbal, sexual, or through body language). Actions and/or statements that intimidate, threaten, harass, taunt or injure another person, including statements and rumors that injure another person's reputation constitute disorderly and disruptive conduct. Any student who chooses to participate in this type of behavior is indicating that he/she does not want to remain at St. Daniel the Prophet Catholic School.

Examples (but not a complete list) of Zero Tolerance actions:

- Bringing/using harmful weapon/instrument
- Bringing/using narcotics, alcohol or tobacco
- Outwardly defiant behavior/insubordination
- Physically harmful behavior
- Sexually harmful behavior
- Bullying

Examples (but not a complete list) of misconduct that may result in Detention/Suspension:

- Improper behavior at Mass, church services, morning prayer
- Cheating, forgery and plagiarism
- Inappropriate language
- Aggressive behavior
- Using equipment inappropriately and vandalism
- Leaving school premises without written authorization

Homeroom teachers will handle minor violations in which Disciplinary Notices may go home to parents and may require detention after school. Repeated offenses will be referred to the principal for further disciplinary action. Parents will be informed of a disciplinary referral to the office and of any consequences that the student receives, which may include suspension.

**Four detentions will require the development of a Student/Parent/Teacher/Principal contract. Failure to abide by this contract will result in suspension.**

#### **Procedure for Suspension**

1. Parent/guardian will be notified by phone when a student is suspended.
2. A letter will follow explaining the suspension and will remain in the student's file until the end of the school year.
3. The student will be responsible for all work missed within the specified time as stated in the suspension letter.
4. The parent/guardian may request a conference be held as a follow-up of the suspension

#### **Procedures for a Required Withdrawal**

1. Parent/guardian will be notified by phone when a student is required to withdraw.

2. A conference will be set up with the student, parent/guardian, principal, and any other person(s) required.
3. Decisions from the conference will be put in writing and made part of the student's file for the year.

Occasionally matters may arise which require an objective review by third parties in order to ensure the maintenance of positive relationships within the school. To facilitate reconciliation, communication and the strengthening of the school community, the following guidelines shall be followed:

1. In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary lines of communication between/among the people involved.
2. If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability.
3. In the event the principal's decision is questioned, a parent/guardian may have recourse to the pastor.

### **Appeal of the Required Withdrawal of a Student**

In the case of a student's required withdrawal from the school the parent/guardian may appeal the decision of the principal to the pastor.

#### **Process of Appeal**

1. When a parent/guardian wishes to appeal the decision of the principal, the person needs to submit the appeal in writing to the pastor with the following information:
  - The subject of the appeal
  - Any factual data the person considers appropriate
  - The efforts that have been made to resolve the issue
2. An appeal is to be made within 10 working days of the communication of the decision.
3. The pastor may designate another person to hear the appeal.
4. If the pastor or designate determines that there is a legitimate cause for appeal, the principal will be asked to give a written explanation of his/her decision.
5. The decision of the pastor or designate is final and binding.

### **Playground Behavior**

1. No running on the sidewalks.
2. No digging or throwing sand, dirt, rocks, or objects that might harm another child.
3. Sit appropriately while using the swings. No jumping off or standing on swings. No running under swings. Don't wrap or twist swing chains around the poles.
4. Use slides appropriately. Only climb up the ladder. Slide down singularly (not in pairs) and in a seated position.
5. No hanging upside down on playground equipment.
6. No tree climbing or pulling branches from the trees.
7. No jumping off the bleachers.
8. No dodge ball or wall ball.
9. No rough play, including tackling or slamming balls.
10. No destruction of playground equipment or facilities
11. No gathering or playing in the bathrooms or drinking fountain areas.
12. All students must stay in the designated supervised playground area.
13. All sports equipment may only be used in the designated playground area.

### **Cafeteria Behavior**

1. Maintain a moderately low noise level.
2. Do not run in the cafeteria.
3. Clean individual eating area, including tables, chairs, and the floor.
4. Sit correctly in the chair. Don't stand on the rungs.
5. Push in chair and make sure there are only 3 chairs at each side of the table.
6. Stay in your seat until dismissed.
7. Ask permission if you need to use the bathroom, or need to be excused.
8. Use appropriate table manners.

## Diocese of Phoenix Code of Conduct

*For clergy and Diocesan personnel (including volunteers) in their ministerial relationships with children, youth and vulnerable adults.*

### **A. Diocesan Policy requires that they:**

1. Participate in training programs for a safe environment for children, youth and vulnerable adults as well as training for the implementation of the Diocesan Policy on Sexual Misconduct.
2. Maintain the appropriate boundaries for adult/child relationships in the classroom and school, religious education program, youth ministry program, and parish.
3. Any person who reasonably believes that there is criminal sexual misconduct with minors or vulnerable adults must report to the police and Child Protective Services as well as cooperate fully in any police investigation.
4. After notifying the police as described above, report to the Youth Protection Advocate for the Diocese so that the Sexual Misconduct policy can be implemented.
5. Advise an adult, who reports an allegation of sexual abuse by church personnel while a minor or vulnerable adult, that he or she has the right and responsibility to report this allegation to the appropriate law enforcement and social service agencies.
6. Avoid situations of extreme personal self-disclosure. This creates a situation where young people or vulnerable adults are drawn to personalities rather than the community at large.

### **B. Diocesan Policy prohibits:**

1. Any kind of sexual contact or inappropriate touching of a minor or vulnerable adult.
2. Any breach of professional trust, which has as its intent sexual contact or activity with minors or adults.
3. Any inappropriate behavior, which could be misunderstood or be construed as an indicator of potential sexual misconduct.
4. Having minors or vulnerable adults (who are not family members) with whom there is a ministerial/work relationship, as a visitor in one's home, residence, dormitory, apartment, rectory or the private living quarters of priests without another adult present.
5. Vacations with minors or vulnerable adults (who are not family members) unless parents or other adults are present.
6. Field trips or other outing involving minors or vulnerable adults in places and situations where no other adults are present.
7. Travel with minors or vulnerable adults (who are not family members) without another adult present in the car, van, bus, car pool, or other means of transportation.
8. Behavior including but not limited to activities that involve excessive physical contact with minors or vulnerable adults.
  - Wrestling
  - Tickling
  - Other physical "horseplay"
9. Giving out to minors or vulnerable adults one's personal phone number, pager, and personal e-mail address.
10. Taking a vulnerable adult, minor or group of minors to a restaurant for a meal without another adult present.
11. Giving alcohol and/or drugs to minors or vulnerable adults.

## **Emergencies**

The effected student's parents or legal guardians will be called in the case of any emergency. Should we not be able to contact the parents or legal guardians, the alternate contacts listed on the child's file will be notified.

## **Important Telephone Numbers**

Saint Daniel the Prophet Catholic School	-	(480) 949-8034
Saint Daniel the Prophet Catholic School Fax	-	(480) 949-9961
Saint Daniel the Prophet Catholic Parish Office	-	(480) 945-8437

## **Inspection Reports**

All state and diocesan Inspection Reports are available upon request.

The facility is regulated by:

Arizona Department of Health Services  
1647 East Morten, Suite 230  
Phoenix, Arizona 85020  
Phone: (602) 674-4220 or (800) 615-8555  
Fax: (602) 861-0674

### Parent/Student Handbook Acknowledgment and Agreement

This Handbook may not include all directives. The administration at Saint Daniel the Prophet Catholic School reserves the right to impose restrictions and consequences it may deem necessary for the welfare of the each student as well as the entire community.

School families must understand that students who attend Saint Daniel the Prophet Catholic School are expected to fully participate in all phases of the daily program. This includes all religious services, physical education, library, lunch, and all academic programs.

**I have read and discussed with my child(ren) the information in the Parent/Student Handbook. I agree to cooperate with the guidelines and expectations of Saint Daniel the Prophet Catholic School. I am aware that this handbook is not all-inclusive and is subject to change as may be necessary throughout the school year.**

_____	_____
Parent/Guardian Signature:	Date
_____	_____
Parent/Guardian Signature:	Date
_____	_____
Student 1 Signature:	Date
_____	_____
Student 2 Signature:	Date
_____	_____
Student 3 Signature:	Date
_____	_____
Student 4 Signature:	Date

**Return this agreement to the school's office by Monday on the second week of the school year.**

*IT IS A DIOCESE OF PHOENIX REQUIREMENT THAT PARENTS/GUARDIANS AND STUDENTS SIGN AND RETURN THIS PAGE TO SCHOOL.*

## APPENDIX A: Tuition, Fees and Financial Information

### Registration Fee

The registration fee for books and supplies is \$200.00 per year. This fee is non-refundable.

### Tuition Fees

Tuition is \$4,500.00 per child for the 2009-2010 School Year. All tuition will be paid to the FACTS Tuition Management Program.

#### Payment Plan

Tuition payments will be automatically deducted from your checking or savings, or automatically charged to a credit card (with convenience fee) on your choice of the 5<sup>th</sup> or 20<sup>th</sup> of the month.

#### Plan Options:

- Pay in Full by July 1
- Two semester payments, June & December
- Ten monthly payments, July-April
- Nine monthly payments, September-May

#### Tuition Agreement

After receiving initial letter from FACTS Tuition Management Program, you will be required to contract with FACTS your tuition agreement for the 2009-2010 school year, including:

- Method of Payment
- Collection Date (5<sup>th</sup> or 20<sup>th</sup> of each month)
- Payment Plan
- FACTS Nonrefundable Enrollment Fee of \$41

*St. Daniel the Prophet school encourages every family to participate in the Catholic Tuition Organization of the Diocese of Phoenix (CTODP). More information is available at: <http://www.catholictuition.org/>*

### Finances and Other Fees

1. Registration and test fees are non-refundable.
2. Pay all fees (lunch, library fines, yearbook, etc.), that are owed to the school, by the 25<sup>th</sup> day of the billed month to the school office.
3. Upon notification from FACTS that you are delinquent on your tuition payments, we will notify you that your child(ren) will not be attending classes until the delinquent tuition payments are paid.
4. In the event of a NSF (non-sufficient fund) or if a check used to pay any school fees is returned, the school administration will notify the family in writing. An automatic **\$50 Return Check Fee** will be assessed. If there are **two** events of a NSF check from one family within this school year all subsequent payments for the remainder of the academic year must then be paid with a cashier's check or money order.

5. All scholarship funds awarded to a student will be deducted from the total amount of the tuition owed. Parents/guardians are required to pay the full monthly tuition payment until the amount of the scholarship has been received by the parish.
6. Saint Daniel the Prophet Catholic School may withhold credits, transcripts, diplomas or take other administrative action if fees are not paid on time.

### **Miscellaneous Fees**

1. School lunches cost \$3.25 per day (includes beverage) Milk/Water is \$0.35 each or \$6.00 for a Beverage Card
2. Fees for magazine subscriptions, field trips, and sports programs will be calculated based on the actual cost of the goods or programs.
3. The Graduation Fee is \$50.00 (cost of cap and gown included in fee)

## **APPENDIX B: Additional Program Requirements**

### **Script Program**

The Scrip Program offers gift certificates and gift cards to purchase at face value from a variety of vendors, which return a percentage of the proceeds to the school. Participation is mandatory, as it requires little extra effort with a great return to Saint Daniel the Prophet Catholic School.

An annual Scrip operation Fee of \$200 is required by each family to help fund the purchase of Scrip inventory. This fee is due upon registration for the school year and must be paid separately from other school fees. This check should be issued to St. Daniel the Prophet – Scrip.

Rebate points will be issued for those school families that purchase enough Scrip to generate \$300 during the school's fiscal year. Each school family will receive 1/2 rebate point for every \$1 generated above the \$300 level. Each rebate point will be worth \$1 and will be used to offset tuition for your family.

### **Parent Partnership**

Your tuition payments cover only a portion of the actual cost of educating your child. To help us limit costs and offset the gap between tuition payments and the cost of operating the school, we rely on Parent Partnership. Saint Daniel the Prophet Catholic School succeeds in providing your child an excellent education because parents, like you, are involved in the school

1. Family volunteering builds our Catholic Christian community.
2. Each family is encouraged to volunteer to help with an event or reveal a talent that they would like to offer to Saint Daniel the Prophet Catholic Community.
3. 40 hours of volunteer service to our Catholic community per year by each family is requested and encouraged.
4. If you sign up for a specific activity, a chairperson will contact you when your services are required. Please feel free to contact the school office throughout the year for additional service opportunities.

## APPENDIX C: Asbestos Information

Federal Law requires that you be informed about asbestos at St. Daniel the Prophet Catholic School. The following information shows our continued compliance.

- February 15-21, 1989:** Friable asbestos removal from the overhangs on the first level of the South Wing.
- February 24-26, 1989:** Friable asbestos removal from the overhangs on the second level of the South Wing.
- September 8, 1989:** Asbestos removal in Boiler Room and Maintenance Room.
- November 1990:** Asbestos removal from roof of the Social Hall. A new roof was installed.
- July 1991:** Asbestos removal from roof of classrooms. A new roof was installed.
- October 1991:** EPA ordered additional samplings from the school and social hall. T.J. White's Environmental Management Consultants supplied a new Maintenance Plan.
- January 8-14, 1992:** Work was completed on the Bingo storage room floor, duct tape, elbow and tee insulation, and cove base adhesives in the classrooms.
- January 24, 1992:** Requested Federal Grant money for the 1989 projects.
- April 30, 1992:** Received notice of denial of any reimbursement for asbestos removal at St. Daniel the Prophet School.
- May 15, 1992:** Requested tests on classroom chalkboards before removing them. Samples tested negative.
- February 1994:** EPA inspection of entire area.
- December 1997:** EPA inspection of entire area.
- February 2001:** EPA inspection of entire area.
- June 2002:** Grade 1, 2, 6, and 8 removed tile. EPA inspection of entire area.
- June 2005:** Library 9 x 9 floor tiles and mastic.

At this time, St. Daniel the Prophet Catholic School is in compliance with all laws and requirements concerning asbestos.

## **APPENDIX D: Medications and Emergency Medical Measures**

Dispensation of medication during school is strongly discouraged unless absolutely necessary. If necessary, medications should be timed so that they are dispensed during the lunch hour. The student is responsible for coming to the office to take his or her medication. The Arizona Department of Health Services dictates specific rules about medications sent to school.

1. Prescription medicine must be in the original properly labeled prescription bottle.
2. Non-prescription medicine must be in the original properly labeled container. (This includes cough drops.)
3. Necessary medication should be brought to school by the parent or legal guardian.
4. A Medication Distribution Consent Form (attached) signed by the Child's parents or legal guardians must accompany all medication.
5. The regular administration of necessary medication will be continuously recorded (see attached medication tracking record)
6. No medication can be kept by a student or in the classroom.
7. Students who are ill or become ill at school will be sent home.
8. Saint Daniel the Prophet Catholic School will call 911 for immediate emergencies.
9. All non-prescription medications must be age appropriate.



### Saint Daniel the Prophet Catholic School

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## Medication Distribution Consent Form

I hereby request and give my consent for the school nurse or person designated by the administrator to see that my child, \_\_\_\_\_ receives the medication below for the period from \_\_\_\_\_ to \_\_\_\_\_.

- If consenting to an over-the-counter medication, it must be age appropriate.
- Please check expiration dates of the medicine and also the prescription. Medication cannot be administered if the prescription or medication has expired.

The medication is to be furnished by me in the original container and is to be labeled with and given in the following manner:

\_\_\_\_\_  
Name of Medication

\_\_\_\_\_  
Prescription Number

\_\_\_\_\_  
How it is to be administered (by mouth, etc.)

\_\_\_\_\_  
Amount to be given

\_\_\_\_\_  
Time of day to be taken

\_\_\_\_\_  
Expected duration of treatment

\_\_\_\_\_  
Physician's name (must be on the label)

\_\_\_\_\_  
Reason for medication

\_\_\_\_\_  
Signature (Parent/Guardian)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nurse Signature

\_\_\_\_\_  
Date

**THE SCHOOL MUST BE NOTIFIED IMMEDIATELY, IN WRITING, OF ANY CHANGES TO THIS PERMISSION AGREEMENT.**

## SCHOOL YEAR MEDICATION RECORD

Office Use Only		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	COMMENTS
		O	U	E	H	R	O	U	E	H	R	O	U	E	H	R	O	U	E	H	R	O	U	E	H	R	
	August																										
Student: _____	September																										
Age: _____ DOB: _____	October																										
Teacher: _____	November																										
Grade: _____	December																										
Diagnosis: _____	January																										
_____	February																										
Medication/Dosage/Frequency/Route:	March																										
_____	April																										
_____	May																										
Circle:    Daily            PRN	June																										
Medication:																											
Count: _____ Date: _____																											
Count: _____ Date: _____																											
Count: _____ Date: _____																											
Count: _____ Date: _____																											
Count: _____ Date: _____																											
AB - Absent here																											
DC - Discontinued																											
FT - Field Trip																											
NMH-No med																											
MNG -Medication not given																											

Signature and Title

Initials

Comments: