

Our Lady's School



Parent-Student Handbook



2012-2013

Table of Contents

Philosophy	p. 2
Mission Statement	p. 2
History	p. 2
The Characteristics of Jesuit Education	p. 3
School-wide Learning Expectations	p. 5
School Schedule	p. 6
Office Hours	p. 6
Statement of Non-Discriminatory Policy	p. 7
Accreditation	p. 7
Admissions	p. 7
Transfers/Withdrawals	p. 8
Attendance/Absences	p. 8
Tardiness	p. 8
Instructional Program	p. 8
Extended Day Program	p. 9
Liturgies/Prayers	p. 9
Service Projects	p. 9
Homework	p. 10
Lunch	p. 10
Supervision of Students	p. 10
Internet Policy	p. 11
Illness/Injury- Release of Students	p. 11
Medical Appointments	p. 11
Medicines	p. 11
Health/ Immunization	p. 11
Insurance	p. 12
School and Personal Property	p. 12
Lost and Found	p.12
Disaster Plan	p. 12
Uniforms	p. 12
Discipline	p. 16
Detention	p. 17
Pink Slips	p. 17
Probation/Suspension	p. 17
Expulsion	p. 17
Bullying Policy	p. 18
School Awards	p. 20
Student Activities	p. 21
Eligibility for Student Activities	p. 21
Field Trips	p. 21
Permission Slips	p. 22
Promotion/Retention	p. 22
Appointments/Visits	p. 22
Parent/Teacher Conferences	p. 22
Mandatory Parent Service Hours	p. 22
Parent Teacher Guild (PTG)	p. 23

Our Lady's School

www.olssd.org

North Campus
650 24th Street
San Diego, CA 92102
233-8888

South Campus
745 Beardsley
San Diego, CA 92113
233-0962

Our Philosophy

Our Lady's School students learn that God loves each of us and that our loving response to God leads to a more fulfilling life. In partnership with the parents, who are the primary educators of their children, the administration and staff are committed to assisting students in developing their full potential as children of God.

Our Mission

The mission of Our Lady's School is to provide a quality Catholic education that prepares our students for lives of service and leadership. In the Ignatian tradition, we establish a Christ-centered environment that nurtures the spiritual, academic, social, and cultural development of the whole child. We strive to provide all families in the community with the opportunity to receive a Catholic education.

Our History

In the 2011-2012 school year, Our Lady's School celebrated its 100th year of providing a quality Catholic education to its students. As the school celebrates this centennial anniversary, we look back on the milestones and achievements that have set the foundation for our success.

Two separate Catholic schools merged in 1973 to become what we now call Our Lady's School. Our Lady of Angel's School and Our Lady of Guadalupe School each have a rich history of academic excellence and achievement in their respective communities. Today, they work together to form a pre-school through eighth-grade education system that prepares children to meet the challenges of life.

Our Lady of Angel's was first of the schools to be built. Under the leadership of the Sisters of St. Joseph of Carondelet, the school was erected in 1912 to serve the Sherman Heights and Golden Hills communities. Our current site was later built in 1922 to serve first through eighth grade students. Enrollment reached an all time high in 1946 when over 570 students walked the halls of the school.

In 1945, the Sisters of St. Francis of Philadelphia established Our Lady of Guadalupe School to meet the growing demand for quality Catholic education in the Logan Heights community. From a school that consists of only 4 classes and 135 students, the school rapidly grew to serve grades Kindergarten through eighth in less than 6 years.

A combination of civil unrest and rezoning laws led to a dramatic decrease in enrollment in 1970. In the face of financial difficulties and possible closure, the two schools merged in 1973.

Today, Our Lady's School stands as the oldest Catholic elementary school in San Diego County. The South Campus, at Our Lady of Guadalupe, accommodates kindergarten through

third grade. The North Campus, at Our Lady of Angels, accommodates our pre-school and grades fourth through eighth.

The Characteristics of a Jesuit Education

In an effort to nourish both the academic and spiritual needs of our students, Our Lady's School has sought the guidance of the Jesuit Order through the support of Our Lady of Guadalupe parish. We strive to evoke St. Ignatius of Loyola's standards of education by promoting justice, love, service and spirituality in all that we teach and do.

The Characteristics of Jesuit Education was published in 1987 as the charter for Jesuit schools. Composed by an international commission, which met over four years and consulted worldwide, it is based on the life and writings of the Jesuit founder St Ignatius Loyola (1491-1556), on the history of Jesuit education since the first school was founded at Messina, in Sicily, in 1548, and on best contemporary practice. What follows, including the headings, is the summary of *The Characteristics of Jesuit Education* by Bruce Bradley S.J. from the website <http://www.colaisisteiognaid.gaillimh.edu>.

1. The World is God's Creation

The world is charged with the grandeur of God' (G.M. Hopkins SJ). God is at the heart of his creation, which shares in his mystery, and God is at work in human history. Jesuit education therefore facilitates the discovery of and encounter with God in the world around us. We are called to find "God in all things."

2. Care for the Entire Person (*Cura Personalis*)

Jesuit education sees the human person, understood in the context of God's eternal plan. Through the curriculum, co-curricular activities and the environment of the school, our mission is to help each child grow holistically and lay the foundations for life-long growth.

3. Moral Values

We are defined as persons above all by our values, by the habitual moral choices we make. Jesuit education is essentially value-oriented. Jesuit pupils are to be people of conscience, able and willing to stand up and be counted in the name of the truth, prepared to use their skills of self-expression and advocacy for those who may have no voice, and committed to choosing the path that is right, not the one that is merely popular or fashionable.

4. Jesus Christ as Model

For Jesuit education, Jesus Christ is the human face of God and the model of all human life, responding totally to the Father's love. His way of compassionate love and service is not a way but *the* way. A Jesuit education promotes the spiritual growth of the individual through the development of a personal relationship with Jesus Christ. It is also reflected in the practice of communal prayer and worship and the celebration of the sacraments as components of school life.

5. Faith That Does Justice

Jesuit education is intended as a preparation for a life of active social commitment. Jesuit students are encouraged to understand their own 'place' in the world, in terms of educational and socio-economic opportunities, and to use these opportunities in compassionate service of others, especially those whose opportunities have been less than theirs or who are the victims of poverty and injustice. We aim to facilitate the emergence of young women and men who will exercise leadership in terms of these values and seek to be agents of change, not more or less passive upholders of the *status quo*.

6. Part of the Church's Mission

St. Ignatius founded the Society of Jesus – and Jesuit schools – as part of the Church's mission, to which he was intensely loyal. This mission is to spread the Gospel of Jesus Christ and, in this way, to build the Kingdom by serving and humanizing the world and giving glory to God.

7. Striving for Excellence

The commitment to excellence – in terms of intellectual rigor and all aspects of school life- is at the heart of Jesuit educational philosophy. The Jesuit motto is *ad maiorem Dei gloriam* (God's *greater* glory) –St. Ignatius was always seeking 'the *magis*' ('the more'). Jesuit schools today promote excellence and best practice and seek to uphold the highest standards and most authentic values in education.

8. Working as a Community

Jesuit schools are intended to be communities of life, work and worship. Staff, Jesuit and lay, collaborate in service of shared values, a common task and an overarching vision, as reflected in the characteristics of a Jesuit Education. Pupils are encouraged to respect and care for one another as companions in the spirit of the Gospel. The community of the Jesuit school embraces not only all those within it – pupils, teachers and members of the wider staff – but also, very particularly, parents, along with board-members, past pupils, and others associated in any way with its operation.

9. Adaptable and Open to Growth

During the course of his conversion, St. Ignatius learned discernment, the capacity to reflect prayerfully on his experience at the most profound level and learn from it. The habit of reflection is part of the Jesuit approach to education, as to everything else. In the same spirit of constant self-improvement, each school is called to adapt and develop in the light of our shared wisdom and the local circumstances in which each one operates, and members of staff are encouraged to avail of opportunities for their own continuing formation.

School-Wide Learning Expectations

An Our Lady's School Student is:

A. An Active Christian Who:

1. Has knowledge of the basic tenets of the Catholic faith and of scripture.
2. Applies moral and religious values across the curriculum with an awareness of peace and justice issues.
3. Participates in the sacraments, liturgies, para-liturgies, and prayer experiences.
4. Interacts with the Parish priests and the Parish community.
5. Develops an understanding with response to local community and global needs.

B. An Effective Communicator Who:

1. Actively and respectfully listens to the thoughts and ideas of others.
2. Articulates courteously and confidently in daily speech, during classroom discussions, and in writing.
3. Plays cooperatively, displaying knowledge of rules and good sportsmanship.
4. Understands conflict resolution skills and utilizes these skills with assistance and practice.

C. A Life Long Learner Who:

1. Demonstrates creative and critical thinking skills.
2. Participates responsibly in a variety of learning experiences.
3. Expands knowledge through field trips and outside resources.
4. Demonstrates competency in the basic skills in all subjects.
5. Synthesizes and applies previous knowledge.
6. Grows in proficiency in the English language.

D. A Responsible And Globally Aware Citizen Who:

1. Explores and celebrates various cultural, patriotic, and religious events across the curriculum.
2. Demonstrates awareness of current events.
3. Demonstrates manners and appropriate etiquette.
4. Promotes and models positive relationships between all members of the learning community.

Our Lady's School Daily Schedule

North Campus

8:00 a.m.	Opening Exercises
10:15-10:30 a.m.	Recess for 7 th & 8 th Grades.
10:30-10:45 a.m.	Recess for 4 th , 5 th , & 6 th Grades
12:00-12:40 p.m.	Lunch & Supervised Play for 7-8 th Grades
12:20-1:00 p.m.	Lunch & Supervised Play for 4-6 th Grades
2:45 p.m.	Dismissal

Kindergarten Readiness

8:00 a.m.	Classroom Open
8:15 a.m.	Opening Exercises
10:45 a.m.	Recess
11:30a.m.	Half-Day Dismissal
12:00-12:30 p.m.	Lunch
2:45 p.m.	Full-Day Dismissal

South Campus

8:15 a.m.	Opening Exercises
10:00-10:15 a.m.	Recess for Kinder & 1 st Grade
10:25-10:40 a.m.	Recess for 2 nd & 3 rd Grades
11:40 a.m.-12:20 p.m.	Lunch and Supervised Play for Kinder & 1 st
12:00-12:40 p.m.	Lunch & Supervised Play for 2 nd & 3 rd
2:45 p.m.	Dismissal

*** **Noon dismissal** for minimum days, which is every first Friday of the month and as indicated on the school calendar.

Office Hours/Telephone

The school office is open for business from 7:30 a.m. until 3:30p.m. The school telephone numbers are:

North Campus 233-8888
South Campus 233-0962
Kindergarten Readiness 230-8416
South Campus Extended Day Program 233-7656

The telephones are for school business use only. Students will not be allowed to accept calls or allowed to use the phone except for emergencies. Students will not be allowed to call home for athletic clothing/equipment, for school materials, or to notify parents that it is a minimum day.

Statement of Non-Discriminatory Policy

Our Lady's School and all the Catholic Schools in the Diocese of San Diego, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools.

The Catholic schools in the Diocese of San Diego do not discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, scholarship programs, athletic and other school-administered activities. Likewise, Our Lady's School and all the Catholic schools in the Diocese of San Diego do not discriminate against any applicant for employment on the basis of sex, age, disability, race, color and national and/or ethnic origin.

(California Catholic Conference, March 1994, revised January 1997)

Accreditation

Our Lady's School is a fully accredited member of the Western Association of Schools and Colleges (WASC). This association accredits the schools of the Diocese of San Diego as well as schools throughout the Southwestern United States. The Western Catholic Education Association (WCEA) is the Catholic counterpart of this accrediting body.

Admissions

A child who is 4 years old by September 1 may be admitted into our Kindergarten Readiness Program. This learning situation is directly related to preparing the 4-year-old for readiness skills necessary for the Kindergarten Program. A child who is 3 ½ years old will be considered for admission to the program after evaluation of his/her level of maturity and readiness as determined by the Kindergarten Readiness teacher and at the discretion of the Principal.

The Kindergarten Teacher and Principal may admit a child who is five years of age by September 1 in Kindergarten after consideration of his/her level maturity and readiness as determined by the Kindergarten teacher. A readiness test is administered to Kindergarten applicants.

Re-registration of each student presently enrolled in school takes place during March-April. Re-registration forms will be issued to parents who have met the tuition payment and the Service Hour obligation. This form must be returned by the deadline indicated in order to assure a place for children for the following year. This form and the payment of the non-refundable registration fee deposit are required.

New families may register at Our Lady's School through the first semester. Only in extreme cases will new students be admitted after this date. Families registering new students should have with them at the time of registration: birth certificate, Baptismal certificate, immunization record, and most recent report card.

Transfers/Withdrawals

Parents of students transferring out of Our Lady's School are asked to notify the school office. Students might also be asked to transfer for disciplinary reasons.

Attendance/Absence

If a student is going to be absent, parents are asked to call the school office at (North Campus: 233-8888, South Campus: 233-0962, or Kindergarten Readiness: 230-8416) by 9:00 a.m. Upon returning, the student must bring a written note signed by the parent or guardian, stating the reason for the absence. Schoolwork missed during the absence is the student's and parent's responsibility. A prolonged absence may deprive a child of a report card for that period and may effect promotion to the next grade at the end of the year unless all work is made up as directed by the teacher.

Families should make every effort to schedule vacations outside of school time. When this is not possible, the parents are expected to notify the teacher and the school office ahead of time. If parents wish to request work, teachers need 1 week notice.

Excessive absences may impact the promotion of a student to the next grade.

Tardiness

Tardiness hinders a child's learning and can be a disturbance to the class. A child who arrives at South Campus after 8:15 a.m. and at North Campus after 8:00 a.m. is considered late. Eight or more tardies in a quarter will result in a two-hour Saturday detention, and a \$10.00 fee. If a student does not attend Saturday detention, they are not allowed back in school until both parent and student have talked with the Principal. Habitual tardiness will result in after school detention to make up for lost time.

Instructional Program

Curriculum may be defined as "all the guided experiences of the child under the direction of the school." It includes the content of the courses of study and it also embraces the development of the whole child insofar as it is within the scope of the school to do so. The school will assist the child in forming the right understandings, attitudes and habits, not only in connection with subject matter areas, but also in other school experiences.

The instructional program includes: religion, English, reading, spelling, handwriting, mathematics, science, social studies, computers, art, and physical education. Computer time is scheduled for all students in Grades KR-8.

In accordance with Diocesan policy, Our Lady's School offers the Family Life Program in Grades 1-8. This Christian values based program offers instruction in: Family Living, Personal Growth, and Self-understanding, Respect for Life, Christian Sexuality and Christian Social Living.

Title 1 Teacher: Through the San Diego City Schools, the special assistance is funded for students living in the school district qualifying in reading and math by standardized test scores for the additional assistance.

Extended Day Program

Our Lady's School provides an Extended Day Program for a monthly fee of \$100.00. Students will have the opportunity to participate in a variety of supervised activities including time for: homework, recreation, crafts, and computer lab time. The hours of the program are: 7:00 a.m. - 7:45 a.m. and 3:00 p.m.-5:30 p.m. Students are not to be left at the school prior to 7:00 a.m. After 5:30 p.m., there will be a fee of \$10.00 for every ½ hour or any portion of a ½ hour for children whose parents have not picked them up from the Extended Day Program. Students participating in athletic events do not have to pay the Extended Day fees if the student is picked up promptly upon completion of practice. If students return to the school and are not picked up promptly by their parents, they will need to pay the Extended Day fee since the school is providing after hours supervision.

Liturgies and Prayers

Regular Masses and other liturgies hold an integral and primary place among school activities. Liturgies for the whole school are planned for first Friday of each month and on special occasions throughout the year. Students at each campus also attend a weekly Mass at the parish church. Parents are kept informed of the times and locations of these events and are always welcome to attend. Each school day begins with communal prayer and the Pledge of Allegiance. Each month, partner classes take turns participating in an Educational Sunday Mass at Our Lady of Guadalupe Church. Partner students assigned to this Mass must wear their formal uniform. All students in the school and their families are invited to attend. All students wearing formal uniform will be allowed free dress on the following Monday.

The sacraments of Reconciliation and First Eucharist are introduced each year to the second graders as a class. They are prepared to receive each sacrament for the first time. Parents are required to attend meetings for each sacrament as the child is being prepared. If our older students would like preparation for their sacraments, they will need to enroll in the classes offered by the parish.

Service Projects

The mission of Our Lady's School is to prepare its students for lives of service and leadership rooted in the Catholic values of faith, hope, and love. Throughout the year the school has many opportunities for the students to participate in service projects for the school, the local community, and for global issues. The projects are designed to fulfill the gospel message to serve others as well as creating awareness of issues related to those in need. Because our philosophy acknowledges that parents are the primary educators, we encourage our families to provide support in a collaborative spirit, so that we can model the Catholic values we share as a faith community.

Homework

It is the policy of the school to assign homework in order to reinforce classroom instruction. Typically, the amount of homework is approximately ½ hour for primary students, 1 hour for intermediate students and 1½ hours for junior high students. Students will receive appropriate notice of the deadlines required to complete long-range assignments and projects.

When a student is absent, all classroom and homework assignments are to be made up. Students will be provided a reasonable amount of time to complete all make-up work. It is the student's responsibility to ascertain what this work is and to see that it is turned in to the teacher by the established deadline. Missed or late homework assignments will impact the student's grade.

In order to instill lasting study habits in their children and to exhibit interest in their children's progress, parents are asked to be involved with their children's homework by:

1. Setting aside a definite time and a quiet place for homework to be completed.
2. Reviewing the student's assignment book on a daily basis.
3. Checking the finished homework for completeness and neatness.

In this way, the children learn that their parents value good homework behavior, and children are much more inclined to make it a regular part of their lives.

Lunch

Students need to have a healthy lunch each day at school. They may bring lunch from home or purchase lunch from the lunch program provided by the school. Students are not allowed to bring soda from home or to buy soda from the parish vending machines. Students may not leave the school grounds to purchase lunch when they are in the care of the school. Students are also not allowed to have other people provide food for them from one of the local fast food restaurants or stores during school hours unless they have special permission from the school. Please provide your child's teacher with at least 24 hour notice if you would like to bring food or beverages to celebrate your child's birthday.

Supervision of Students

The school is responsible for supervision of students from 7:00 a.m. until 3:00 p.m. Any students remaining after 3:00 p.m. are taken to the Extended Day Program. Students are expected to go directly home after school unless they are involved in an extracurricular activity or the Extended Day Program.

Students are not permitted to leave the school grounds for any reason during the regularly scheduled school day without permission. If your child is involved in an after school sport or activity and you give them permission to leave school grounds, they must have a written note, that is signed by their parents on file in the school's office or they will not be allowed to leave the campus. Students may not leave campus after school and return for extracurricular activities or to the Extended Day Program (IE: Go to Jack-in-the-Box or other food establishments).

Internet Policy

Student use of the Internet at school is intended for educational purposes that meet curriculum standards. In order to ensure proper use of this technology, students are only allowed to use the Internet when they are monitored by staff and faculty. Students are not allowed to use the school Internet for social networking or sending emails. There should be no communication using the Internet, unless it used for a project structured by the faculty and approved by the administration. Cyber-bullying will not be tolerated, and we ask that parents monitor home use of the Internet. **For the safety of our students, photos and video are not allowed to be posted to public websites or used for publication, without the expressed consent of the school's administration.** A release form will be given to each family that allows the school to use photos or video material for the school website and/or school publications.

Illness-Injury/Release of Student

Parents will be notified of any serious illness or injury during the school day. In the event a parent cannot be contacted, the designated person listed on the Emergency Record Card will be contacted next. It is very important that all phone numbers on your child's emergency card are current. If there are any changes of address or phone number, please update information with the school office. No child may leave the school because of illness or for any appointment without being signed out by a responsible party. All parents must come into the office to pick up their child.

Medical Appointments

Medical/Dental appointments should be scheduled for non-school hours whenever possible. If a child must be excused for such an appointment, a written note from the parent or guardian must be presented. The student must be picked up at the school office and the parent must sign out his or her child. In order for the absence to be excused, the child must bring a note from the doctor's office upon returning to school.

Medication

The school staff will not administer internal medicine of any kind (including cough medicine, aspirin, Tylenol) to any student. If a student is to receive a prescription medication during school hours, the medication must be sent to school with written directions for administering the medication including the name of the person who is allowed to administer the medication. Students will keep no medications of any type. This includes aspirin, Tylenol, antacids, cough medicines, cough drops or asthma treatments.

Health/Immunizations

California law requires specific health screening procedures for all children who are entering school for the first time. Parents of prospective Kindergarten and First Grade students must comply with this obligation before their child is admitted to class. No child may be admitted to school unless he/she has been immunized against diphtheria, pertussis (whooping cough),

tetanus, polio and measles (both rubella and rubeola). Hepatitis B vaccinations (Series of 3) need to be completed before the student enters 7th grade.

Insurance

Insurance with the Diocese of San Diego is provided for each student. We ask you to carefully read the coverage information when the forms are sent home at the beginning of each year. Coverage is supplemental to your personal health insurance and covers students while at school-sponsored activities.

School and Personal Property

Each student is responsible for the proper care of the books and supplies loaned to him/her by the school. If, through carelessness or intent, any of these materials are damaged or lost, the student will repair them or pay for their replacement. Textbooks should be covered at all times. All other school property is to be cared for and respected.

Unless requested by the teacher, students are not to bring radios, toys or electric equipment to school. **Students are not allowed to possess or use cell phones, smart phones, iPods, mp3 players, cameras or any other electronic devices during school hours and extended day hours without the authorization of the school administration and faculty.** If caught, the electronic device will be confiscated and held until a meeting with the parents and the principal is completed. The school accepts no responsibility for such items that are lost or stolen.

Lost and Found

Please label all uniforms and school supplies with the child's name. Items that have been found on school grounds will be placed in the "lost and found box" at each campus. If these items are not claimed they will be used for the Uniform Exchange or given to local charities.

Disaster Plan

Our Lady's School has prepared a detailed plan as mandated to all schools by California Law. Parents must complete an annual emergency information sheet for each child. In the event of a disaster, a parent should report to the student release area.

Regular drills are held for students. These include earthquake drop drills where students are instructed to take cover under a table or desk and cover their heads. Upon receiving a command, students are instructed to exit the building and assemble in assigned areas. Fire drills are held monthly where, once again, the students are instructed on the safe procedures for evacuating the school building.

Our Lady's School Uniform

The school uniform is an important part of our identity as a Catholic school. A student who is appropriately dressed and carefully groomed comes to school prepared to learn and shows respect, both for self and others. **As the primary educators, it is the responsibility of parents to see that children are neat, clean, well groomed and in complete uniform.** You

may purchase Our Lady's School uniforms at Dennis Uniform Co. 4217 Ponderosa Ave. located in San Diego, CA. 92123 (858) 573-1804

Formal Dress Uniform: (For Mass days & other special occasions)

- Girls:**
- Plaid jumper (K-5th) or skirt (5th-8th), all jumpers and skirts may not be shorter than 3" above the knee
 - White blouse with pointed collar
 - Black leather dress shoes, *no tennis shoes*, white, blue or red socks, *no sport socks*
 - Navy blue V-neck cardigan uniform sweater with school logo. *No other sweaters or sweatshirts.*
 - 7th and 8th grade students may wear a solid red sweater with the school logo

- Boys:**
- White button-down shirt
 - Navy blue slacks, belts must be worn on pants with belt loops
 - Black leather dress shoes, *no tennis shoes*
 - Blue tie
 - Blue or black socks, *no sport socks*
 - Navy blue V-neck cardigan uniform sweater with school logo. *No other sweaters or sweatshirts. No Polo shirts.*
 - 7th and 8th grade students may wear a solid red sweater with the school logo

Regular Uniform:

- Girls:**
- Plaid jumper (K-5th) or skirt (5th-8th)
 - Navy blue walking shorts or navy blue pants
 - White blouse or Polo shirt with school name, blouse/shirt must be tucked in at all times
 - K-5 blouses (whites S/S- sports collar)
 - 5-8 blouses (over blouse-white S/S sports collar)
 - Dark shoes or tennis shoes (colors can be white, blue, black or gray), shoes must be clean with no decorations, shoelaces must be black, white or navy blue
 - No slip-on shoes, clogs, flip-flops or sandals, boots, or open-toed shoes
 - White, blue or red socks, ***no ankle or sport socks***
 - Navy blue school sweatshirt or navy blue V-neck cardigan sweater with school patch, no other sweatshirts

- Boys:**
- Navy blue pants, belts must be worn on pants with belt loops (grades 4-8), no oversized belt buckles (no cargo pants)
 - Navy blue walking shorts (no cargo shorts)
 - White shirt or Polo shirt (white or gray) with school logo
 - Shirt must be tucked in at all times
 - Dark shoes or tennis shoes (colors can be white, black, blue or gray), shoes must be clean with no decorations
 - Shoelaces must be black, white or navy blue white or navy blue socks
 - ***No ankle or sport socks***
 - No slip-on shoes, clogs, flip-flops or sandals, boots, or open-toed shoes
 - Navy blue school sweatshirt or uniform sweater, no other sweatshirts

P.E. Uniform:

Boys and Girls:

- P.E. uniforms may be purchased at Dennis Uniform.
- Gray P.E T-shirt with school logo
- Navy blue shorts, no stripes or cargo shorts
- Only tennis shoes (colors can be white, blue, black or gray), shoes must be clean with no decorations, shoelaces must be black, white or navy blue
- White socks worn above the ankle
- Navy blue sweat pants may be worn for P.E. only

Additional Dress Code Rules:

1. Clothes are to be clean, neat and free of rips or missing buttons.
2. Undershirts must be solid white with no writing or designs whatsoever.
3. Jackets worn to school must be removed in the classroom. A uniform sweater or sweatshirt may be worn in the classroom.
4. Complete uniforms are to be worn for Mass Days or for any Church functions. No shorts may be worn on Mass Days or for any Church functions.
5. No denim or oversized (baggy) pants. Long pants must not drag on the ground.
6. Cargo shorts or pants are not permitted as part of the school uniform.
7. Belts may be cloth or leather. (Only plain black and navy blue). Neither white belts nor decorated belts.
8. Shoes must be laced and tied at all times. Shoes are not to have decorations, wheels, lights or any other attachments. No platform shoes.
9. Colored, bleached or streaked hair is not allowed for either boys or girls.
10. No exaggerated hairstyles (Mohawks, faux hawk, spiked hair, shaved heads, or hairstyles which connote association with gangs).
11. A boy's hair should be cut so that it is out of their eyes in the front, no longer than collar length and neatly combed.
12. Boys must be clean shaven.
13. No wristbands.
14. Girls may have only one pair of small earrings, one ring per hand, and no excessive jewelry for boys and girls (one bracelet allowed). Boys may not wear earrings.
15. Make up, artificial nails of any type, and nail polish are not permitted.
16. No tattoos.
17. Hats or beanies (other than those worn for religious reasons) may not be worn inside the school building.
18. Students must come to school in full uniform. Students are not allowed to change the uniform while at school unless they are permitted to change by a staff member for a specific sport or event.

Please mark all items of the uniform with your child's name in indelible ink.

Free Dress:

Free dress is permitted on special occasions. On such days, students are expected to dress appropriately. **Free dress passes are not to be used on Mass days.** The following types of "free dress" are not permitted:

1. T-shirts, which have offensive language, images or a message that is contrary to the Catholic values of the school, are not permitted.
2. Sleeveless clothing, spaghetti straps, tank or halter-tops are not permitted.

3. Tight fitting clothing or shirts that expose the stomach are not permitted.
4. No open-toe, slip-on, slide-on, backless, strapless, or high-heeled shoes may be worn.
5. No sagging pants or pants worn below the waist.
6. No jeans with rips or tears.
7. No short dresses, skirts, mini skirts or tight shorts.
8. Students must follow all regular dress code guidelines regarding shoes, hairstyles, hair color, make-up, and jewelry when wearing free dress.

Students in violation of the “free dress” code are subject to the consequences outlined in the section on uniform violations. In certain cases, students may be restricted from returning to the classroom unless they are able to change their clothing. Additionally, the students are subject to losing “free dress” privileges for future dates.

Birthday Privilege:

Our Lady’s school students may have the privilege of free dress on their birthday. Those whose birthdays fall on a weekend may wear free dress on the Friday or Monday nearest their birthday. Students having birthdays during vacation times may wear free dress on one day of their choice in June. If the birthday falls on P.E. day, free dress may be worn the next day. This is a privilege, which should be respected. Dress should be in good taste. Free dress is not allowed on days when formal uniform is required.

Enforcement of School Dress Code

The faculty and administration will implement the dress code. They will make every attempt to handle and reinforce discreetly by explaining to the student the reason why his/her attire does not comply with the dress code. Faculty and staff will give students a blue referral sheet in order to notify parents of a dress code violation. The student will also receive a dress code violation sheet that indicates how many times they have been in violation. This sheet must be signed and returned to school.

1st VIOLATION: Written explanation sent home for parent’s signature or conference scheduled.

2nd VIOLATION: Written explanation sent home with student. Parents will receive a phone call to bring the correct uniform.

3rd VIOLATION: A 1 hour detention will be issued.

4th VIOLATION: Saturday detention will be issued for two hours and student will be required to pay a \$10.00 infraction fee.

Repeated violations will require a conference at the school with the student, parent, and Principal. The school administration reserves the right to withhold a student from a school activity (i.e. a field trip) if the student’s dress does not follow the guidelines outlined in the school dress code.

Discipline

Our Lady's School values and maintains that external discipline is an essential aspect of Christian development related to self-respect and consideration for others. In order to provide a Christian education for all, Our Lady's School uses an approach to discipline incorporating both praise and expected limitations. Students are informed of classroom and school expectations, as well as the positive and negative consequences for the choices they make. The motivation for all discipline is living concern for the growth and development of each child and the well being of the total group.

The large majorities of discipline problems are minor and are handled quickly and efficiently by the classroom teacher. In those few cases, which are not easily resolved, the student will be referred to the Principal.

Because of the damage chewing gum can cause to the books, floor, etc., students are not allowed to chew gum at any time on the school premises. This includes before, during, and after the regular school day. Students will receive a pink slip for chewing gum.

Because we believe in the dignity and the respect due each person, Our Lady's School has established a zero tolerance for these offenses: bad language, name-calling, or put-downs. The punishment for these offenses will be a pink slip and a 1 hour after school detention.

According to the Diocesan *Student Threat Policy*, any and all student threats to inflict harm to self or to others will be taken seriously. The zero tolerance policy of the Diocese will be followed.

Students that break school rules will be given discipline referrals (pink slips). Those students who are consistently breaking school rules will face stiffer punishments each time. The following is a list of consequences that they will serve for continued violation of school rules.

1st offense – The teacher will decide an appropriate punishment.

2nd offense – 1 hour detention

3rd offense – In-school Suspension.

4th offense – Out-of-school suspension, parent conference with principal, Behavioral Probation.

- If a student receives 4 discipline referrals in 1 quarter, they will be placed on Behavioral Probation for the remainder of the year.
- If a student receives 3 disciplinary referrals in two consecutive quarters, they will be placed on Behavioral Probation.
- Behavioral Probation may also be given to students at the discretion of the principal.

Once a student is on Behavioral Probation, the following consequences will be enforced **for the remainder of the school year.**

1st offense – 2 hour detention at North campus, 1 hour at South Campus.

2nd offense – In-school suspension.

3rd offense – Out-of-school suspension.

4th offense – Expulsion from Our Lady's School.

These consequences will be firmly enforced in an effort to eliminate those discipline problems that become severe.

Detention

A student may be detained after the daily school session for violation of various class and/or school rules, or a Saturday detention at the discretion of the Principal.

Pink Slip

A pink slip is a conduct referral, which denotes the following: the rule(s) broken, student's name, staff member issuing the referral, and date cited. **The student must have the parent sign this pink slip before he/she will be admitted back into class on the following day.** If the student returns without a signed pink slip, they will be given an in-school suspension, and will be asked to call home to notify their parents immediately. Missing a Saturday detention results in an automatic suspension and the parent must accompany the student upon return to school.

Pink Slips are issued for:

- A. Consistent disregard for school rules.
- B. Fighting
- C. Inappropriate language (obscene or foul) – Must make phone call home.
- D. Disrespectful to authority.
- E. Destruction of school property.
- F. Chewing gum
- G. At the discretion of the Principal.

Reasons for a Saturday Detention:

- A. Three or more pink slips during the quarter.
- B. Eight or more tardies per quarter.
- C. Out of uniform 4 or more times.
- D. At the discretion of the Principal.

Probation/Suspension

Students leaving the school grounds without permission to adjacent areas and returning to school will be suspended. A student may be placed on probation for a relatively serious offense, for serious academic deficiency, or for continued misconduct. The teacher and the Principal will determine the duration of the probation. School contracts with consequences may be required.

Expulsion

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension or for repetition of conduct for which the student has been suspended one or more times. Other reasons for expulsion from school include any incidence when the conduct is directly related to school activity.

Among these are the following:

- Behavior which impedes the progress of the rest of the class.
- Damage to or theft of school or private property.
- Possession or sale of weapons.
- Possession or sale of drugs.
- Possession or sale of alcohol.

- Possession or sale of tobacco.
- Disruption of school activities.
- Habitual truancy.
- Physical abuse directed toward school personnel or students.
- Any other act gravely detrimental to the moral or spiritual welfare of the students.
- Any affiliation with gangs.
- Sexual, physical or threatening harassment towards school personnel or students.

Our Lady's School Bullying Policy

Introduction

Bullying is prohibited in all Catholic schools of the Diocese. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of "Love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment.

Scope of Policy

This bullying policy is to be applied to Kindergarten through Grade Eight at Our Lady's School. It addresses bullying and does not replace any policies that deal with individual student misconduct or behavior. Student behavior is already addressed in the Parent/Student Handbook.

This policy will not apply to the Kindergarten Readiness program. It is recognized that these children are very young and are learning social skills. Unkind acts that occur at the Pre-Kindergarten level will be handled by the child's teacher. The teacher will work with the student, family, and principal (as needed) to address these situations.

Definition of Bullying

Bullying can be defined as aggression in which one child, or a group of children engages in unprovoked and repeated physical, verbal, social or emotional harm against another over a period of time. Bullying differs from other forms of conflict in that bullies seek to gain power over their victims. Because of this power imbalance, victims are in need of adult intervention. The administration, faculty and staff will take the necessary steps to intervene when they become aware of bullying at the school. We ask that parents talk with their child about bullying and let their child know that it is necessary to talk with an adult if repeated acts of bullying behavior are occurring.

Bullying is a continuum of behaviors that can range from name calling to assault. The two main types of bullying behavior include: physical bullying (repeated tripping, kicking, stealing, and shoving) and emotional/social bullying (gossiping, name-calling, humiliation, and convincing others to reject or isolate another). Bullying is more than misconduct. Bullying is marked by the intent to ridicule, harass, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken; whether such conduct occurred in front of others or was communicated to others; how the student accused of bullying interacted with the victim; and the motivation, either admitted or appropriately inferred, of the alleged violator.

Cyber-bullying is the use of modern communication technologies to embarrass, humiliate, threaten, or intimidate an individual in the attempt to gain power and control over them. Cyber-bullying will not be tolerated, and we ask that parents monitor home use of the Internet.

Complaint Process

Formal complaints

Students and/or their parents or guardians may file written reports of conduct they consider to be bullying. These written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. These reports can be filed with any teacher, who will forward them to the principal, or directly to the principal, for review and action.

Informal complaints

Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of the suspected bullying, and the names of any potential student or staff witnesses. The individual who receives the informal complaint shall promptly forward a written complaint, including the information provided to the principal for review and action.

Investigation of Complaint

Once a complaint has been reported, the principal shall promptly investigate to determine if bullying has occurred. The principal will review the complaint, including any documentation, as well as conducting interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, and staff. Parents of children filing a complaint and named in the complaint will be made aware of the investigation.

Staff responsibilities and intervention

Teachers, administrators and other professional staff, who witness bullying, shall promptly notify the principal of the events observed, and shall promptly file a written incident report concerning the events witnessed.

Teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. They may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Teachers and other professional employees should intervene promptly (unless intervention would be a threat to the staff member's safety) whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "bullying".

Consequences of Actions

Once the investigation is complete, the school principal shall determine the consequences for the individual(s) on a case-by-case, age appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying," as defined above, will generally warrant disciplinary action against the student responsible for bullying, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the principal. It is the goal of the administration, faculty, and staff to have the child achieve redemption, learn, and stop the bullying. The following are possible interventions to enforce the prohibition against bullying.

Non-disciplinary interventions

When verified acts of bullying are identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts may be asked to perform some type of community service within our School/Parish, make amends with the child(ren) that are victims of the bullying acts, and will be issued an age appropriate consequence. Community service may include but is not limited to, tasks in the classroom, cleaning up grounds or the building. Making amends shall include, but is not limited to, making a card or writing a letter to the child, apologizing to the child, performing an act of kindness. Punitive action may include the loss of recess, detention (grades 4-8), in-school suspension, suspension at home, and expulsion. Parents of all disciplined children will be notified of the consequences.

Depending upon the severity of the situation, the administrator may also take steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff support for students as necessary, requesting a parent conference, requiring that a student/family obtain professional counseling, developing a supervision plan with parents, and notifying law enforcement in the most severe cases.

Educational Measures

The faculty of Our Lady's School will include education about the harm, culture and injustice caused by bullying into their curriculum where it is possible an appropriate. The Religion Program in grade K -8 will integrate issues about bullying behavior into the classes.

School Awards

An Honor Roll of Academic Achievement will be published after each reporting period. The Principal will distribute certificates of achievement at the end of each quarter. B-Average or above in the major subject areas with nothing less than a C in Study Skills and Responsible Behavior will qualify a student for the Honor Roll.

Perfect Attendance awards are given in Grades K-8 each quarter to students who have only one tardy or less and have not missed school.

Student of the Month awards are given to students in Grades KR-8 who exhibit an exceptional quality of behavior, such as honesty or perseverance, for that month.

At the end of the year, awards are given to students who have demonstrated excellence in each of the subject areas that are part of the curriculum for that grade. Students also have the opportunity to receive an award for perfect attendance for the whole year.

Student Activities

Cheerleaders	Girls in Grades 5-8 may try out for this activity. The girls need to purchase uniforms. A moderator supervises practice and the coordination of performances.
Sport Teams	Boys (Grades 3-8) and girls (Grades 5-8) may be part of a team. Parental consent as well as faithful attendance at practice and games is expected. Boys' sports include flag football, soccer, and basketball. Girls' sports include basketball, volleyball and softball. These sports are only provided when sufficient volunteer coaches are available and there are enough students to field a team. There is a \$10.00 fee required.
Student Council	Students who run for these offices in grades 3-8 follow the usual requirements (i.e. signatures on a petition, campaign speeches, good grades, teacher approval, and parent approval). Meetings are held under the supervision of a moderator.

Eligibility for Student Activities

In order to participate in the above activities, students are required to have a "C" average with no "D" or "F" in a subject, "C" or above for Responsible Behavior, consistent effort to complete all class and homework assignments. Ineligible students may neither practice nor participate in the school sport or activity.

Field Trips

Permission slips are sent home before each trip. These must be signed by the parent/guardian and returned to school by the designated date. Verbal permission over the telephone will not be accepted. Phone calls will not be made asking parents to bring permission slips to school. Additional charges are assessed for those trips requiring entrance fees, etc. The Diocese of San Diego promotes the use of public transportation when possible. Parents are encouraged to participate by volunteering to chaperone for class field trips. Some field trips require that parents volunteer to drive. Drivers must have a valid California Driver's license and proof of automobile liability insurance on file in the school office. A seat belt for each person in the car must be available. California State Law requires teachers to verify each of these items before allowing children to board cars. Teachers will notify students and parents regarding the appropriate dress for the field trip. Field trips are a privilege, as they are an addition to the regular curriculum. Students can remain at the school during a field trip if their behavior or academic standing does not warrant the privilege.

Permission Slips

A permission slip will be sent home at the beginning of the school year for All School Mass days, which occur once a month at South Campus. Students must return a parent signed permission slip for all class field trips. Students need written permission if they will be leaving school with another student's family member. If your child walks home from school, a parent letter stating this must be on file in the school office.

Promotion/Retention

Promotion to the next grade is based on the satisfactory completion of that grade. Students are retained in a grade when their level of academic achievement is such that they are not expected to benefit from greater expectation of the next higher grade. Parents will be informed of the possibility of retention at the earliest possible time. Excessive absences may impact the promotion of a student to the next grade.

Appointments/Visits

All persons entering the school grounds should go directly to the school office to obtain proper authorization for visiting the school. Parents are always welcome and encouraged to visit the school and observe classrooms by appointment.

Conferences with the Principal are usually by appointment. The Principal will make every effort to accommodate your schedule. Please keep in mind that most school related concerns should be discussed with the appropriate teacher before they are brought to the attention of the Principal. All school personnel are happy to meet with parents, students, and other interested persons on school related matters. Please call the school office to schedule an appointment

Parent/Teacher Conference

The school schedules two general parent/teacher conference days each year, after the first and third quarters. The purpose of these conferences is to provide an evaluation of the student's progress and to inform the parents of ways in which they can assist their children with his/her strengths and specific areas of need.

Conferences also give parents the opportunity to ask questions, and to become better informed of school activities. Problems are more easily addressed and corrected when communication between the home and the school is open. Additional conferences are encouraged as needed or desired. Bilingual secretaries and teachers are available as needed.

Mandatory Parent Service Hours

It is a requirement of parents that volunteer service is given to the school or a monetary compensate on be made in order to keep the tuition down and to meet the budget. The hours required are as follows:

Two parent families: 13 hours per semester/26 hours per school year for each family
One parent families: 10 hours per semester/20 hours per school year for each family

Single parent families must establish their status at registration time. At the end of the first semester, hours will be calculated. If you have not completed and recorded your hours on the service hour sheet sent to you at the beginning of the year, and turned it into the office at the end of the first semester, you will not be allowed to register for the next school year. The same will be done in June at the end of the second semester. In order to receive credit for hours worked, donations given, etc., you must enter your hours on your sheet and turn it into the school office. **This is the parent's responsibility.**

Parent Teacher Guild

Our Lady's School Parent Teacher Guild (PTG) works with the Principal to provide a means of parent involvement in the life of the school. In addition to raising funds to supplement the school budget, the group fosters social and educational activities. The PTG does not have elected officers, and all parents are welcomed and encouraged to participate in the various PTG sponsored events.