

Our Lady's School



Parent Handbook

School Office and Mailing Address--
650 24th Street, San Diego, CA 92102
(619) 233-8888

School Office Hours: 8am - 4pm

Father Brown Campus - Grades TK-3,
744 Beardsley Street, San Diego, CA 92113

North Campus - Grades 4-8
650 24th Street, San Diego, CA 92102

Our Lady's School is an elementary and middle school accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA). The school received a full, six-year clear accreditation in its last review in 2016-2017.

JUNE, 2021

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ADMINISTRATIVE INFORMATION

MISSION STATEMENT

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.

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 to their full potential in all areas: spiritually, academically, socially, and culturally.

VISION STATEMENT OF INCLUSION - DIOCESE OF SAN DIEGO

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.

PARENTS AS PRIMARY EDUCATORS

Parents have the primary responsibility for the education of their children which includes the following responsibilities:

- To establish a home environment which teaches the moral values, religious habits, social skills, self-discipline, and commitment to learning upon which successful Catholic schooling is based.
- To make every effort to establish and maintain a collaborative and mutually supportive relationship with the school which they have selected for their children.

PARENTAL INVOLVEMENT

In keeping with the philosophy of Our Lady's School, the role of the parents is crucial. Faculty and staff maintain the role of professional educators, whose training and experience provide critical skills, techniques, and knowledge. Working respectfully together with the professional educators, parents, as the primary educators of their children, have an important role which includes the following:

- Support and follow through regarding all school regulations and policies.
- Read and respond to all notices, including the weekly newsletter containing school news

and important information.

- Attend all school meetings, functions, special activities, and parent-teacher conferences.
- Work with the teachers and administration in everything relating to their child's progress and performance.

Our Lady's School thrives as a result of dedicated staff working with actively involved parents. All shareholders (parents, teachers, and students) are part of the total school community. Parent participation in school functions is expected and encouraged to benefit and enhance the total school experience of each child.

In regard to each child's religious formation, parents are expected to:

- Talk to their children about God and their own faith
- Pray together
- Celebrate mass together on Sundays and special days
- Be informed about the religious concepts the children are learning
- Continually reach out to develop their faith life

WCEA/WASC ACCREDITATION

Each school in the Diocese of San Diego undergoes self-evaluation and accreditation by the Western Catholic Education Association and the Western Association of Schools and Colleges every six years. This process is in place to ensure the school site is upholding rigorous academic standards and is maintaining a community of Catholicity for all attendants. Our Lady's School was accredited during the 2015 - 2016 school year. A full six (6) year term of accreditation was granted. Our next WCEA/WASC review will be in November, 2022.

HISTORY OF OUR LADY'S SCHOOL

Our Lady's School, Our Lady of Angels and Our Lady of Guadalupe

Our Lady's School has been dedicated to the spiritual and academic development of children for over 100 years. 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 transitional kindergarten through eighth-grade education system that prepares children to meet the challenges of life.

Our Lady of Angel's was 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.

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.

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 Fr. Brown Campus at Our Lady of Guadalupe parish accommodates transitional kindergarten through third grade. The North Campus at Our Lady of Angels parish accommodates our fourth through eighth grade classrooms.

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 supporting parish of Our Lady of Guadalupe. 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

PARENT TEACHER GROUP (PTG)

The purpose of this organization is to build community, bring about a closer relationship between the school, home, and parish, and to provide essential financial support through fundraising.

PTG officers are listed in the school directory each year. PTG Executive Board (President, Secretary, and Treasurer) meet regularly with Room Representatives to plan upcoming events and exchange important information.

PTG sponsored activities and fundraisers may include:

Walk-a-thon

Fall Back to School Picnic

Our Lady of Guadalupe Fiesta

Spring Fundraiser

Teacher/Staff Appreciation Week

ADMISSIONS

NON-DISCRIMINATION AND DIVERSITY POLICY

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 or religion to all the rights, privilege, 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, religion, age, sex, or disability in the administration of educational policies, scholarships and loan programs, and athletic and other school-administered programs.

The personal family background of a student does not constitute an absolute obstacle to enrollment in the school, nor does the acceptance of any child for enrollment in the school condone or imply approval of any parental living situation, which may be contrary to the teachings of the Catholic Church.

ADMISSIONS POLICY AND PRIORITIES

Registration will be prioritized based on the following criteria:

- A. Age and/or developmental readiness of the child (child must be 4 years old by September 1st for Transitional Kindergarten, 5 years old by September 1st for Kindergarten; 6 years by September 1st for First Grade)
- B. Siblings of current students
- C. Registered parishioners of Our Lady of Guadalupe or Our Lady of Angels Parishes
- D. All others

****New and returning students are required to pay the non-refundable registration fee at the time of registration.**

AGE OF ADMISSION

Incoming Transitional Kindergartners must be four (4) years old by September 1st of the Transitional Kindergarten year. Kindergarteners must be five (5) years old by September 1st of the Kindergarten year. The parent or guardian of a child shall, prior to the admission of the child to Kindergarten, present proof of age to the school in the form of a birth certificate, baptism certificate or a passport.

NEW STUDENTS (Grades 1-8)

Children transferring from another school need to bring their report cards from their previous school which show proof of attendance at the previous school.

NEW STUDENT PROBATION POLICY

Our Lady's School wishes to facilitate the academic growth of the students it accepts. Because of limited resources, the school may not be able to meet the needs of some children. With that in mind, all students transferring into Our Lady's School are accepted with the understanding that they are on probationary status for their first year. Students who complete their first year having satisfactorily demonstrated age-appropriate behavioral, social, intellectual, and academic development will be removed from probation. Any decision regarding students who may return on probationary status will be made after considering all facts related to the particular student's development, which includes:

- Conferences with the parents and student
- Reviewing the various data collected by the administration and teachers throughout the school year

- Agreement by both student and parents that they will adhere to the conditions set forth, as well as any accommodations made, which the administration believes may be necessary to promote the student's development.
- Understanding that if the school determines the child's needs cannot be met, parents will need to seek an alternative placement for their child.

IMMUNIZATION AND HEALTH SCREENING REQUIREMENTS

California State Immunization Bill (AB 277 Title 17, Division 1, Chapter 4 Article 600) which went into effect on July 1, 2019 applies to all private and public schools. All students attending Our Lady's School must be immunized for the school year, except if the student has a documented medical exemption written by a CA licensed MD or DO.

A permanent medical exemption form must include the following to be excluded from immunization:

- The physical condition or medical circumstances of the child, which may include family medical history, are such that the required immunization(s) is not indicated.
- Which vaccines are being exempted.
- Whether the medical exemption is permanent or temporary.
- The expiration date, if the exemption is temporary.

A temporary medical exemption form must include the following:

- That the physical condition or medical circumstances of the child could not receive a vaccine on the day of the visit to the doctor.
- Which vaccines with dates of the intended administration
- Parent must bring in the immunization card to the school office after each immunization and present a new appointment card with the date and time of the next immunization.
- No cancellation of appointments without a physician's note.
- If an immunization card is not presented to the school as proof of immunization(s), this may result in the student being sent home.
- Temporary medical exemptions are valid for one year only.

If you have any questions, please call the school office or go to <https://www.shotsforschool.org/k-12/>

Children transferring from another school bring their report cards from their previous school which show proof of attendance at the previous school.

ATTENDANCE

ABSENCE

The parent or guardian is requested to call or email the school by 9:00 a.m. to notify the school if the child will be absent that day. This guideline is for the safety of each child.

TARDY POLICY

Students are expected to be in their classroom by 8 AM at North Campus and by 8:15 AM at Father Brown Campus. Students who are tardy cause inconvenience for their teacher and disruption in the classroom and front office. In accordance with the Tardy Policy of Our Lady's School, tardies accumulate per quarter with the following consequences:

- 5th & 6th tardy – Email sent home/Notice of Concern
- 7th & 8th tardy – School officials meet with parents/guardians and student to determine the reasons for tardies.
- 9th tardy – Student and parent meet with Administration to discuss appropriate disciplinary action.

TRUANCY POLICY

Habitual truancy (Effective January 1, 2011, *EC* Section 48263.6: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with *EC sections* 48260, 48260.5, 48261, 48262, 48263, and 48291.)

Students who are habitually truant, may be subject to the following consequences, but not limited to:

- Loss of participation in after school sports
- Loss of participation in field trips
- Grade level retention
- Missing work may not be provided

DOCTOR AND DENTAL APPOINTMENTS

Appointments should be made after school if at all possible. Advance notice to the teacher should be given. If a child is to be released during school hours, students must be signed out and picked up at the front office in person. Parents may not go to the classroom to get a child for an appointment. Students will be called to the office upon parent arrival and sign out from the front office.

RELEASE OF STUDENTS DURING SCHOOL HOURS

No student is permitted to leave the school grounds at any time during school hours, or to be released from class without prior notice from the parent or guardian. A student who leaves early must be signed out by a parent or guardian at the school office. If your child must be signed out by anyone else we must have written authorization and positive identification.

In order to minimize classroom distractions and assist our teachers in delivering content to all of our students, we are asking for help from our parents. On a daily basis, there are many students who leave school early for numerous reasons: doctor appointments, family vacations, athletic tournaments, etc.

When a student is pulled from school early, the teacher has to stop what they are doing, answer the phone, notify the student and then the student has to pack up. All of these distractions have a negative impact on the learning environment. Moreover, when a student is leaving early from Middle School it causes multiple distractions in multiple classrooms because the students are often not in their homeroom when they are leaving.

You can help minimize these distractions in the classroom by working with our class schedules when you come to pick up your student for an appointment. If we are within 15 minutes of recess, lunch, a passing period, or the end of the day, we are going to hold off on removing the student from class until said transition occurs. As such, please arrive early so you are not late for your appointment.

PARTICIPATION IN SCHOOL EVENTS

Students must be in attendance for half the school day (3.5 hours) if they wish to participate in extracurricular activities associated with the school.

EXTENDED ABSENCE

The school calendar and vacation days should help you to plan your vacations during non - school time. Our Lady's School does not encourage taking students out of school for extended absences during the school year. However, we do realize that family events occur that can't be helped. In the case of a long-term absence, students will be expected to finish all missed assignments upon their return. A reasonable amount of time will be given to complete these assignments. No credit will be given if the assignments are not completed on time.

SCHOOL SCHEDULE

CALENDAR

The school calendar which is posted on the school website (www.olssd.org) lists instructional days, holidays, minimum days, and vacations. If any changes are necessary, parents will be notified through the weekly newsletter. Specific activities are scheduled for students and families throughout the year. Parents are encouraged to watch for announcements in the weekly newsletter.

DAILY SCHEDULE

7:00 - 7:30	AM Extended Care
7:30 AM	Supervision on Campus Begins
7:45 AM	First Bell
8:00 AM	School Begins
9:30AM	TK Recess
10AM	K, 1, 6, 7, 8 Recess
10:20AM	2, 3, 4, 5 Recess
11:30AM	TK Lunch
12:00PM	K, 1, 6, 7, 8 Lunch
12:20PM	2, 3, 4, 5 Lunch
2:45 PM	Dismissal
3:00 PM	Students Report to After Care
5:30 PM	After Care Ends

MINIMUM DAYS

Minimum Days, dismissal at 12:35 PM, are scheduled on the first Friday of every month and in conjunction with a holiday unless otherwise noted in the school newsletter. The office will remain open until 4:00 PM. Students remaining on campus after 1:00 PM will be signed in to After Care and parents will be charged the After Care fee.

COMMUNICATION

SCHOOL COMMUNICATION WITH PARENTS

It is essential that there is an efficient and effective system of communication between the home and school to facilitate both cooperation and understanding. Our regular channels of communication are as follows:

- Parent Handbook
- Weekly School Newsletter - sent by email each week of the school year and posted on the school Dojo. The newsletter contains information about school activities, calendar updates, PTG activities and deadlines. Parents are asked to read the newsletter as it contains information for the upcoming week and future events
- School Website
- Back to School Night, Parent Meetings, and Principal Meetings
- PTG Correspondence / Facebook page/Instagram
- Email blasts

TEACHER COMMUNICATION WITH PARENTS

Teachers communicate with parents in a number of ways:

- Back to School Night
- Email, Weekly Newsletter, Class Webpage
- Contact by phone
- Parent-Teacher Conferences (Fall and Spring)
- Other conferences as deemed necessary

Although the classroom teacher will express the preferred method of communication, please note that they may not be able to check email on a regular basis throughout the day. If you must communicate information to your child during the school day, or if an emergency arises, call the school office. School staff will convey the message to the teacher.

PARENT COMMUNICATION WITH SCHOOL

In order to ensure the success of the students, the following policies have been established to assure Christian communication between school and parents:

- Any concerns, questions, doubts, etc., must be brought to the teacher first. The teacher has the student's best interest in mind, and is in a position to know each child's unique situation.
- If, after meeting with the teacher the parent is not satisfied, then an appointment with the principal should be made. The principal may deem it necessary, in the interest of good communication, for the parents and teacher to confer with administrative staff.
- The school trusts that all parents at all times will treat teachers with respect. If at any time this does not occur, the conference will immediately be terminated and will be continued at the discretion of the principal and/or pastor. Further action will be taken at that time.
- Our Lady's School is a Catholic community where we value all of its constituents and respect one another greatly. Therefore, parents should not engage in speech or action, with or about parents, pastor, faculty, administration, or students which would compromise any person involved with the school.

Teachers will not be called to the phone during school hours, nor will private phone numbers of teachers be made available. A message for a teacher may be left on his/her voice mail or by e-mail--please call the school office and they will assist you. (All email accounts are the teacher's first initial followed by their last name [@olssd.org](mailto:olssd.org)). The teacher will respond within 24 business hours. Written notes may also be sent to the teacher. Complaints or concerns should be handled at the most immediate level possible. If you have a question regarding a classroom situation, please discuss it with your child's teacher. Our faculty are very responsive and understanding, and are more than willing to help resolve problems in a timely manner. Only after such attempts have failed or if there is a question pertaining to school policy, should the Principal be contacted.

To eliminate class interruptions, parents may not, at any time, deliver messages, lunches, homework, etc. to classrooms. If a parent has a message for a child, contact the school office directly.

PARENT/TEACHER/STUDENT RELATIONS

Parents should not engage in speech or action, with or about parents, pastor, faculty, administration, or students which would compromise any person involved with the school.

EMAIL ADDRESSES

Email addresses are distributed via the classroom Room Parent. All communication must be pre-approved by the classroom teacher before distribution.

MARITAL/CUSTODIAL ARRANGEMENTS

Parents must notify the school in the event there are any changes in marital or custodial arrangements. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

BACK-TO-SCHOOL NIGHT

At the beginning of each school year the school has a Back-to-School Night for grades TK-8 where parents are informed of the procedures for each grade. Watch the school newsletter for dates and times.

PARENT/TEACHER CONFERENCES

Conferences will be formally scheduled to discuss student progress and parents may also request conferences. Other conferences may be scheduled at mutually agreeable times. Call the school office or email the teacher to request a conference.

APPOINTMENTS

Appointments with school personnel must be arranged ahead of time. Contact the school office to request a meeting and the staff will assist you.

COMPLAINTS

Our Lady's School faculty and staff are dedicated to providing the finest quality Catholic education consistent with the stated mission. If a concern arises about a particular situation, faculty, staff and parents are expected to follow the principle of subsidiary, which calls for addressing any problem with the person most directly involved. School administration has an open-door policy and encourages open dialogue between all parties involved.

FINANCE

TUITION AGREEMENT

Every parent or guardian who enrolls a child in the school must sign a written tuition agreement each school year. Parents must also complete Enrollment/Re-Enrollment packets each school year.

TUITION PAYMENTS

Tuition is based on an annual fee and can be a one-time payment (August), in two installments (August and January), 10 monthly payments (Aug - May) or 11 monthly installments (July – May). Tuition payments are non-refundable. Tuition is processed through FACTS, a third-party tuition management program. All families will be set up with one FACTS account. For increased flexibility, the school provides three monthly payment date options for automatic debits: the 1st, 10th or the 20th of each month.

TUITION DELINQUENCY

Please contact the business office immediately upon incurring a financial hardship impacting your tuition obligations so an interim arrangement can be made if possible.

Arrangements/payment of delinquent tuition will be expected or parents will be asked to remove their child(ren) from Our Lady's School by the end of that current month.

FINANCIAL OBLIGATIONS AND GRADUATION

All tuition obligations must be fulfilled prior to the 8th grade class trip and graduation. Students will be denied participation if financial obligations are not met. Furthermore, transcripts and student records will not be released to other schools or to high schools if a student graduates or chooses not to re-enroll if financial obligations are not met.

TUITION ASSISTANCE

Tuition assistance is available for qualified families. Applications for tuition assistance are submitted online through FACTS when the enrollment period starts.

FUNDRAISERS AND SERVICE HOURS

Tuition and registration fees **do not** cover the total cost of educating a child at Our Lady's School. *The difference between the actual school income from tuition and fees and expenses for running the school is considerable. School fundraising by the PTG makes up some of the difference.*

Our Lady's School is a cooperative endeavor in which every family in the school community has a vital role to play. It is our privilege to serve one another in the Christian community and, at the same time, provide the best education possible for our children. It is through parent involvement that we improve the quality of education for our children and impart to them its importance. It is, therefore, a requirement of registration that volunteer hours be given to the

school in order to keep tuition down and meet the budget. Active participation in the school fundraisers, either in preparation, running the fundraiser, or clean-up will be credited to your volunteer hours. Attendance alone at the fundraiser will not be credited to your service requirement. Fundraising hours can be defined as that time spent raising money to support the school, i.e. helping with events or activities that directly impact the school budget/tuition.

Service hours may include working in the classroom assisting the teacher. To submit volunteer and fundraising hours, please report them on the sheets provided during registration. These hours must be recorded within 30 days of completion. Each family is expected to complete fifteen (15) service hours per year for one child, twenty (20) service hours per year for two students and twenty-five (25) service hours per year for three or more students. By May 31, if your service hours have not been completed, your child's registration for the following year will not be finalized. This could jeopardize your child/children's continued attendance at Our Lady's School. If an exceptional circumstance arises that prevents a family from completing service hours within the allotted time, it is the responsibility of the parent to contact the administration to discuss what options might be available to meet the requirement. However, your child's registration will not be finalized until the option is selected and agreed upon by both parents and the principal.

HEALTH AND SAFETY

CHILD ABUSE REPORTING OBLIGATION

All teachers and staff are mandated reporters. By law, they are obligated to report suspected child abuse and/or neglect. In the event of a visit from a social worker or police officer, the administration will verify the visitor's identity, office personnel will retrieve the student from class, and the child will be asked if he/she would like a member of the school staff in the meeting.

ILLNESS AND INJURY

No nurse is on duty at the school, but the staff may administer minor first aid and are trained in CPR, which is recertified every three years. When a student is injured or becomes ill, the parents/guardians will be contacted. If the parents cannot be reached and the illness or injury is serious enough to require medical attention, the principal shall consult the student's emergency card and arrange for the treatment authorized therein.

Children who are ill should remain home. Children sent home from school for illness must be signed out in the office before release. They will be released only to a parent/guardian or to a person authorized by the parents. Students must be **symptom-free for 72 hours (3 days)** before they may return to school.

EMERGENCY CARDS MUST BE KEPT CURRENT

MEDICATIONS

Any student who requires the dispensing of medication at school must comply with the following requirements:

- Medication must be prescribed by a California licensed physician, dentist, nurse practitioner, or physician assistant.
- An “Authorization for Medication Administration” form must be completed and signed by the health care provider prescribing the medication and the student’s parent/legal guardian for all prescription and non-prescription medication. A new form is required each school year.
- Prescription medication must be provided in the original container labeled by a California pharmacist, with the student’s name, medication name, prescriber’s name, and dosage/administration instructions.
- Non-prescription medication must be provided in the original container, with the medication name, dosage, and instructions.
- All prescription and non-prescription medication must be brought to the school office by a parent/legal guardian.
- It is the parent’s responsibility to inform school personnel of possible side effects of the medication.
- All medication will be stored in the school office.
- Students who require inhalers or epinephrine (EpiPen) for emergency management of medical conditions may choose to carry their medication with them. A signed “Authorization for Medication Administration” form must be on file in the school office.
- Students are not permitted to use other student’s medication supplies, even if they use the same prescription or non-prescription medication.
- It is the responsibility of the parent/guardian to replace the medication when it expires.
- At the end of the school year, all remaining medication will be returned to the parent/guardian. It is the responsibility of the parent/guardian to arrange for the pickup of the medication.
- It is the responsibility of parents/guardians to inform the school office in writing of a student’s allergies, hypersensitivity reactions (to bee stings, peanuts, foods, etc.), any physical limitations (hearing, vision, etc.), or chronic illnesses. This information must be indicated on the student emergency card, and communicated to the student’s teacher. It is also the responsibility of the parent/guardian to provide the school with any medication needed in the event of exposure to an allergen or any devices needed to assist the student while at school.

AUTHORIZATION FOR TREATMENT/ TRANSFER FOR MEDICAL ATTENTION

If parents/guardians cannot be reached and the illness or injury is serious enough to require medical attention, the administration will review the emergency card and arrange for medical treatment and/or possible transfer to a medical facility. Enrollment at Our Lady’s School confers upon the school the obligation to select and arrange for emergency medical care when the school is unable to reach the parent(s) and/or designated guardian. Our Lady’s School is not responsible for costs incurred for medical care.

EMERGENCY CARE INFORMATION

Each student must have an emergency card on file in the office. This card must be updated and all phone numbers must be kept current. Teachers and staff are trained in First Aid, and can provide basic assistance to children with injuries. In case of a serious medical emergency parent/guardian will be notified and/or 911 called if needed.

COMMUNICABLE DISEASES

Parents are required to notify the school office when their child has been diagnosed with a communicable disease such as, but not limited to chicken pox, measles, mumps, streptococcal infections, scarlet fever, whooping cough, conjunctivitis (pink eye), impetigo, ringworm, hepatitis, pinworms, head lice and mononucleosis. Parents of other students exposed to these illnesses will be notified. Certain reportable communicable diseases will require a permit issued by the Public Health Department, a physician, or a nurse, before the infected student may return to school.

HEAD LICE GUIDELINES

Parents of any student with head lice or nit infestation will be called and the student will be sent home for treatment. The student will be readmitted to school once the treatment has concluded.

CONFIDENTIALITY

Medical records are kept confidential.

CMG Connect (Background Check)

CMG Connect is the Diocese of San Diego Safe Environment Compliance System for background checks. It integrates the required training and background screening components for the Safe Environment program into one convenient online process. Volunteers will need to view videos, read the Code of Ethical Standards and, *if they have not been previously LiveScan for a school in the diocese*, are to submit the information for a background screening by visiting the school office for further instruction. A small fee is required to complete the CMG background check.

SUPERVISION

Children may not be unsupervised at any time, both before and after school. Students who are dropped off at school are obliged to stay on school property until the bell rings. There is no supervision before 7:30AM except for Extended Care. Extended Care is held before school from 7:00 AM - 7:30 AM and after school until 5:30 PM. All students and siblings must be supervised by a parent/guardian while on school and parish property during non-school hours.

Supervision is provided by the team coach for students involved in after school sports. All members of sports team must wait for their coach(es) at a location designated by their coach.

VISITORS TO SCHOOL

All persons, including parents, entering the school must first go to the school office to sign in and obtain a pass to visit or volunteer within the school. Volunteers must meet all CMG requirements prior to volunteering. Volunteers must then sign out when finished.

Parents/guardians who wish to observe classroom procedures must obtain prior permission from the administration. So as not to interrupt class instruction, parents/guardians should confer with teachers only after prearranging a conference. Parents may not attempt to conference with teachers immediately before or after school as it conflicts with teachers' supervisory duties. Students who do not attend Our Lady's School are not permitted to be present on-campus during school hours unless previous arrangements have been made. (Example: Graduates of Our Lady's School who are assisting classrooms for service hours.)

VISITATION OF STUDENTS DURING SCHOOL HOURS

Any adult, parent, or guardian who enters our school campus must sign in and pick up a visitor badge. This badge must be worn while on the school campus. Please sign out when leaving the campus. Persons, agencies, or organizations desiring to contact individual students during the school day are to receive permission from the Administration. The school complies with the California Education Code with respect to child abuse laws. Thus, the school may be required by law (in certain cases), to allow a child to be interviewed alone by officers from Child Protective Services or to release a child into their custody.

The school may not be used by a non-legal guardian for the exercise of visitation rights.

DISASTER PREPAREDNESS

An Emergency and Disaster Plan is on file in the school office, and it is reviewed and updated each year by school personnel.

DRILLS

Fire, disaster, and lockdown drills are scheduled periodically. All volunteers and visitors who are on campus at any time during an emergency drill are expected to participate and follow the directions of school personnel.

EARTHQUAKE/NATURAL DISASTER

1. The school will follow its written Disaster Plan, duck and cover.
2. Students will not be dismissed from school unless signed out by a parent, guardian, or designated individual named on the student's Disaster/Emergency Card. No exceptions.

3. The school will communicate with local emergency services and will care for children in a critical situation.
4. DO NOT CALL THE SCHOOL. Lines must be kept open for emergency calls and communication with local emergency preparedness teams.

EMERGENCY PROCEDURES

Emergency dismissal may be made at any time by school administration when a serious condition occurs such as: a natural disaster, sickness, accident, emergency conditions, etc. warrants it. If an emergency occurs outside of school hours, please listen to the emergency broadcast system radio station for instructions on school closure. As a general rule, Our Lady's School will follow the same procedure as the public schools in the area. In the event of a serious natural disaster, the faculty of Our Lady's School is prepared to care for the students. During this disaster period, all children will remain at the school under the teacher's guidance until a parent or authorized representative arrives to retrieve the child.

STUDENT RECORDS

ACCESS TO STUDENT RECORDS

The student's parents or legal guardian have the right to inspect the student's records in the presence of the principal or a delegate. Authorized persons shall submit a written request to view records. The School shall make every effort to comply in a timely manner.

RELEASE OF DIRECTORY INFORMATION

The school will not furnish a list to be used for commercial purposes.

RELEASE OF STUDENT RECORDS

Official Transcripts shall be mailed to the receiving schools or delivered by a school official. They are never given to students or parents for delivery to the school.

CHALLENGING THE CONTENT OF STUDENT RECORDS

Challenges to the content of records should be in regards to the correction of data in the student record, not with the substantive decisions on academic grades. These challenges are to be settled through proceedings at the local level.

INSTRUCTIONAL PROGRAM

STUDENT LEARNING EXPECTATIONS

These expectations are displayed in every classroom and are woven into all areas of the curriculum. Students are urged to live out these SLE's on a day-to-day basis.

A. An Active Christian Who:

1. Lives the call to be a "kid for others,"" developing an understanding of the God-given vocation to serve the world.
2. Has knowledge of the basic beliefs of the Catholic faith and scripture.
3. Participates in the sacraments, liturgies, para-liturgies, Examen, and prayer experiences.
4. Takes part in parish life.

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 writing.
3. Writes clearly and concisely in all subject areas.
4. Plays cooperatively displaying knowledge of rules, good sportsmanship, and conflict resolution skills.

C. A Life Long Learner Who:

1. Demonstrates creative and critical thinking skills across the curriculum.
2. Actively participates in a variety of learning experiences.
3. Expands knowledge through field trips and outside sources.
4. Demonstrates competency in the basic skills in all subjects.
5. Integrates previous knowledge into current knowledge acquisition.
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. Sees global issues through the eyes of the marginalized.
3. Models positive relationships between all members of the learning community

ACCOMMODATIONS

Teachers will provide accommodations for students who have a documented learning disability. Documentation may be provided by the public school system, or through an independent psychological testing service. Please contact the administration for further information.

CURRICULUM

Curriculum may be defined as “all the guided experiences of the child under the direction of the school.” It includes the content of courses of study; it also embraces the development of the whole child insofar as this is within the scope of the school. The school will assist the child in forming the right understanding, attitudes, and habits, not only in connection with subject matters, but also in each and every school experience.

The following subjects are taught at Our Lady’s School:

Religion	Mathematics
Language Arts (Writing, Spelling, Grammar)	Physical Education
Reading/Literature	Spanish Language
Social Studies/History	Science
Art	

TESTING

The following tests are administered each year:

STAR Testing	Grades K-8
ACRE Testing	Grades 5 and 8

The results of these tests are used to help the teacher and parents assess the academic progress of individual students, and to assist in making curriculum modifications to strengthen the academic program. They are not used to rank or set comparisons between students' classes, or the school as a whole.

REPORT CARDS

Our Lady’s School follows the quarterly reporting model. Report Cards will be given directly to parents after the first and third quarters during parent conferences. After the second and fourth quarter, report cards will be distributed directly to students. Report Cards will not be given out early, especially at the end of the school year.

ONLINE GRADING

Our Lady’s School uses **SchoolSpeak** for online grading in grades K- 8th. Login information will be provided at the beginning of the school year.

FIELD TRIPS

Field trips always have specific educational goals clearly related to the curriculum and are planned in advance. Restrictions may be placed upon a student’s participation by administration, teachers, or parents due to academic grades and/or a child’s lack of maturity or

responsibility to cope with the planned activity.

Each field trip must provide the following:

- Adequate transportation and supervision
- Preparation, follow-up and specific goals for students
- Parent/guardian approval in writing. No student may go on a field trip without a permission slip signed by a parent/guardian.
- Prior approval of the principal
- Roster of all participants including names, addresses, of all students and emergency contact telephone numbers

SIXTH and EIGHTH GRADE FIELD TRIPS WITH EXPECTED EXPENSES

Our Lady's School strives to provide our students with many learning opportunities, not only to further their academic knowledge, but also to strengthen their faith. In order to help our families prepare for these expenses, below is an estimate of expenses that families should expect:

- **Sixth Grade:** Four-Night Class Retreat to Whispering Winds, Julian, CA: Approximate Cost: \$350
- **Eighth Grade:** One day retreat, yearbook, 8th grade class trip, Graduation: Approximate Cost: \$350

RULES FOR DRIVERS

Our Lady's School is grateful to parents for their willingness to drive on field trips and requires the following guidelines be followed by all volunteer drivers:

1. Cars with front air bags must conform to manufacturer's recommendations for size & weight of passengers.
2. **No siblings or other children** are allowed on a field trip.
3. Chaperones/drivers are there to help supervise children for the entire field trip and will follow all directions of the teacher. For safety and insurance reasons, unplanned stops or side trips to/from field trip destinations ARE STRICTLY PROHIBITED.
4. Field Trip drivers **may not** show movies or DVD's in the car while transporting children.
5. Driver must have a valid California driver's license and Diocesan approved standard list of insurance (\$100,000 - \$300,000 for each automobile used.)
6. Safety belts must be in good working order for each passenger in the automobile,
7. Drivers must be 21 years of age.
8. Parents who disregard these rules will **not** be allowed to drive on any other trips.

HOMWORK POLICY

In order to develop and foster lifelong academic skills, daily homework will be assigned over the course of a week. Homework may include a balance of assignments in content areas such as writing, spelling, reading, math, social studies, science, and long-term projects.

The purpose of homework is to:

- **Practice:** Using a skill that was taught in class to complete an activity.
- **Prepare:** Pre-reading or looking over a new unit of study in a text for the next class meeting.
- **Study:** Reviewing content to master subject matter or to prepare for various assessments.
- **Extend or elaborate:** Conducting research or completing projects.

Teacher's Responsibilities:

- To assign purposeful homework with clear directions and instructions.
- To implement a system for routinely checking homework.
- To instruct students on how to develop effective study habits to complete homework assignments.
- To provide opportunities for students to ask questions and receive clarification of expectations when the assignment is given.
- To communicate with families when students are not completing assignments.
- To inform parents when their child needs additional help at home.
- To determine grade-level appropriate consequences for not completing homework which will be communicated at Back-To-School Night.
-

Student's Responsibilities:

- To understand all homework assignments by listening to and reading the directions, and asking questions when something is unclear.
- To write assignments in planner and gather all materials necessary to complete assignments before leaving the classroom.
- To complete all assignments to the best of his/her ability, including unfinished classwork.
- To review homework with parents, when appropriate.
- To return materials and assignments on time.
- To make up any missed classwork and/or homework that the teacher requires in a timely manner.
- To review planner, newsletter, and/or teacher websites (6th through 8th grade students) for information on assignments.

Family's Responsibilities:

- To support the school's mission and implement a "homework first" policy in the home.
- To provide a routine (regular time) and environment (place) that is conducive to doing homework.
- To be available to assist the student, but not do the actual homework.
- To review homework with their child, when appropriate.

- To email the teacher with homework concerns, when appropriate.
- To assist with weekly backpack/binder/folder clean-up to help students organize their materials, if necessary.

Administrator's Responsibility

- To communicate the school's homework policy in the Parent Handbook.
- To monitor the implementation of the policy.
- To serve as mediator, should the need arise.
- To counsel with parents whose child demonstrates an inability to follow the homework policy.

PROMOTION/RETENTION

The decision to promote a pupil to the next grade or to retain him/her in the present grade should be based upon a consideration of the overall welfare of the pupil. Therefore, any decision concerning non-promotion will be made only after considering all facts related to the student's academic areas. Although the opinions of the teacher and parents are significant factors, the final decision to retain a pupil is the responsibility of the principal.

GRADUATION

Graduation exercises for eighth graders shall be dignified, reverent and simple. Our Lady's School graduation involves the entire faculty and graduates' families at a Mass and celebration. All financial responsibilities to the school (tuition, Parent Service Hours, textbook debts, or other fines) must be paid prior to graduation. A student whose family has failed to meet its financial responsibilities to the school by graduation may be denied the privilege of participating in any/all activities connected with graduation.

EXTRA CURRICULAR ACTIVITIES

AFTER SCHOOL PROGRAMS

A variety of after school programs, such as Book Club, American Sign Language, Choir, Violin and others, are offered throughout the year. These programs may vary from year to year and parents are notified through the school newsletter or enrollment form that goes home as to when sign-ups take place.

STUDENT COUNCIL

Students in middle school have an opportunity to participate in student government through the Student Council. This group plans activities for the benefit of the entire student body and is

called on to provide Christian service for the school. Student Council members are expected to role model positive behaviors and leadership skills for their classmates and the school.

SPORTS PROGRAMS

Students may have an opportunity to participate in after-school sports suitable to their age and abilities. Teams will be formed when volunteer coaches are available. Our Lady's School participates in the San Diego Parochial League. Grades 4/5/6 compete at the junior varsity level; grades 6/ 7/8 at the varsity level. Seasonal sports typically include:

FALL

Football (boys)

Softball (girls)

Track (boys and girls)

WINTER

Volleyball (girls)

Basketball (boys)

SPRING

Soccer (Co-ed)

Basketball (girls)

All students (K-8) are invited to participate in the annual North County Parochial League track meet held in the spring of the year.

ELIGIBILITY

Students are encouraged to participate in after school sports if their grades and conduct permit. Students must maintain an overall GPA of 2.0 and must have a grade of "satisfactory" or above in Responsible Behavior. Students deemed ineligible may not participate in the designated activities, including practice. Eligibility will be reviewed at progress reports and when report cards are issued. If conduct violations continue, a student may be removed permanently at the discretion of the principal.

DISCIPLINE POLICY

In our school, as in our community, we work together. The code of conduct for our students is based on our philosophy of providing a quality education in the framework of our Catholic tradition. Each component of our school community, in conjunction with our families, is committed to the welfare of the children, their growth in our faith, and their academic achievement.

Discipline in the school is to be considered as an aspect of moral guidance and not a form of punishment. It is a means of training the child to assume his/her responsibilities and be in more control of his/her conduct, helping the child grow progressively in self-competency and maturity. Discipline promotes genuine character building.

Our Lady's School students are expected to be responsible for their behavior at all times. Each student must be familiar with all school rules and conform to them. Continued non-conformity to these rules may result in disciplinary action according to school rules. An administrator is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

GENERAL RULES

The formal policy for proper conduct at Our Lady's School is guided by Christian values. Each student understands that he/she shall:

- Be honest, courteous, attentive and respectful in all dealings with fellow students, teachers, school personnel, and visitors.
- Always respect the rights and the value of each individual person on the school premises, on the way to and from school, or at school sponsored events.
- Respect and respond promptly to the directives of the teacher and other school personnel.
- Obtain permission from the proper authority for use of the school facilities, equipment or other materials.
- Be responsible for the care of books and all other materials loaned to the students for the course of studies during the year.
- Keep the campus clean.
- Play fairly and honestly.
- Respect and take care of all play equipment.
- Keep your hands and your feet to yourself.
- Standard game rules may be modified for safety reasons; students are expected to play accordingly. Rough play (such as tackle football, hitting games, or any contact sports) is not permitted.
- Harassment of other students and unacceptable language will not be tolerated.
- Avoid the bathroom unless you intend to use it. Play equipment must be left outside when using the bathroom.
- Food should be consumed in the Lunch Area.
- Marking walls, benches, or any equipment is prohibited.
- Games that exclude other students from joining are prohibited.
- Students may not enter a classroom without a teacher present.
- Understand that gum chewing is prohibited on campus.
- Students may not return to the classroom after dismissal to retrieve forgotten items without permission from a staff member. A staff member must accompany the student to retrieve these items

Inappropriate behavior that will result in immediate parental notification will include, but is not limited to:

- Fighting, provoking a fight between other individuals, any verbal abuse, or participating in violent activities that include physical violence (such as hitting or biting), or emotional harm to any person.
- Theft or damage to property of the school, another student, visitor or school personnel. Children will be responsible for making restitution to damages done.
- Using vulgar or unacceptable language verbally or in writing.

- Leaving the campus during the day without permission.
- Disturbing the classes in such a way that others are unjustly hindered from learning.
- Possessing, selling, giving away, using, or being under the influence of drugs and/or hazardous substances (i.e. liquor, narcotics, etc.) on the school premises, at school functions or at a time and place that directly involves the school. State Law prohibits possession and/or use of cigarettes/vapes by a minor.
- Possessing dangerous items such as: firearms, knives, or other dangerous weapons (as defined by the California State Law), firecrackers, fireworks, handcuffs, etc.
- Using personal electronic devices during school hours and on the school campus without permission during Extended Care or during school functions such as field trips, etc.

DISCIPLINE PROCEDURE

On the first day of school, each teacher shall review the rules and regulations of the school and the classroom with the students in order to clarify what is expected of them. Non-conformity to the rules as set by the school may result in one of the following consequences:

VERBAL WARNING OR REPRIMAND (FOR MINOR MISBEHAVIOR)

The teacher or adult staff shall discuss the problem with the child in order to solicit his/her cooperation, and may contact the parents for intervention.

LOSS OF PRIVILEGE

When inappropriate behavior is more serious in nature or a student repeatedly disregards the rules, a loss of privileges (including recess/lunch recess, field trip attendance, etc.) may be used as a consequence. In these cases, parents and the principal shall be notified, and parents may be scheduled for a conference in order to discuss the behavior.

BEHAVIOR CONTRACTS

Behavior contracts will be created through the use of a SST for repeated or serious inappropriate or disruptive behavior. These contracts allow for documented communication between the teacher, student, and parents to allow for meaningful reflection and at-home consequences to support improved behavior. The SST will consist of, but not be limited to, the classroom teacher, school administration and parent/guardian of the student. It is the intent that the SST comes up with a plan to help the student improve or eliminate the undesirable behavior while allowing the student to understand what is expected of him or her.

SUSPENSION

Suspension is used in serious cases and only when the school administration thinks it is imperative to take such action or when students repeatedly and deliberately disregard the rules of the school. A student who is suspended **may not** participate in any school activity (including sports) that may occur during the period of suspension. This includes activities that

fall on weekends or holidays.

A student becomes subject to suspension if she/he:

- Becomes engaged in a violent fight on the school grounds.
- Uses language that denigrates another person, ethnic group, gender, etc.
- Leaves the school grounds without permission during school hours.
- Has in his/her possession any harmful objects or materials posing a threat to self or other students.
- Engages in other seriously inappropriate behavior including theft or dishonesty.
- Is defiant and disregards school rules and policies.

EXPULSION FOR DISCIPLINARY REASONS

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension or a repetition of conduct for which the student has been suspended one or more times.

Grounds for Expulsion

Among offenses which may be grounds for expulsion are:

- Actions gravely detrimental to the moral and spiritual welfare of other students, or faculty and staff
- Behavior firmly established as a habit or disruptive behavior which obstructs or delays the progress of the rest of the class
- Damage to or theft of school or private property
- Infliction of or threatened physical injury to another person (see Student Threat Policy)
- Possession or sale of weapons
- Possession or sale of drugs, including controlled substances
- Possession or sale of intoxicants
- Possession or use of tobacco
- Commission of obscene act(s) or engagement in habitual profanity or vulgarity
- Disruption of school activities
- Defiance of school authorities
- Hazing (See Harassment and/or Bullying Policy)

HARASSMENT / ANTI-BULLYING POLICY

Our Lady's School affirms the Christian dignity of every student. It is the policy of the school to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct. This policy addresses harassment occurring in a school environment when an individual is subjected to treatment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability, gender, or other personal characteristics.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined the parents of the alleged harasser will be called to take the student home pending conclusion of the investigation by the school.

The administration, faculty, and staff will make every attempt to eliminate bullying on the Our Lady's School campus. Any student caught bullying another student will face disciplinary consequences. Any student who believes him/herself to be bullied should bring the issue to the attention of a teacher or an administrator. The teacher or the administrator, along with the parent, will take corrective measures to resolve the issue. Any instances of cyberbullying among Our Lady's School students should be brought to the attention of an administrator.

STUDENT THREATS

1. Any and all student threats of harm to self or others must be taken seriously.
2. Whoever hears or learns of the threat will report it to the principal immediately.
3. Police will be notified immediately.
4. The parents/guardians of the student who has made the threat will be notified immediately.
5. The student will be kept in the principal's office under supervision until the police/parents arrive.
6. The parents/guardians of any student who has been mentioned as a potential victim, as well as any adult who has been mentioned, either verbally or in writing, will be notified immediately. The student will work from home and will not be considered for readmission to the classroom unless and until the following steps have been completed.
 - i. The principal must receive a report from the police, either written or verbal. That report should include notification of whether the child will be charged with any crime as well as an assessment of the child's access to weapons.
 - ii.
 - iii. A comprehensive mental health evaluation and risk assessment must be conducted by an independent psychiatrist or psychologist. If a psychiatrist performs the primary evaluation, he or she will determine whether it is necessary to utilize a psychologist for psychological consultation or testing. If a psychologist performs the primary evaluation, he or she shall determine the need for psychiatric consultation.
 - iv.
 - v. The principal will, after obtaining the permission of the parents, provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings, writings, or electronic content, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

- vi. The principal shall receive a written, comprehensive, detailed evaluation and report and documented treatment plan from the mental health care professional stating the basis (factual and risk factors and testing results) upon which it has been determined that the student does or does not pose a danger to self or others.
 - vii.
 - viii. The report must address the concerns raised by the principal to the mental health care professional. The evaluation and report must be delivered to the principal. The principal will share them with legal or mental health care consultants, as well as any members of the school or parish administration who will assist the principal in the decision regarding readmission of the student to the school.
 - ix.
7. If the psychiatrist or psychologist recommends readmission, and if the principal is satisfied with the report given, the principal will, after consideration, including a conference with the parents, decide whether to re-admit the child. The outcome of the investigation, including the police and mental health reports, will be considered as determining factors in the decision whether to re-admit. This decision will not be finalized until after an initial meeting with the parents. The decision will not be made or announced at that meeting. Any decision on whether to re-admit will require consultation with the pastor.
8. Disciplinary action including suspension/expulsion will be administered as appropriate.
9. If the student is readmitted to the school, the mental health care professional must at the principal's or pastor's request provide a follow-up assessment of the student within 30 days. The principal must be provided with a copy of the follow-up assessment and evaluation, and any recommendation for therapy, counseling, or other treatment. Cooperation with recommendations for continuing care will be a condition of readmission and continued enrollment.
10. Documentation from the mental health care professional concerning the student is to be placed in a separate, confidential file and will not be a part of the student's academic file. Only the principal and/or pastor should have access to these files. This documentation will be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, or graduation before being destroyed.

This policy will be reviewed periodically or as needed to accommodate changes, as mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

STUDENT TRANSFER ON GROUNDS OF PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for the actions of parents/guardians. However, in rare instances, parents/guardians may so persistently and overtly refuse to cooperate with school staff, policies, regulations or programs, or may so seriously interfere in matters of school administration or discipline, as to significantly reduce the school's ability to serve those parents' own or other children.

In such cases, after reasonable effort to bring about the smallest degree of parental/guardian cooperation and after appropriate consultation with the pastor, the principal may recommend to the parents/guardians that they transfer their child. Documentation of the basis for this action and of all consultation with the parents/guardians on the matter will be retained on file.

If the parents/guardians refuse to accept the recommended transfer, the procedures for notification, conferencing, written documentation will be followed as in cases for disciplinary expulsion.

SCHOOL SERVICES

SCHOOL PICTURES

School pictures will be taken in the fall by a local photography studio. Parents may order and pay for photo packages. These photos will be featured in the school's annual yearbook.

LUNCH

The school lunch program is not currently available. That may change from year to year. More information will be provided should a lunch program be put in place.

EXTENDED CARE

Supervised extended care both before and after school are provided. Students must be enrolled before they are allowed to attend. Parents are billed for this service separate from tuition or other school fees. Refer to Extended Care Information available in the school office and on the school website.

EXTENDED CARE HOURS

Morning: 7:00am-7:30am

After School: 3:00m-5:30pm

TRANSPORTATION

Roller blades, skateboards and scooters may not be ridden on the school or church property during School, Extended Care hours, or at any school sponsored function.

TRAFFIC

Student safety is always foremost in planning. Therefore, the following safety regulations are in effect:

- We encourage all families to use the correct line for drop-off and pick-up your children.
- We do not want students running between the cars.

DISMISSAL PROCEDURES

Classroom teachers walk their students to their designated pick-up area and remain there until all of their students have been picked up or signed in to Extended Care if it is after 3:00PM.

The procedures for dismissal have been established to provide a safe, orderly after-school environment for students.

1. The lunch area is reserved for Extended Care.
2. Parents may retrieve students. It is imperative that children (including younger siblings) who are with parents remain directly with the parent at all times. Parents are not to allow children to run around, play on stairs, railing, parking lot, etc.
3. Parents should stay in their car on Beardsley Street or in the North Campus parking lot.
4. In order to provide safety and supervision, all students not picked up by 3:00 PM will be signed in to Extended Care. Parents will be billed on a per diem basis.

GENERAL INFORMATION

PERSONAL AND SCHOOL PROPERTY

Each child is expected to take care of the books and items given for his/her use. If materials, including school furniture, equipment or property, are damaged, the student's parents are financially responsible for replacing them. Contact the business office regarding replacement costs for books. All books will be covered at all times with durable covers. Please, do not use contact paper or any type of adhesive material. The students should use book bags or backpacks. Since classroom space is limited, teachers may request certain oversized book bags or luggage carts not be brought to class.

Personal property, except specified school supplies, generally is not to be brought to school. Students are not to bring toys, including video games, iPads, iPods, dolls, balls or other athletic equipment. Cell phones may not be used by students during school hours. Teachers may confiscate personal property, which will, then, be returned only to the parent.

BIRTHDAY CELEBRATIONS

Students love to celebrate birthdays at school, as it is a memorable time to share with teachers and friends. In order to limit children's exposure to unhealthy foods, we are asking all parents to choose healthy options when celebrating birthdays.

LOST AND FOUND

All items susceptible to loss must be permanently labeled. Our Lost and Found Bin will be cleaned out of lunch boxes and other items that might attract critters or rodents once a week. Any unmarked items not claimed by 10:30 a.m. on Monday will be donated or disposed of. Uniform items will be collected and given to students who can use them before the start of the new school year. The school is not responsible for lost or stolen property.

FORGOTTEN ARTICLES

Any items left at home such as lunches, sports clothes, etc. may be brought to the front office. Under no circumstances are items to be brought to the classroom. Be sure that the items are clearly labeled with your child's name.

LUNCH DELIVERIES

Restaurant lunch deliveries are discouraged and fountain drinks are not allowed. Forgotten lunches may be dropped off at the front office. Under no circumstances should lunches be delivered to the classroom because it creates considerable disruption.

UNIFORMS

Appropriate dress and grooming are important parts of our school community atmosphere. Students are encouraged to present themselves in a way that contributes to the overall school setting, and parents are reminded that they are ultimately responsible for the appearance and dress of their children. Guidelines for regular uniform, dress uniform, and non-uniform dress are listed below.

In order to ensure consistency of color and style, all uniforms must be purchased through **Dennis Uniform Company**. Our Lady's School hosts a Uniform Swap (usually once a year) for parents who would like gently used uniforms. Parents will be notified via the school newsletter of the date.

HAIRSTYLES

- Must be natural color and neat.
- Unusual styles or coloring of hair is not acceptable.
- For boys: hair length should be short, collar length, and no longer than the middle of the ears on the sides.

JEWELRY/MAKEUP

- For girls: jewelry may include a small set of earrings, a single necklace, and a single ring and/or bracelet on each hand.
- Students may be asked to remove jewelry for Physical Education and/or other physical activities.
- No make-up is allowed to be worn at Our Lady's School. No body art, including henna tattoos, nail polish, or artificial nails are allowed.

UNIFORM BOTTOMS

- Boys and girls: Navy Blue (grades TK - 8th) pants or walking shorts.
- Girls: Plaid* jumpers, (grades TK – 3rd gr only), plaid skirts are additional options. All bottoms must be no shorter than 2” above the knee.
- Belts: Boys and girls in 2nd - 8th are required to wear belts with walking shorts or pants. Belts may be brown or black.

UNIFORM TOPS

- Boys and girls: White or gray short sleeved polo shirt with school logo. Must be tucked in.
- Girls: White over-blouse/polo or white short-sleeved blouse with Peter Pan collar (grades TK - 3) are optional.
- No turtlenecks or colored t-shirts may be worn under or over uniform shirts.

SHOES AND SOCKS

Closed-toed shoes and socks must be worn at all times. No boots or heels are permitted.

- Shoes must be solid dark blue, black or white.
- Laces must match shoes for complete solid color.
- Rain boots may be worn to or from school on rainy days, but must be changed to regular shoes during the school day.
- Solid white or black crew socks with a fold over cuff (no logos). No mismatching socks.
- Girls: white knee socks or black or white tights are an option.

OUTERWEAR

- All outerwear worn in the classroom must include the school logo.
- Dennis Uniform offers a variety of school logo outerwear, navy blue, including thermal jackets, pullover sweatshirts and fleece and all-weather zip up jackets.

FORMAL UNIFORM

All students are required to wear Formal Uniform on Mass days and designated Field Trip days.

- For girls: Plaid skirt or plaid jumper, white blouse or shirt and blue knit sweater. 6th, 7th and 8th grade may wear a red sweater. Uniform shorts may not be worn to Mass.
- For boys: Long pants only with white blue shirt, blue tie and navy blue knit sweater or vest. (Red sweater for 7th and 8th grade is also an option.) Uniform shorts may not be worn to Mass.

All uniform items must be clean and in good condition. Each teacher will check daily for student adherence to the uniform code and inform students as to the violation.

Students found to be in violation of dress and grooming code will be told and an email notice will be sent home to parent / guardian. If there is an emergency where a student cannot be

in full uniform, parents are requested to send in a written note explaining the reasons for the non-compliance and stating when the matter will be resolved.

Uniforms can be obtained from:

Dennis Uniform Company
4217 Ponderosa Ave.
San Diego, CA 92123
Phone: (858)573-1804
www.dennisuniform.com

FREE DRESS (NON-UNIFORM)

Non-uniform or free dress days may be scheduled from time to time. Students must be appropriately and modestly dressed, even though not in official school uniform. The school's intention in setting out guidelines for non-uniform dress is to help ensure students are not calling attention to themselves by the way they dress.

The following items may not be worn on non-uniform dress days:

- Tank tops, halter tops, bare midriffs (when arms raised), plunging necklines
- Skirts, dresses and shorts may not be shorter than 4" above the knee
- Sandals, flip flops, platform shoes, high heeled shoes
- Costumes/dress up outfits (except for Halloween)

If a child is deemed by the administration to be inappropriately dressed, the child will be sent home with the parent to change into a school uniform, then return to school. Non-uniform dress requirements extend to field trip days.

From time to time special dress-up days will be scheduled. Watch the newsletter for particulars about the theme and guidelines for the day.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Students may not use electronic devices including, but not limited to, iPods, cell phones, watches, during the school day. This includes all times between morning drop-off through regular end of day pick up. We recommend that such devices not be brought to school, any that are must be powered off and secured in a backpack or in a location provided by the homeroom teacher. The school is not responsible for the loss, theft, or damage of a device that has been brought to school. The devices may be used only after 2:45PM p.m. and with the permission of a faculty member. If a student remains on campus at Extended Care, they may not use their devices until after pick up by their parent or guardian. If a student is in possession of a cell phone or electronic device during the school day, the device will be turned in and treated as defiance to school rules.

Smartwatches may not be worn during school or Extended Care hours. Our Lady's School is defining a smartwatch as a device when the wearer can use the watch's interface to initiate

and answer phone calls from their mobile phone, read email and text messages, get a weather report, listen to music, dictate email or text messages or ask a digital assistant a question, etc.

SUNDAY MASS AND PERSONAL PRAYER

Sunday is, according to the Code of Canon Law, "the foremost feast day of obligation" in the Church. The obligation of personal prayer and regular attendance at Sunday Mass is of chief importance for the maintenance of a sturdy life of faith. Therefore, parents/guardians and the school are bound by a serious obligation and grave responsibility to teach these practices and their underlying values to students, by word and personal example. Parents/guardians of non-Catholic students have a similar grave responsibility to teach by word and personal example the serious obligation of regular participation in public worship and of personal prayer.

RIGHT TO AMEND

In all school policies, the administration, in consultation with the pastor, retains the right to amend this handbook at any time. Parents will be given prompt notification if changes are made.