

# Our Lady's School



## Parent Handbook 2025-2026

### School Office and Mailing Address

650 24<sup>th</sup> Street, San Diego, CA 92102

(619) 233-8888

Office Hours: 8am – 3:30pm

### Father Brown Campus - Grades TK-2

744 Beardsley Street, San Diego, CA 92113

School Day: 8:15am – 2:45pm

### North Campus - Grades 3-8

650 24<sup>th</sup> Street, San Diego, CA 92102

School Day: 8:00am – 2:45pm

*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 accreditation. The next review will be in 2028-2029.*

<b>ADMINISTRATIVE INFORMATION</b>	<b>6</b>
MISSION STATEMENT	6
PHILOSOPHY	6
VISION STATEMENT OF INCLUSION - DIOCESE OF SAN DIEGO	6
PARENTS AS PRIMARY EDUCATORS	6
PARENTAL INVOLVEMENT IN SCHOOL COMMUNITY	6
WCEA/WASC ACCREDITATION	7
HISTORY OF OUR LADY’S SCHOOL	7
PARENTS’ ASSOCIATION (PA)	7
<b>ADMISSIONS</b>	<b>8</b>
POLICY OF NON-DISCRIMINATION BY SCHOOLS, DIOCESE OF SAN DIEGO	8
ADMISSIONS POLICY AND PRIORITIES	8
AGE OF ADMISSION	8
NEW STUDENTS (Grades 1-8)	8
NEW STUDENT PROBATION POLICY	8
IMMUNIZATION AND HEALTH SCREENING REQUIREMENTS	9
<b>ATTENDANCE</b>	<b>9</b>
REGULAR ATTENDANCE IS ESSENTIAL FOR LEARNING	9
What do I do if my child is absent from school?	9
What is an Excused absence?	10
What is an Unexcused absence?	10
<b>Do I need a doctor’s note to verify an absence for illness?</b>	<b>10</b>
<b>What happens if my child misses school?</b>	<b>10</b>
TARDY POLICY	10
TRUANCY POLICY	11
DOCTOR AND DENTAL APPOINTMENTS	11
RELEASE OF STUDENTS DURING SCHOOL HOURS	11
ABSENCE and PARTICIPATION IN SCHOOL EVENTS	11

EXTENDED ABSENCE	12
<b>SCHOOL SCHEDULE</b>	<b>12</b>
CALENDAR	12
MINIMUM DAYS	12
<b>COMMUNICATION</b>	<b>12</b>
SCHOOL COMMUNICATION WITH PARENTS	12
TEACHER COMMUNICATION WITH PARENTS	13
PARENT COMMUNICATION WITH SCHOOL	13
PARENT - TEACHER - STUDENT CHRISTIAN CONVERSATION	14
MARITAL/CUSTODIAL ARRANGEMENTS	14
BACK-TO-SCHOOL NIGHT	14
PARENT/TEACHER CONFERENCES	14
APPOINTMENTS	14
COMPLAINTS	14
FINANCE	14
TUITION AGREEMENT	14
TUITION PAYMENTS	15
FINANCIAL OBLIGATIONS AND GRADUATION	15
TUITION ASSISTANCE	15
<b>HEALTH AND SAFETY</b>	<b>15</b>
CHILD ABUSE REPORTING OBLIGATION	15
ILLNESS AND INJURY	15
EMERGENCY CONTACTS MUST BE KEPT CURRENT	16
MEDICATIONS	16
AUTHORIZATION FOR TREATMENT / TRANSFER FOR MEDICAL ATTENTION	16
EMERGENCY CARE INFORMATION	17
COMMUNICABLE DISEASES	17
HEAD LICE GUIDELINES	17

CONFIDENTIALITY	17
CMG Connect -- BACKGROUND CHECK	17
SUPERVISION	17
VISITORS TO SCHOOL	18
VISITATION OF STUDENTS DURING SCHOOL HOURS	18
<b>SCHOOL SAFETY PLAN</b>	<b>18</b>
SAFETY DRILLS	18
EARTHQUAKE/NATURAL DISASTER	19
EMERGENCY PROCEDURES	19
HOT WEATHER POLICY	19
<b>STUDENT RECORDS</b>	<b>20</b>
ACCESS TO STUDENT RECORDS	20
RELEASE OF DIRECTORY INFORMATION	20
RELEASE OF STUDENT RECORDS	20
CHALLENGING THE CONTENT OF STUDENT RECORDS	20
<b>INSTRUCTIONAL PROGRAM</b>	<b>20</b>
ACCOMMODATIONS	20
CELL PHONE POLICY & Personal Electronic Devices	21
CURRICULUM	21
TESTING	21
REPORT CARDS	21
ONLINE GRADE REPORTS	21
FIELD TRIPS	21
RULES FOR DRIVERS	22
HOMEWORK POLICY	22
PROMOTION/RETENTION	24
EIGHTH GRADE - Fees for Retreat & Graduation Events	24
GRADUATION	24

<b>EXTRACURRICULAR ACTIVITIES</b>	<b>24</b>
AFTER SCHOOL PROGRAMS	24
STUDENT COUNCIL	24
SPORTS PROGRAMS	24
ELIGIBILITY	25
<b>DISCIPLINE POLICY</b>	<b>25</b>
GENERAL RULES	26
DISCIPLINE PROCEDURE	26
VERBAL WARNING OR REPRIMAND (FOR MINOR MISBEHAVIOR)	26
DETENTION POLICY - FRIDAY AFTERSCHOOL DETENTION	27
28	
LOSS OF PRIVILEGE	28
BEHAVIOR CONTRACTS	28
SUSPENSION	28
EXPULSION FOR DISCIPLINARY REASONS	28
Grounds for Expulsion	28
HARASSMENT / ANTI-BULLYING POLICY	29
RESTITUTION FOR DAMAGE TO SCHOOL PROPERTY	29
STUDENT THREATS	29
STUDENT TRANSFER ON GROUNDS OF PARENTAL BEHAVIOR	
30	
<b>SCHOOL SERVICES</b>	<b>30</b>
SCHOOL PICTURES	30
EXTENDED CARE	30
EXTENDED CARE HOURS	30
<b>31</b>	
<b>TRANSPORTATION</b>	<b>31</b>
TRAFFIC	31

## DISMISSAL - DAILY PROCEDURES

31

<b>GENERAL INFORMATION</b>	<b>31</b>
PERSONAL AND SCHOOL PROPERTY	31
BIRTHDAY CELEBRATIONS	32
LOST AND FOUND	32
LUNCH SERVICE	32
FORGOTTEN ARTICLES	32
<b>UNIFORMS AND DRESS CODE</b>	<b>32</b>
HAIRSTYLES	32
JEWELRY/MAKEUP	32
UNIFORM BOTTOMS	33
UNIFORM TOPS	33
SHOES AND SOCKS	33
OUTERWEAR	33
FORMAL UNIFORM	33
FREE DRESS (NON-UNIFORM)	
<b>RIGHT TO AMEND</b>	<b>34</b>



## **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**

Catholic education begins with the parents who bear primary responsibility for the education of their children, including:

- 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 establish and maintain a collaborative and mutually-supportive relationship with the school.

### **PARENTAL INVOLVEMENT IN SCHOOL COMMUNITY**

Our Lady's School is a partnership of dedicated staff working with actively-involved parents. The total school community includes students, parents, teachers and staff, alumni, donors, parishioners, and priests. Parent attendance at school functions is strongly encouraged as it benefits and enhances the Catholic 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 before meals and at bedtime

- Attend Mass together on Sundays and special days
- Keep informed about the religious concepts the children are learning
- Become involved in your local parish or church

### **WCEA/WASC ACCREDITATION**

Each school in the Diocese of San Diego undergoes self-evaluation and accreditation by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC) every six years. This process ensures 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 2022-2023 school year. A full six (6) year term of accreditation was granted. Our next WCEA/WASC review will be in 2028.

### **HISTORY OF OUR LADY'S SCHOOL**

**Our Lady's School** has been dedicated to the spiritual and academic development of children for over 114 years.

Two separate Catholic schools merged in 1973 to become what we now call **Our Lady's School**. OLS carries on the traditions of **Our Lady of Angel's School** and **Our Lady of Guadalupe School** each with its rich history of academic excellence and achievement in their respective communities.

**Our Lady of Angels School** is the oldest Catholic elementary school in the San Diego Diocese. The Sisters of St. Joseph of Carondelet (Los Angeles) staffed the school which opened in 1912 to serve the children of Sherman Heights and Golden Hill neighborhoods. Our current school building opened 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 Barrio Logan and Logan Heights neighborhoods.

In the late 1960s, a combination of civil unrest and rezoning laws led to a dramatic decline in enrollment at both schools. 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 the Diocese of San Diego. The Fr. Brown Campus at Our Lady of Guadalupe Parish accommodates transitional kindergarten through second grade. The North Campus at Our Lady of Angels parish accommodates our third 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.

## **PARENTS' ASSOCIATION (PA)**

The purpose of this organization is to build community and bring about a closer relationship between the school, home, and parish. PA officers are parent volunteers (President, Vice President, Secretary, and Treasurer) and meet regularly with Room Representatives to plan upcoming events. All activities are approved by the school administration.

## **ADMISSIONS**

### **POLICY OF NON-DISCRIMINATION BY SCHOOLS, DIOCESE OF SAN DIEGO**

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 and loan programs, and athletic and other school-administered programs.

### **ADMISSIONS POLICY AND PRIORITIES**

Registration will be prioritized based on the following criteria:

1. Age and/or developmental readiness of the child.
2. Siblings of current students
3. Registered parishioners of Our Lady of Guadalupe or Our Lady of Angels parishes
4. Children and grandchildren of OLS alumni
5. All others

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

*Our Lady's School has rolling admissions throughout the school year as space allows.*

### **AGE OF ADMISSION**

- ❖ Incoming Transitional Kindergarten students must be age 4 before September 1.
- ❖ *Children may join Transitional Kindergarten when they turn 4 years old.* ❖ For Kindergarten, the child must be age 5 before September 1.

Prior to the admission of the child, proof of age is required in the form of a birth certificate, baptism certificate, or a passport is required during registration.

### **NEW STUDENTS (Grades 1-8)**

Children transferring from another school need to bring their report cards from their previous school as 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**

Under the statutes shown below, children in California are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries, and developmental centers (pre-kindergarten facilities). Schools are required to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports.

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. Likewise the following statutes apply to all private and public schools [California Health and Safety Code, Sections 120325-120375.](#)

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.

## **ATTENDANCE**

### **REGULAR ATTENDANCE IS ESSENTIAL FOR LEARNING**

Every minute of a child's time at school is important. Children who are absent for even one day, or who arrive later than their classmates, miss valuable instruction time and can easily fall behind in school. They also miss important socialization time and fun with their peers.

## **What do I do if my child is absent from school?**

Please call the School Office by 9:00 A.M. each and every day that your child will not be in school. When leaving a message regarding your child's absence please provide the following information:

- Student's name
- Date(s) absent
- Grade
- your relation to child
- Daytime phone number
- Reason for absence

### **What is an Excused absence?**

Under California Education Code section 48205, a pupil shall be excused from school when the absence is:

1. Due to the student's Illness.
2. Due to quarantine by a county of city health officer.
3. Due to a dentist or medical doctor's appointment.
4. Attendance at a funeral of an immediate family member (1 day if in California, up to 3 days if out of state).

Justifiable personal reasons including (but not limited to):

- a. religious holidays or celebrations
- b. appearance in court
- c. attendance at a funeral

All students absent from school under any of the above stated reasons are entitled to complete all assignments and tests missed during the period of absence. Completion must be within a reasonable period of time and shall be given full credit.

### **What is an Unexcused absence?**

Under California Education Code section 48205. Unexcused absences are those that do not meet the above listed criteria. An unexcused absence may be either an unverified absence (i.e. when a student "cuts" school) or a verified unexcused absence that occurs with the approval of the parent or guardian, without a prearranged agreement with a school administrator.

*For example, missing school due to a family vacation is considered an unexcused absence.*

### **Do I need a doctor's note to verify an absence for illness?**

A doctor's note helps verify an excused absence and shall be required if excessive absences due to illness have previously occurred.

### **What happens if my child misses school?**

Most children and youth are absent from school at one time or another when they are sick. However, the State of California defines a student as truant after he/she has three unexcused absences and/or has missed more than 30 minutes of school without a valid excuse within one school year.

### **What happens if my child misses school due to a family trip?**

Our Lady's School urges families to schedule trips during the 185 days of the year when school is NOT in session. Absences due to family trips are unexcused. In extraordinary circumstances where an emergency situation exists, short-term independent study may be approved by the principal on a case-by-case basis.

### **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 disruption in the classroom and front office. In accordance with the Tardy Policy of Our Lady's School, tardies accumulate with the following consequences:

- 5<sup>th</sup> & 6<sup>th</sup> tardy – Email sent home/Notice of Concern
- 7<sup>th</sup> & 8<sup>th</sup> tardy – School officials meet with parents/guardians and student(s)/Detention
- 9<sup>th</sup> tardy – Meeting to discuss further disciplinary action

### **TRUANCY POLICY**

Habitual truancy is defined as “Any pupil subject to compulsory full-time 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” (Effective January 1, 2011, *EC sections* 48260, 48260.5, 48261, 48262, 48263, and 48291).

Students who are chronically 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. 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.

## **ABSENCE and PARTICIPATION IN SCHOOL EVENTS**

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

### **EXTENDED ABSENCE**

The school calendar and vacation days 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.

## **SCHOOLSCHEDULE**

### **CALENDAR**

The school calendar which is posted on the school website ([www.olssd.org](http://www.olssd.org)) lists instructional days, holidays, minimum days, and vacations. If any changes are necessary, parents will be notified through the weekly newsletter.

### **MINIMUM DAYS**

**Minimum Days, dismissal at 12:35 PM**, are scheduled every Wednesday and in conjunction with a holiday unless otherwise noted in the school newsletter. 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 during school year
  - ◆ posted on school Dojo
  - ◆ What's happening next week and a calendar of future events
  - ◆ Parents' Association events, deadlines, Free Dress days, Field Trips, etc.
- School Website
- Back-to-School Night, Parent-Teacher Conferences, and Principal Meetings
- Facebook page/Instagram postings
- Email blasts

## TEACHER COMMUNICATION WITH PARENTS

Teachers communicate with parents in a number of ways:

- Back-to-School Night
- Email, Weekly Newsletter, Class DoJo postings
- 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. Call the School Office if you must communicate with your child or if an emergency arises. 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 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 with the school secretary or by e-mail. (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 CHRISTIAN CONVERSATION**

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.

### **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 respectfully contact the parties involved to address the problem. School administration has an open-door policy and encourages open dialogue.

## **FINANCE**

Our Lady's School strives to make Catholic School tuition affordable for as many families as possible. Please keep in mind that the actual cost of educating each student exceeds the tuition amount charged.

## **TUITION AGREEMENT**

Every parent or guardian who enrolls a child in the school must set up a tuition agreement each school year. Parents must also complete Enrollment OR Re-Enrollment each school year.

## **TUITION PAYMENTS**

Tuition is charged annually 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 1<sup>st</sup>, 10<sup>th</sup> or the 20<sup>th</sup> of each month.

## **TUITION DELINQUENCY**

If you are having trouble paying your tuition, please contact the OLS Business Office right away. We will do our best to work with you. 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 graduation. Students will be denied participation 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.

## **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 two 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 contacts and arrange for the treatment authorized therein.

**Children who are ill should remain home. Students may return to school if symptoms are improving and they have been without a fever for 24 hours.**

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.

### **EMERGENCY CONTACTS 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 us 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 registration forms, 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 current emergency contact information in the registration form. This form must be updated and all phone numbers must be kept current. Teachers and staff are trained in First Aid and CPR, and can provide basic assistance to children with injuries. In case of a serious medical emergency the 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's 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 and employees must view videos, read the Code of Ethical Standards, and if they have not already done so at another diocesan school, they must submit information for a background screening. Please visit the school office for further instructions. A small fee is required to complete the CMG CONNECT 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 7AM. Extended Care is held before school beginning at 7:00 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 a sports team must wait for their coach(es) at a location designated by their coach.

## **VISITORS TO SCHOOL**

Everyone must first go to the school office to sign in and get a pass before visiting or volunteering at the school. Volunteers must complete all CMG Safe Environment requirements before they can help. Volunteers must sign out when they are done. Parents or guardians who want to observe a classroom need to get permission from the administration first.

To avoid interrupting class, parents or guardians should meet with teachers only after scheduling a conference. They should not try to meet with teachers right before or after school, as this is when teachers have other duties. Students who do not attend Our Lady's School cannot be on campus during school hours unless arrangements have been made beforehand. For example, graduates of Our Lady's School may be allowed to help in 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 must 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.

## **SCHOOLSAFETYPLAN**

Each OLS campus has its own Comprehensive School Safety Plan created in consultation with parents, teachers, administration, and local law enforcement. The plans are presented to Parents / Legal Guardians at a meeting in the First Quarter of the school year. At other times, parents / legal guardians may make an appointment to review the plans in the presence of the principal or a delegate. *The 2024-2025 Comprehensive School Safety Plan satisfies the requirements specified in CA Education Code 32280.*

## **SAFETY DRILLS**

Fire, Earthquake, and other drills are scheduled as required by the State. Everyone on campus during a safety drill is expected to participate and follow the directions of school personnel.

## **EARTHQUAKE/NATURAL DISASTER**

1. The school will follow its written *Comprehensive School Safety Plan*.
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

During an emergency, all children will remain at the school under the teacher's guidance until a parent or authorized representative arrives to retrieve the child.

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 teachers are prepared to care for the students. 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.

## HOT WEATHER POLICY

As a general rule, Our Lady's School follows the hot weather policy of SDUSD. Our Lady's School does not close due to hot weather but may call for Minimum Days under certain circumstances. Minimum days would be called when the forecasted temperature is 95° or higher with a heat index of 103° or higher.

- ❖ Minimum Day schedule is **not** called on the first day of a heat wave.
- ❖ Decisions would be made by noon on the day prior to the Minimum-Day schedule being implemented.

“The **heat index** matters because it includes the amount of moisture or humidity that's in the air which can make the air temperature feel even higher.” *Source: National Weather Service*

- ❖ Fr. Brown Campus for TK-2<sup>nd</sup> grade provides air-conditioned classrooms for all students.
- ❖ North Campus for grades 3-8 provides o Excellent cross-ventilation, all are corner-classrooms, and breezy hilltop location o Each classroom has 8 over-sized windows, plus fans.
  - o New roof (installed January 2024) is white to reflect heat. Contractor said to expect cooler 2<sup>nd</sup> floor classrooms than in years past.

The school has guidelines in place for planning instruction during hot weather, including:

### Instructional Program Modifications

- ❖ Teachers may rearrange the daily schedule so that basic skills subjects are taught early in the day.
- ❖ Recess activities are limited to quiet games that require a minimum of physical activity.
- ❖ Physical education activities at all grade levels are limited to less strenuous activities and/or are rescheduled to a more appropriate time.

### Keeping Students Cool and Hydrated

Students are encouraged to bring containers of water to school during hot weather. Water fountains are available, and students are encouraged to take extra water breaks throughout the day. Many teachers keep spray-bottles with water in classrooms so that they can "mist" students at their request or as needed.

Students are encouraged to wear lightweight clothing in keeping with the OLS Dress Code

***Please apply sunscreen to your child before school, as school staff are not permitted to apply it.***

If your child has a medical condition that may be compromised by exposure to high temperatures, you may keep your child at home or arrange for an early release.

## **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**

### **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.

### **CELL PHONE POLICY & 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 the student is on campus. We recommend that such devices not be brought to school. Those that are must be powered off turned into the teacher at the start of the day. The teacher will hold them for safekeeping until the student is picked up..

***The school is not responsible for the loss, theft, or damage of a device that has been brought to school.***

If a student is in possession of a cell phone or electronic device during the school day, the device will be collected and turned into the school office until a parent can come and pick it up.

## 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)	Science
Reading/Literature	Spanish Language
Social Studies/History	Physical Education
Art	

## TESTING

The following tests are administered each year:

- STAR Testing for Grades K-8
- ACRE Testing for 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 sent home with students. Report Cards will not be given out early, especially at the end of the school year.

## ONLINE GRADE REPORTS

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 learning 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

## **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. Drivers must have a valid California driver license (no exceptions) and valid car insurance. Drivers must provide the teacher with a copy of both.
2. Drivers must have the minimum required liability insurance: \$100,000 / \$300,000 (required).
3. Each driver must complete and submit to the teacher the [LINK](#) → **Volunteer Driver Form**. Drivers must be at least 21 years of age.
4. Safety belts must be in good working order for each passenger in the automobile,
5. Children under age 13 should sit in the back seat. [LINK](#) → **National Highway Traffic Safety Administration**. Cars with front air bags must conform to manufacturer's recommendations for size & weight of passengers.
6. No siblings or other children are allowed on a field trip.
7. Chaperones/drivers are there to help supervise children for the entire field trip and to follow all directions of the teacher.
8. For safety and insurance reasons, unplanned stops or side trips to/from field trip destinations ARE STRICTLY PROHIBITED.
9. Field Trip drivers may not show movies or DVD's in the car while transporting children.
10. Parents who disregard these rules will not be allowed to drive on any other trips.

## **HOMEWORK 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.

## **EIGHTH GRADE - Fees for Retreat & Graduation Events**

In order to help our families prepare for these expenses, below is an estimate of expenses that families should expect:

- One day, off-site retreat in September, class sweatshirt, yearbook, end-of-year retreat, class trip, graduation Mass & ceremony. **Approximate Cost: \$450**

## **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, 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.

## **EXTRACURRICULARACTIVITIES**

### **AFTER SCHOOL PROGRAMS**

A variety of after school programs, such as Book Club, Choir, Violin, athletics, and others, are offered throughout the year. These programs may vary from year to year and parents are notified when to sign-up through the school newsletter.

### **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**

Flag Football  
(boys & girls)

#### **WINTER**

Volleyball (girls)  
Basketball (boys)  
Pee Wee soccer  
(boys & girls)

#### **SPRING**

Soccer (Co-ed)  
Basketball (girls)  
Volleyball (boys)

## **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 faith and 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. Character means doing the right thing when no one is watching.

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 Catholic values. Each student understands that he/she shall:

- Not use personal electronic devices on campus or on Field Trips, at any time.
- Students may ask permission to use the School phone in the Front Office
- 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 or damage to school property.
- 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.

## **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.

## **DETENTION POLICY - FRIDAY AFTERSCHOOL DETENTION**

### **What is Detention?**

Detention is when a student stays after school on Friday to complete assignments, reflect on their behavior, or work on a project as a consequence of not following school rules.

### **When is Detention?**

Detention takes place on Fridays from 3 PM to 4:30 PM. Students must be in the assigned room right after school ends.

### **Why Do Students Get Detention?**

Students may receive detention for reasons like:

- Disrespecting teachers or classmates
- Not completing homework
- Being late to class multiple times
- Breaking school rules

### **What Happens During Detention?**

During detention, students will:

- Work quietly on assignments or read
- Reflect on their behavior and how to make better choices
- Follow the rules and instructions of the teacher supervising detention

### **What if a Student Cannot Attend Detention?**

If a student cannot attend detention, a parent or guardian must contact the school before Friday to reschedule.

### **What are Consequences for Missing Detention?**

If a student misses detention without a valid reason, they may receive additional consequences, such as:

- Another detention
- A meeting with parents, teachers, and the principal

### **How Can Students Avoid Detention?**

Students can avoid detention by:

- Respecting school rules
- Completing all homework on time
- Being kind and respectful to everyone in school

## Final Thoughts

Detention is a chance for students to reflect on their actions and learn from their mistakes. By following the rules, students can avoid detention and have a successful school year.

## 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 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.

## 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 for 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 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 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.

### **RESTITUTION FOR DAMAGE TO SCHOOL PROPERTY**

*EC* Section 48904 (b)(1) allows schools to withhold student grades, diploma and transcripts:

Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto...

When the minor and parent are unable to pay for the damages, or to return the property, the school district or private school shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the pupil shall be released.

### **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.

### **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.

## **SCHOOLSERVICES**

### **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.

## EXTENDED CARE

Supervised extended care both before and after school are provided. 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

See weekly Parent Newsletter for notice of any changes to hours for Extended Care.

- Before School: 7:00 A.M. at both campuses
- After School on M. T. TH, F: 3:00pm-5:30pm at both campuses ● After School on Wednesday 12:50-5:30pm at both campus

## 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:

- Please be patient and forgiving in the car line to ensure safe drop-off and pick-up.
- ***Have children enter / exit the vehicle from the side nearest the school building.***

## DISMISSAL - DAILY 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. 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.

### **LUNCH SERVICE**

Beginning in September, San Diego Catering Company will deliver school lunches to each campus. The price is \$6.00 per lunch. Lunch orders must be paid in advance. Watch the OLS Weekly Newsletter for further information.

### **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.

## UNIFORMS AND DRESS CODE

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 unusual coloring of hair is not acceptable.

### 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.

### UNIFORM TOPS

- Boys and girls: White or gray short sleeved polo shirt with school logo. Must be tucked in.
- Girls: White or gray 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.
- 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 be navy blue with no company logos.
- 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 white or gray polo shirt and blue knit sweater. 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade may wear a red sweater. Uniform shorts may not be worn to Mass.
- For boys: Long pants only with white shirt, blue tie and navy blue knit sweater or vest. (Red sweater for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> 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.

New uniforms can be purchased from: Dennis

Uniform Company 4217

Ponderosa Ave.

San Diego, CA 92123

Phone: (858)573-1804

[www.dennisuniform.com](http://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.

## **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.