

MISSION STATEMENT

Our Lady of the Assumption School commits itself to provide an education based on Catholic values and academic excellence in a caring and safe atmosphere in partnership with the family and parish community.

SCHOOL PHILOSOPHY

Our Lady of the Assumption School provides its students with a caring and safe learning community that exists to impart and promote our Catholic faith to future generations. We offer a formative learning environment to students in grades preschool through eight, and we instruct students in kindergarten through grade eight with the teachings of the Catholic Church, encouraging them to be living witnesses of Gospel values and of service to others. We nurture the children's unique gifts as they develop spiritually, academically, physically, and aesthetically. We foster students' social growth and values in order to be productive citizens in the One World. We support parents in their role as primary educators and recognize them as the first presenters of the Faith to their children. Teachers, families and clergy work in partnership to teach self-discipline, social responsibility and respect for life in a setting of quality of Catholic education.

PARISH SCHOOL

Our Lady of the Assumption School is a parish school. The administrator of the parish is the ex-officio chief administrative officer of the school. The principal is responsible for the immediate direction and supervision of the school program. For information on our Preschool, please refer to their separate brochure.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are

not limited to any policies or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

o Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

o Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

o These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

WHAT TEACHERS EXPECT OF STUDENTS

Growth in self-discipline is a goal of education at Our Lady of the Assumption School. Self-discipline is an aspect of moral guidance and is necessary to provide a classroom environment conducive to learning for all students. A school and classroom discipline program is designed to help the student choose right rather than wrong, order rather than chaos, virtue rather than vice. Respect for self, other students, all adults on the premises and school property is necessary.

All students are expected to:

1. Be on time for school.
2. Come ready to learn and exhibit pride and motivation in work.

3. Respect their right and the rights of other to learn.
4. Admit a mistake, ask for help and work hard.
5. Show respect to all teachers, students, staff members, and all adults on the school premises.
6. Remain in appointed areas at all times, before school, during play times, and after school.
7. Play safe, approved games without chasing, tackling, or fighting.
8. Show acceptable, nonviolent behavior in play, language and gestures.
9. Be in complete uniform every day.

WHAT PARENTS EXPECT OF TEACHERS

As parents of students attending Our Lady of the Assumption School, you may expect teachers to strengthen the religious formation, social values, and academic opportunities begun at home. Teachers will:

1. Integrate religious truths and values throughout the curriculum and will encourage students' continual growth in the knowledge of Jesus Christ.
2. Teacher mastery of basic language, verbal, and computational skills through class room instruction and applicable homework assignments.
3. Provide a strong discipline program which promotes an attitude of self-respect and self-direction.
4. Provide opportunities for parents to become involved in the education process through Parent-Teacher Conferences, timely notification of academic/behavioral problems, and sending home graded papers on a regular basis.

WHAT TEACHERS EXPECT OF PARENTS

Realizing that the school and home must work together in promoting the religious, academic, and social growth of each child, teachers expect the following from parents:

1. Reinforce religious education through attendance at Mass on Sundays, receiving the sacraments of confession and communion, prayer and Christian living.
2. Cooperate with the teacher in solving academic and behavioral problems.
3. Reinforce nonviolence and respect in words and actions for all students and adults.
3. Support the rules and authority of the school.
4. Participate in parent-teacher conferences, meetings and other school functions, read parent notices, and return forms on time.
5. Make sure that students spend an adequate time on homework and that assignments are handed in promptly and correctly.

6. Assure that students are at school on time to line up by 7:55 a.m.
7. See that your child is dressed in correct uniform every day.

GENERAL INFORMATION

ADMINISTRATION:

PASTOR	Reverend Steve Davoren
PRINCIPAL	Mrs. Patricia Groff
VICE PRINCIPAL	Ms. Donelle Claypool

FACULTY & STAFF:

KINDERGARTEN	Mrs. Lori Bennett
GRADE 1	Mrs. Jorja Rose
GRADE 2	Mrs. Maureen Marsalek & Mrs. Stephanie Scarlett
GRADE 3	Mrs. Elinora Van Buren
GRADE 4	Ms. Nancy Bedard
GRADE 5	Ms. Donelle Claypool
GRADE 6	Ms. Mary Voigt
GRADE 7	Mrs. Tina Osborne & Mrs. Tricia Krakowski
GRADE 8	Ms. Karen Fussell
ATHLETIC DIRECTOR	Mr. Arthur Karma
P. E.	Mrs. Cathy Baloyo
MUSIC	Mrs. Patricia Strickland
SECRETARY	Mrs. Gina Ravenscroft
LIBRARIAN	Mrs. Liana Clark
K - AIDE	Mrs. Paige Byrne
GR. 1 AIDE	Mrs. Mary Perry
GR. 2 AIDE	Ms. Patricia Bustos
GR. 4/5/AIDE	Mrs. Carleen Sgobassi
GR. 2/3 AIDE	Mrs. Keira Armstrong
GR. 6-8 AIDE	Mrs. Mary Douglas
COMPUTER TECHNICIAN	Mrs. Allison Cardoza
VOLUNTEER AIDE	Mr. Richard Cathcart
EXTENDED DAY CARE DIRECTOR	Ms. Patricia Bustos

PRESCHOOL STAFF:

DIRECTOR/LEAD TEACHER	Mrs. Susan Delaney
TEACHER	Mrs. Chrissey Fujii

SCHOOL ADDRESS: Our Lady of the Assumption School
3169 Telegraph Road
Ventura, CA 93003
(805) 642-7198 Fax (805) 642-0966

WEBSITE: www.olaventura.org
The school calendar may be viewed on the website.

SCHOOL HOURS: 7:55 - 2:35 P.M. Grades K - 8
K Recess: 10:00 - 10:30 A.M.
Gr. 1-8 Recess: 9:45 - 10:00 A.M.
K-8 Lunch: 12:00 - 12:35 P.M.

SCHOOL OFFICE HOURS: Monday - Friday 7:45 - 3:30 P.M.
Closed on weekends and school holidays

CONSULTATIVE SCHOOL BOARDS AND PARENT ORGANIZATIONS

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

Parent Organizations

The main functions of the Parent Teacher Organization (the Assumption Parent Association Board) are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the APA Board shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws (see Administrative Handbook).

Consultative School Boards

The general responsibilities of the Consultative School Board are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the board's goals and activities.

The membership of the Consultative School Board includes the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998). The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Board.

ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- o **May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and**
- o **May not volunteer in any "non-ministerial" activity or event where he/she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

PARENT/STUDENT COMPLAINT REVIEW PROCESS

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved. If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint). For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate. After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools Level

- o If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- o The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- o However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety** (*Mandated September 1, 2006*).

Our Lady of the Assumption School uses the VIRTUS Teaching Touching Safety curriculum in grades Kindergarten through 8. **VIRTUS® Teaching Touching Safety** is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. During the 2007-2008 year, training is expected to reach most of the children in the Archdiocese of Los Angeles. Questions concerning this program can be forwarded to Sister Mary Elizabeth Galt,

B.V.M., Chancellor, Coordinator of Children's Programs at 213 637 7460.

**GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR
PARISH SCHOOL ACTIVITIES OR EVENTS**

Revised August 20, 2007

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations.

Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.

- o Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- o If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- o Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- o Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- o Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- o Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- o Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- o Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- o When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- o When a staff member/faculty/volunteer is alone in a room with a minor, the door must

be open or there must be clear visibility through windows.

- o Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- o Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- o Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- o Parent/guardian written permission is required for the publication of a picture of a minor.
- o Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

CHILD ABUSE: California State Law requires that school teachers and administrators MUST report to appropriate civil authorities any suspected case of child abuse. Child abuse is not restricted to physical injuries. The following matters MUST be reported:

1. Physical injuries;
2. Indications of child neglect, such as failure to provide food, clothing, or shelter, even when there is no physical injury;
3. Indications of sexual abuse, sexual assault and child molesting. For children under the age of 14, child molesting includes lewd and lascivious acts.

ARRIVING AT SCHOOL / SUPERVISION

Students must be on the school grounds by 7:50 AM to line up when the first bell rings. Students are late if they do not enter the classroom by the 8 AM bell. On Mass day, students who arrive to school after 8 AM are to report to the office.

Students may not leave the school grounds once they arrive in the morning, nor at any other time during school hours. Leaving the school during school hours without being checked out in the school office by a responsible adult is grounds from suspension. No student is allowed to walk to an appointment off campus without parental permission.

NOTE: Supervision is provided after school by the Assumption School E.D.C. Program beginning at 2:35 P.M. until 6:00 P.M. On days on which school dismisses at noon, daycare begins immediately after school and goes until 6:00 P.M.

HALF DAY SCHEDULE: Faculty meetings are held approximately one Wednesday per month. These half-day sessions are noted on the school calendar. On these days Grades K - 8 are dismissed at 12 Noon. School supervision is provided until 12:30 P.M. Further supervision may be arranged with E.D.C. until 6:00. It is the parents' responsibility to note the early dismissal days and to provide for prompt student transportation. **Students not picked up by 12:30 PM on noon dismissal days will be sent to the E.D.C. program and the parents billed at the half day drop-in rate of \$30.**

RAINY DAY DISMISSAL: On rainy days students are dismissed at the usual 2:35 p.m. dismissal time. The younger students are brought outside ten minutes earlier and escorted to their waiting cars. To facilitate traffic flow, parents who come earlier (10-15 minutes) may check in at the office for students to be released early. Junior high students will collect their younger siblings and riders, and will be dismissed from the front doors of Assumption Hall.

SUPERVISION OF STUDENTS: Supervision of students by school personnel does not begin before 7:45 a.m. and does not extend beyond 3:00 p.m. Parents are responsible for supervision for their own children before and after those times unless the students are enrolled in E.D.C..

All students (grades K - 8) still on campus after 3:00 PM (full day) or 12:30 PM (half day) WILL BE SIGNED IN AT EXTENDED DAY CARE with the exception of those students involved in a school-sponsored afterschool activity and directly supervised by an adult. A drop-in charge of \$25 (2:35 dismissal) or \$30 (noon dismissal) will be assessed to the parent.

VISITORS: **Our Lady of the Assumption School is a closed campus.** All visitors during the school day must report to the school office to sign in and receive a visitor's badge. Parent visitation at school should not interfere with the daily instructional schedule of the staff or learning schedule of the students. Parents who feel the need to visit with their child need to do so outside of classtime after receiving prior permission from the principal and signing in at the office each time. **Parents who visit their children at lunchtime must sign in as visitors before going to the lunch area.**

MASS SCHEDULE

8:00 A.M. Monday through Friday (Students need to arrive earlier to school on their Mass days. Students who are late will not be allowed to join the class at church once Mass has begun since it is a distraction to the celebrant and parishioners.

Monday - Grades 4 and 5

Wednesday - Grades 6, 7 and 8

Thursday - Grades 1, 2,3

EXTENDED DAY CARE

Our Lady of the Assumption School Extended Day Care Program is available for OLA students in grades Kindergarten through 8. The hours are 2:35 - 6:00 P.M. on school days in Hurley Hall.(except on noon dismissal days - 12:00 Noon to 6:00 P.M. Details of program are located on pages 26 - 29 of this handbook. Refer to the Preschool Hdbk for details on Stay & Play.

ADMISSION AND ATTENDANCE

GUIDELINES FOR ADMISSION

- o Preferences shall be given to active members of the parish.
- o Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).
- o The recommended age for kindergarten students is five (5) years of age on or before September 1.
- o The recommended age for first grade students is six (6) years of age on or before September 1, unless waived by the principal.
- o All students must comply with current California immunization and health requirements prior to enrollment.
- o The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational needs of all students.
- o The pastor and principal will review a students' continued eligibility for enrollment in the parish school.

SCHOOL STUDENT NON-DISCRIMINATION POLICY

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation. While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

INCLUSION PROCEDURES

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)”. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the student's needs. Parents or guardians may request the “Disability Discrimination Complaint Review Process” from the principal to address unresolved issues.

ACCIDENT INSURANCE

A Student Accident Insurance Program is provided for all students. If a child is seriously injured at school, an insurance form should be requested from the school office as soon as possible. This program assists with the medical expenses occurred due to accidental injuries sustained by students while attending school. The school accident insurance is secondary insurance unless the child is not covered under any other premium. Forms are sent home yearly to acquaint parents with the benefits of this program.

ATTENDANCE

Prompt and regular attendance is important. A student can never make up a day missed, even if assignments are completed. If a student is ill, parents need to contact the school office by 9 a.m. Makeup homework is not provided on the day of an absence unless specifically

requested by a parent at the time of the morning phone call. When a student has been absent or tardy, a WRITTEN EXCUSE stating the reason and date of absence and signed by the parent is required even though the school was notified by phone. **If a student is absent for more than 14 days in a trimester, report card grades may be withheld.** The only excused absence is personal illness or death within the immediate family.

Families will be contacted by letter after a student is tardy 3 times in one trimester. Students need to be on time for school on a daily basis.

“A student who is absent from school more than three (3) days in one school year without an excuse or who is tardy in excess of thirty (30) minutes on each of four (4) days or more in one (1) school year, without a valid excuse, is a truant.”
(Administrative Handbook, Archdiocese of Los Angeles)

Our Lady of the Assumption School cooperates with Ventura Unified School District in matters of absenteeism/tardies/truancy. The following are listed as **excused absences** with a **note** from the parent/doctor or other guardian:

- student illness
- medical appointments
- court appearance
- quarantine by the health office
- the funeral of an immediate family member

The following are **unexcused absences**:

- vacations/trips
- transportation problems
- medical problems of parent
- funeral of non-immediate family member
- unverified absences
- truancy
- personal necessity
- tardies

Families with excessive unexcused tardies/absences may be referred to the Ventura Unified Student Attendance Review Board.

If at all possible, please make doctor and dental appointments outside of regular school hours. **When a student must miss school for medical/dental appointments, WRITTEN CERTIFICATION from the doctor’s/dentist’s office is required following the**

appointment. Written parental permission is required before a student is excused. The student is met at the office by the parent who signs a release before taking him/her. Parents may NOT go directly to classrooms to get children or to give children lunches or messages. Upon their return to school after a period of absence, students will be presented with missed work needing completion. In the case of a contagious disease, a permit from a doctor or Public Health Dept. is required before return to school.

BOOKS: Textbooks are numbered and assigned to students who are expected to be responsible for their proper care. All books must be covered with a durable cover at all times and carried to and from school in a bookbag or backpack to minimize wear and tear. Lost or damaged books must be reported and paid for immediately. Hard-bound textbooks cost between \$80.00 - \$120.00.

Library books may be borrowed from the school library for a period of one week. A fine of 25¢ a day per book is charged for overdue library books. Lost or damaged books must be replaced by involved party.

COMMUNICATIONS BETWEEN SCHOOL AND HOME:

1. The FAMILY ENVELOPE, containing weekly newsletter, is sent home each Tuesday and returned Wednesday. Families whose envelopes are missing on the following Tuesday are issued a new envelope at a cost of \$1.00 (this is the same for lost report cards). The Principal's envelope cover sheet is also posted online.
2. PROGRESS REPORTS are sent home at the midpoint of each report card period. At mid-term, all students will receive a PROGRESS REPORT. This informs students and parents of any deficiency and allows time for improvement.
3. REPORT CARDS are sent home each trimester for grades 1-8. The report card envelope is to be signed and returned within the week. Kindergarten report cards are issued at the end of the second and third trimester.
4. CLASSWORK PACKETS are sent home according to a schedule set up by the teacher and are to be signed and returned the following day. These list the pieces of classwork/homework which should be found in the packet. Comments to teachers or responses to teacher's comments are encouraged at this time.
5. PARENT-TEACHER CONFERENCES are held a minimum of once each school year, in the month of November. These conferences are arranged by the school. All parents or guardians are expected to attend. Other conferences may be arranged with the teacher during the school year.
6. APPOINTMENTS with teachers will gladly be arranged when requested. Voice mail messages may be left for a teacher by calling the school number. Teachers will not

be called to the phone during class time and private numbers of teachers will not be released. To assure the full attention of the teachers, we ask that parents arrange beforehand all appointments and/or conferences and refrain from making “drop-in” visits and addressing classroom questions to teachers immediately before school, after school, or during the school day.

7. EMAIL communication between home and school is encouraged, particularly for middle school parents. Email addresses of the school staff are available in the office and on the school website.

8. HANDBOOKS are given out one per family, and may also be viewed on the school website. Extras or replacement handbooks cost \$5.00 each.

DISCIPLINE POLICY

DISCIPLINE

Our Lady of the Assumption norms of conduct are predicated on two premises: first, that every student has the right to certain protections (such as the protection of his/her personal property, the physical integrity of the facilities, an atmosphere conducive to personal growth and development) and, second, that every student has the duty to preserve those rights for others. The underlying concept is not one of legalism, punishment, or discipline for discipline’s sake. Rather, it is one of personal and corporate privileges bound of necessity to personal and corporate responsibilities. Since no list of norms can cover every situation, the administration presumes common sense, mature judgment, and Christian charity as the guides by which every O.L.A. student should measure his/her actions. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

It is expected that both academic and disciplinary problems are handled by the teacher. Parents talk first with the teacher; then, if necessary, an appointment with the principal and the teacher may be arranged. A student’s conduct and academic progress should only be discussed with the proper school officials and not with other students and parents. No parent has the right to approach another child on school grounds to discuss school issues without prior permission of the child’s parents and arrangements made with the proper school officials. No school official has the right to discuss any student with a parent except for his/her own child. Teachers are not available for conference between 7:50 and 2:50.

ONGOING COMMUNICATION AND COOPERATION BETWEEN SCHOOL AND HOME IS ESSENTIAL. IT IS IMPORTANT TO WORK TOGETHER IN ENABLING CHILDREN TO BE THE BEST THAT THEY CAN BE. PARENTS SHOULD

COMMUNICATE DIRECTLY WITH THE TEACHER IF THEY HAVE QUESTIONS OR CONCERNS.

SCHOOL RULES:

1. Show respect for God, others, self, and property.
2. Use appropriate language, voice control, and behavior.
3. Be responsible and prepared with work and materials.
4. Keep hands to oneself, and keep feet and objects where they belong.
5. Be in complete uniform for class and P. E. every school day.
6. Follow directions and school policies.
7. Solve conflicts in a nonviolent, nonphysical manner.

Each teacher and grade level establishes expectations, rewards and consequences for the individual discipline plans according to the maturity level of the students.

PROBATION

The following action is required as indicated for conduct grades:

C- Student/parent/teacher conference/contact

D Student/parent/teacher/principal conference

A grade of D in any core curriculum subject or in conduct will necessitate a drop from any current sport program and/or Student Council.

Any student may be placed on probation because of deficient academic or conduct grades. A student may be required to transfer schools at the end of a trimester if there is no improvement/effort shown.

DETENTION:

Besides the cards or point system within the classroom, there are occasions on which a teacher may keep students for detention when they disregard proper behavior at school. "Detention after school hours is considered an appropriate means of punishment." (Administrative Handbook - Archdiocese of Los Angeles) Students from grades 4-8 may be kept after school for up to an hour (2:35-3:35). Parents will be informed of detention in writing stating the reason, date, and time of detention. A student who chooses detention over appropriate behavior will not be excused from his/her date for detention. The following are some, but not all, reasons why a teacher may assign a student for detention:

1. Repeated tardiness
2. Excessive talking in class
3. Rude, discourteous behavior to anyone on the school grounds, including other

students

4. Frequently missed assignments
5. Misbehavior in church, on school grounds, or on field trips
6. Inappropriate language

CONDITIONS OF SUSPENSION

- o Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:
- o No student shall be suspended from an elementary school for more than two consecutive weeks.
- o Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- o The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.
- o In no case will a teacher on his/her own authority suspend a student.

EXPULSION

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- o Actions gravely detrimental to the moral and spiritual welfare of other students.
- o Habitual profanity or vulgarity.
- o Assault, battery or any threat of force or violence directed toward any school personnel or student.
- o Bullying or harassing school personnel or other students.
- o Open, persistent defiance of the authority of the teacher.
- o Continued willful disobedience.
- o Use, sale or possession of narcotics, drugs or any other controlled substance.
- o Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
- o Smoking or having tobacco.
- o Stealing
- o Forging signatures
- o Cheating or plagiarism
- o Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school.
- o Habitual truancy.
- o Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used

as weapons.

- o Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.
- o Actions in or out of school which are detrimental to the school's reputation.
- o Violation of the Electronic Communications Policy policies and guidelines.
- o Inappropriate conduct or behavior unbecoming a student in a Catholic school.

Procedure for Expulsion

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- o A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- o If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- o In no case will a teacher on his/her own authority expel a student.
- o Full credit will be given for all work accomplished by the student up to the moment of expulsion.

Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports. The following form should be used, one copy kept on file and a copy mailed to the elementary supervisor at the Department of Catholic Schools.

Name of Student: _____

Offense or situation: _____

Date: _____

Parents notified by: _____ Date _____

Remarks: _____

First Meeting:

Place: _____

Time: _____

Persons present: _____

Remarks: _____

Signature(s): _____

Second Meeting:

Place: _____

Time: _____

Persons present: _____

Remarks: _____

Outcome: _____

Signature(s): _____

Cases Involving Grave Offenses

- o In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.
- o The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- o When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

Time of Expulsion

- o An expulsion may be made immediately if the reasons are urgent.
- o Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.
- o If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.
- o If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

Reporting of Expulsions

- o All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.
- o The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

HARASSMENT, BULLYING AND HAZING POLICY

(Name of School) is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form.

Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students. Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin or religion. It includes, but is not limited to, any or all of the following:

- o Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- o Physical harassment: Unwanted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal work or movement.
- o Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- o Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Hazing is any method of initiation or pre-initiation into a student organization or student

body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- o Sending inappropriate text, e-mail, or instant messages.
- o Posting inappropriate pictures or messages about others in blogs or on Web sites.
- o Using someone else's user name to spread rumors or lies about someone.

It is the responsibility of the school to:

- o Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- o Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- o Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- o Conduct himself or herself in a manner that contributes to a positive school environment.
- o Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- o If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- o Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- o As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

STUDENT THREATS

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately. The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately. The student who has made the threat will be suspended until the investigation by the police and school has been completed. The decision to re-admit

a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

SCHOOL SEARCHES

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

PRIVACY AND ACCESS TO RECORDS

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

Pupil Records

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents of legal guardians consent to broader access

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Verbal/Written Confidences

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

TRANSFER OF RECORDS

Student Transfers and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll. The original Cumulative Student Report will remain at the school. A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance

Register. Official transcripts are not given to students or parents.

Damaged or Loaned Property

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents/guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy.

STUDENT INSURANCE

The student insurance program is provided for all full time students in Archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs.

UNIFORM CODE

Our Lady of the Assumption Catholic School's Uniform Code reinforces clothing requirements which emphasize identity as a student of a Catholic school, good taste, neatness, cleanliness, and modesty. Both boys and girls are required to purchase the designated uniform items through the approved vendors and to wear the complete uniform each school day.

BOYS

PANTS: Navy/khaki twill **ONLY** from Dennis Uniform Dockers, Bugle Boys, and other name brands ARE NOT approved and do not have the quality nor the coloring of the uniform brands.

SHIRT: Long-sleeved polo with logo or blue short-sleeved polo shirt **with school logo** from Dennis Uniform (with khaki shorts or khaki pants)
White short-sleeved polo shirt with school logo or long-sleeved polo with logo from Dennis Uniform (with blue or khaki pants)

BELT: Navy, black or brown belt must be worn by boys in grades 5-8 to keep pants/shorts above the hips.

SHORTS: (optional) Navy or khaki uniform shorts from Dennis Uniform
Hem length is not to be altered. No baggies below the knees.

NOTE: Boys pants and shorts must be worn at the waist, with a belt, and may not be worn hanging low on the body.

GIRLS

JUMPER: Grades K-5 - Dennis Uniform (all girls need one jumper)

SKIRT: Grades 6-8 - Dennis Uniform (all girls need one skirt)

Hem length is not to be shortened.

SKORT: Grades K - 8 - Dennis Uniform (an option for all girls).

BLOUSE: **Grs. K-5** White broadcloth with Peter Pan collar - Dennis Uniform
J.C. Penney's (Uniform Catalog)

Must be worn with girls' jumper. May be worn with shorts, skort or pants.

POLO SHIRT: **Grades K-5** Navy blue polo with logo or long-sleeved polo with logo from Dennis Uniform to be worn with khaki shorts, twill pants or skort. White polo with logo from Dennis Uniform with navy or khaki shorts, pants or skort.

Grades 6-8 Navy blue or white short-sleeved polo with logo or long-sleeved polo with logo from Dennis Uniform worn with skirt.

SHORTS: (optional) Navy or khaki uniform walking shorts from Dennis Uniform
Hem length is not to be shortened.

PANTS: (optional) Navy/khaki twill from Dennis Uniform

IMPORTANT NOTE: The following combinations only may be worn by the girls:

1. **Blouse only with jumper (Grs. K-5)**
Blouse or polo shirt may be worn with shorts,pants or skort.
2. **White/blue polo shirt with logo with skirt(Grs. 6-8)**
3. **White or blue polo shirt with khaki walking shorts or skort.(Grs. K-8)**
4. **White polo shirt with navy walking shorts or navy pants.**
White/blue polo with skort. (Grs. K-8)

Students are not allowed to wear turtle neck shirts or long-sleeved shirts under the school uniform. Students need to wear the school sweatshirt in the classroom for extra warmth and the school jacket for outside wear when necessary.

BOYS AND GIRLS

SWEATSHIRT: Navy OLA sweatshirt with embroidered emblem available in the school office.

JACKET: Solid navy jacket for outside wear (with or without hood) from Campus Uniforms or another SCHOOL UNIFORM supplier. An embroidered last name on back of jacket is permissible. Navy blue fleece jackets and pullover fleece jackets are also available from the uniform companies.

SWEATER VEST: Navy sweater vest, worn over a uniform polo, is an option for boys & girls.

PLEASE MARK EVERY ITEM OF CLOTHING WITH YOUR CHILD'S NAME AND GRADE.

SOCKS: Navy, black, or white solid color (tights are permissible for girls). Socks must be visible above shoe. Striped socks or layering of socks are not allowed.

SHOES: Sturdy, predominantly solid color - navy, black, brown or white -- tie or buckle -athletic shoes and saddle shoes are recommended- athletic shoes are advisable for physical education classes. Sturdy slip-on shoes in a solid color (Vans) may be worn, always with visible socks. No bedroom slippers or Uggs may be worn. Please do not purchase shoes with lights, loud patterns, cartoon characters or wheels.

P.E. UNIFORMS: T-shirt and shorts are purchased through school office. Navy sweatpants or nylon warmup pants may be worn in cold weather either alone or over the P.E. shorts. Dennis Uniform sweat pants in navy are recommended. Students wear their P.E. clothes to school on P.E. days. Students are encouraged to bring a bottle of water on all p.e. days.

JEWELRY: Girls - one small pair of earrings, watch, **religious pendant only.** If jewelry becomes a source of distraction from learning in the classroom or a physical danger on the playground, the administration and teachers reserve the right to restrict students from wearing it.
Boys - watch, **religious pendant.** NO EARRINGS.

MAKEUP/NAILS: Makeup may not be worn at school. Only clear or pale nail polish may

be worn. Acrylic nails may not be worn to school.

LAYERING: Layering of clothing is NOT allowed. Undershirts worn for warmth under the uniform must not show except at the neck. **Any under layer must be tucked in at the waist.**

HAIR: Clean, simple style, pulled back from the face. Boys' haircuts must be cut above the collar and may not cover the eyebrows in front - no tails, striped or decorated shaves. **Shaved heads are not appropriate for school. No bleached/dyed or chemically treated hair. Dyed/bleached hair will need to returned to its original color for school attendance.** If hairstyles become a distraction in the classroom setting, then they will be deemed inappropriate and parents will be asked to cooperate.

SPORTS APPAREL:

Students who are members of OLA after school sports teams may wear their game jerseys with uniform pants or uniform skirt to school on game days.

Uniform notices will be given to students who are either out of uniform or who have clothing items which have not been purchased with the designated uniform suppliers. Parents have one week to get the proper uniform item. Please be cooperative in the uniform requirements.

Days on which students may wear clothes other than the school uniform will be addressed as the occasions/events are determined, announced and put on the school calendar. The ultimate decisions regarding appropriate clothing will be made by the Administration.

APPAREL WHILE ON CAMPUS:

While on campus, students must be in regular or P.E. uniform except for:

- a. School-approved free or themed dress day
- b. Special reason designated by the principal
- c. Special class project or privilege
- d. When participating in a team sport

Students who stay after school to attend a sporting event, or who leave campus at the end of the school day, must remain in uniform for the duration of the time they are on campus. No student may change out of school uniform while on campus, even after school.

FAMILY LIFE PROGRAM

Family Life Education is a comprehensive program beginning in Kindergarten through grade 8. “The purpose of formalized human sexuality education is to inculcate Catholic values, virtues, and attitudes which relate to the current family life of the pupil.” (Archdiocesan Handbook 6101.1) Course materials are approved by the Archdiocese of Los Angeles and available for parent examination. Formal instruction on the subject of human reproduction is principally the responsibility of the parents; therefore, a parent may choose to exercise this responsibility him/herself instead of having the student participate in the school program. Parents will be informed before the instruction begins in each class.

HEALTH & SAFETY

BICYCLES, SKATEBOARDS, SCOOTERS:

During school hours, bicycles must be locked and placed in the racks provided. For the safety of all students, bicycles may NOT be ridden around the church or school yards. Skateboards, scooters and skates are not permitted on school grounds .

ELECTRONIC GEAR, TOYS:

Students are not permitted to bring Ipods, electronic toys or other electronic entertainment items to school. These items may be confiscated and kept until the end of the school year by the teacher or administration.

CELL PHONES:

Students are strongly discouraged from having a cell phone at school. If parents insist on a student having a cell phone in their possession for after-school use, **the cell phone must remain off and in the student’s backpack during school hours.** Students may use the office phone if there is an emergency. A cellphone may be confiscated by any school staff member if it is out or ringing. A parent must pick up the phone in the school office and the student may forfeit his/her privilege to keep a cell phone in school throughout the remaining school year.

EMERGENCY PROCEDURES:

The students and staff participate in official fire drills regularly. Emergency drills and lockdown drills are also conducted periodically. In the event of a disaster or emergency:

1. **DO NOT PHONE THE SCHOOL.** Telephone lines must be kept open for emergency use. The school uses an electronic communication system, SchoolReach,

- to immediately contact all families via all available phone numbers as well as email.
2. All students will be held in supervised evacuation area, the grassy field behind the school.
 3. Students will only be released to parent(s) or authorized person after first signing student(s) out with the school secretary, principal or other designated school official.
 4. Park in parish parking lot, not blocking the gate between the kindergarten and parish center.

Teachers and staff are prepared for emergency situations. If it becomes necessary, the school can be placed in lock-down mode with students inside classrooms.

FIELD TRIPS:

When field trips are planned by the teacher, supervision is required at a ratio of 1 adult for 7 students. Unless permission is given by the principal for a specific trip, uniforms are always worn on field trips. Archdiocesan Field Trip Forms must be signed by a parent before a child may leave the school property. For insurance reasons, siblings are not allowed. Field trips are arranged to supplement the class curriculum and all students should participate in the trips. However, if a teacher deems that a student's school behavior or academics has been unacceptable, that student may be excluded from a class field trip. Teachers may require a parent to accompany a child if there are concerns about the child's health or behavior. A parent may request that their child not go on a trip by writing a note of explanation to the principal. If a student is not going, they will either stay at home or go to another classroom, depending on the circumstances. A child who remains at home will be counted absent.

HEALTH SERVICES:

The school does not have health professionals on duty. The health room is supervised by volunteers. The health chairperson each year coordinates the testing of the students. Hearing tests and dental screening are offered periodically for our students. The health chairperson also maintains the immunization and health records for each student.

MEDICATION:

To protect all children and to conform with the State Education Code, no student may bring any medication (prescription or nonprescription) to school. **ONLY MEDICATION PRESCRIBED BY A HEALTH CARE PROVIDER MAY BE TAKEN DURING SCHOOL HOURS.** If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, an "Administration of Medication

During School Hours” form must be completed. A copy of this medication form is included in the handbook for your convenience. The physician or health care provider will complete this form. It must be signed and dated. Medications must be delivered by the parents or guardian to the school office in the original labeled prescription bottle, together with the Medication form signed by the health care provider and parent/guardian. Students carrying inhalers MUST have a Physician/health care provider’s release on file stating that he/she may have it with him/her while at school or at a school activity.

SCHOOL SPORTS:

OLA offers an after- school sports program, under the supervision of the principal and the athletic director for students in grades 6,7,8. The purposes of the athletic program are: 1. to teach sportsmanship; 2. to develop healthy attitudes of competition; 3. to learn to follow rules; 4. to practice self-control. Students who participate in the after-school sports program must maintain both their academic and conduct grades. **Athletes must have and maintain at least a “C-” average (70%) in scholastic subjects, conduct and effort. If a student-athlete’s grade drops after progress report time, that athlete will be suspended from play until his or her grade returns to at least a 70% average.** All qualified students may try out for membership on sports teams and in extracurricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director or the decision of the moderator, consultation with the principal, is final. Ordinarily, the principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

WORK PERMITS

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: www.cde.ca.gov.

The minor/student, after obtaining a promise of employment, must obtain a “Statement of Intent to Employ Minor and Request for Work Permit”. The minor, the employer and the parent/guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent/guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the “work permit issuing authority”. If all requirements are met, the work permit issuing authority may issue the “Permit to Employ and Work”. The “work permit issuing

authority” is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit. A copy of the signed work permit must be kept in the student's file.

YARD SAFETY:

Please observe safe driving practices when driving near the school.

Parents are required to supervise small children and avoid visiting other parents in parking areas at entrance or dismissal times. Students will wait on the upper grass area in front of the school under the supervision of the teachers. When you are parked, your child(ren) will be dismissed to walk to you. Please support our efforts and instruct your children not to run blindly out into the parking lot. Students whose parents allow them to walk home at the end of the school day must have a note on file in the office.

Please do not leave cars unattended at any time nor leave motors running.

Students are not to wait in front of the church, on Telegraph Rd., Dunning St., San Luis St., or at St. Bonaventure. Students do not use the vending machines at St. Bonaventure. Students may not leave the property without permission while waiting for a carpool, a parent, or a school sponsored event. This includes noon dismissal days.

GRADUATION

Ordinarily, pupils who complete the eighth grade course satisfactorily participate in a simple graduation ceremony at the parish school. The graduation ceremony and all other graduation activities may be withheld from a student who has not completed satisfactory grades in academics and/or behavior. A Certificate of Attendance may be given in place of an Elementary Diploma for a student who cannot adequately complete the requirements. Payment of tuition and fees must be complete in order for a student to graduate and to participate in graduation activities.

HOMEWORK

Homework assignments should be completed neatly, carefully and promptly. The amount of time spent doing homework differs with each grade level. If a student has consistent difficulty with homework assignments, or if too much time is spent in their completion, the teacher should be contacted. An explanatory note from the parent, written in the homework notebook, is required for work not completed. Homework assignments are not ordinarily given on weekends or holidays, except for long-range assignments or make-up work. When they are well and ready to return to school, students should obtain and complete assignments missed due to illness.

SUGGESTED DAILY HOMEWORK ALLOTMENTS:

Kindergarten	10 - 20 Min.	Grades 5-6	60 - 90 Min.
Grades 1-2	20 - 30 Min.	Grades 7-8	90 - 120 Min.
Grades 3-4	45 - 60 Min.		

Because the completion of homework assignments is such a contributing factor to student success, O.L.A. School assigns and expects the completion of homework each Monday through Thursday, according to the time allotments above. All students in grades 1 - 8 must use assignment notebooks. All parents are encouraged to review student assignments each evening. If there is some reason why a parent might need a student excused from the completion of a homework assignment due to a family emergency, parents are to write this in the homework notebook on the evening that the homework is assigned. The student must then make up the missed assignments according to his/her teacher's directions. Forgotten homework will not be delivered to students. MISSING HOMEWORK will be brought to parents' attention on the class Packet Covers. Parents are to sign these Packet Covers and return them the next day. (Parents are reminded that their signatures on the Packet Covers indicate their awareness of achievement levels/situations, not necessarily their approval).

GRADING SCALE - REPORTING OF STUDENT PROGRESS:

Students in Kindergarten receive a Kindergarten Progress Report at the close of the second and third trimester. Students in Grades 1-8 receive a report card at the end of each trimester, as well as Progress Reports at the midpoint of the trimester. O.L.A. follows the Archdiocesan grading scale:

MUSIC, ART & P.E. ALL GRADES

GRADES 1-3

O = Outstanding
G = Good
S = Satisfactory
NI = Needs Improvement

ACADEMIC SUBJECTS - GRADES

4-8

A = 93-100	4.0	C+ = 80-84	2.3
B+ = 90-92	3.3	C = 75-79	2.0
B = 87-89	3.0	C- = 70-74	1.7
B- = 85-86	2.7	D = 65-69	1.0
F = 64 and below	= 0.0		

HONOR ROLL:

Students may receive honors at the end of each trimester for academic achievement, for Christian Witness, and for Perfect Attendance.

PARENT PARTICIPATION PROGRAM

The Parent Participation Program helps to achieve more parent involvement and at the same time helps to meet the rising costs of school operation. Each family is **REQUIRED** to give 48 hours of service to the school (of which 5 hours are required for the Fall Festival) according to the participation options on the Parent Agreement Form. Families have from May 15, 2009, to May 15, 2010, to fulfill this requirement. Any hours worked after this date are applied to the following school year. **Families will be assessed \$15.00 for each hour not worked. Families have the option of donating the participation fee in lieu of working the hours, for a maximum of \$720.** A maximum of 10 hrs. is allowed for Scrip. (Every \$200 scrip purchase = one hour.)

PARTICIPATION: It is every family's responsibility to become involved in the school activities. Once a family volunteers for a committee, the family needs to follow through with participation and attendance at meetings.

RECORD KEEPING: The Parent Participation hours are SELF REPORTED. To record Parent Participation Hours, three special sheets are available in this Handbook. **It is each family's responsibility to keep track of the hours served and to return the appropriate portion of the sheet to the office at the end of each trimester for credit.** Families will be notified twice a year of their standing and the final billing will be given at the end of May. If your hours sheets are not turned in, no credit can be given.

Homemade Baked Goods:	1 Cake or pie	1 Hour
(When requested)	4 Doz. Cookies	1 Hour
	2 Loaves Bread	1 Hour
	2 Doz. Cupcakes	1 Hour

NOTE: All store bought items = 1 hour for each \$15 spent. Donations of food items or drinks for Extended Day Care may be credited toward Parent Participation Hours at the rate of 1 hour for each \$15 spent. Receipts and records must be kept by the family.

STUDENT COUNCIL

Students in grades 6, 7 and 8 in good academic standing are eligible to run for student office. Elections are held each Spring, with teacher-supervised voting used to select the officers. Our Lady of the Assumption Student Council is a member of the Catholic Association of Student Councils. Specific objectives for Our Lady of the Assumption Student Council are: 1) To promote leadership; 2) To foster principles of democracy in action during the campaigning and election of student officials; 3) To give students a chance to create projects to benefit

their fellow students and their school. Meetings are held regularly throughout the school year. **Students wishing to serve on Student Council must earn and maintain a “C-” average (70%) in all scholastic subjects, conduct and effort.**

TUITION AND FEES

All tuition payments are paid through SMART Tuition Management, for an annual fee of \$38 (part of registration fee). Tuition may be paid in ten payments, or at other intervals arranged with Smart. Credit card and automated checking payment plans are available. Monthly tuition must be paid by the 15th of each month.

GRADES K - 8: For those families registered at and supporting (proof of Sunday envelopes) Our Lady of the Assumption Parish, tuition for one child is \$330.00 per month (10 mos.); \$590.00 for two children; and \$820.00 per month for three or more children. For non-parish families, the tuition for one child is \$390.00 per month (10 mos.); \$700.00 for two children; and \$973.00 per month for three or more. The Student Fee of \$275.00 per child (subject to change) per year is applied to the use of books, insurance, testing and classroom support fee. This fee is non-refundable.

NOTE: Tuition rates are based on registered and non-registered families for O.L.A. Parish. O.L.A. parish families actively participate in the parish by attendance and parish envelope offerings of \$520 minimum annually (checked each fiscal year). The support given the church provides funds for the parish to subsidize the school. Catholic parents sending children to a Catholic school are expected to be practicing Catholics with regular church attendance and financial support of the parish.

DELINQUENT TUITION POLICY

Tuition is considered delinquent when a family has not met their monthly financial obligation for two months or longer. In the case of extenuating circumstances, IT IS ALWAYS the responsibility of the parent to contact the school office and speak with the principal. The school is unable to extend long term credit. **Any family whose account is negligent at the conclusion of each trimester must bring their account up to date before the children return to school. This also applies to Preschool Tuition, EDC fees, and Stay & Play. See Page 27 for the EDC Delinquent Payment Policy.**

FUNDRAISING RESPONSIBILITY

Since tuition does not cover the entire cost of education, every family is responsible to support all fundraising activities at OLA School. It is expected that families participate actively in the sales promotions, Fall Festival, Golf Tournament, Dinner Auction, and financially support other fundraising functions such as SCRIP, the magazine/gift drive, etc. **Each family should be responsible for bringing in or helping to raise approximately \$350 over and above tuition payments.**

SCRIP

SCRIP is available at school at all times and through special orders. SCRIP are gift certificates which parents purchase (Long's, Barnes & Noble, restaurants, J.C. Penney's, Macy's, See's and a variety of others). Parents receive dollar for dollar value and the SCRIP can be used for gifts or for the family's own purchases, especially in the case of the grocery stores. SCRIP is an easy and beneficial way to support the school since OLA receives 5% or more of every dollar families spend on SCRIP. Order forms are sent home periodically in the family envelope. Families who shop at Von's can register in the eSCRIP program, thereby benefitting OLA School every time they swipe their Von's card.

TUITION ASSISTANCE PROGRAM

A limited amount of tuition assistance is available through the Archdiocese and through the school. The tuition assistance program forms from the Archdiocese are available in January of each year in the school office. Parents must request the forms from the office. Any family who receives tuition assistance is still required to abide by all other financial policies. Parish tuition assistance is available to active OLA parishioners when necessary. No full scholarships are available.

OUR LADY OF THE ASSUMPTION SCHOOL **EXTENDED DAY CARE PROGRAM**

Students currently enrolled in grades Kindergarten through Eight at Our Lady of the Assumption School are eligible to participate in the School's Extended Day Care Program. The Our Lady of the Assumption EDC Program provides a quality, safe, low-cost program for working parents who need and want a safe place after school for their children. The program embodies the philosophy of Our Lady of the Assumption School in accord with the guidelines set by the Archdiocese of Los Angeles Department of Catholic Schools. Since this program is an extension of the school day, it does not require California State licensing.

STAFF AND FACILITIES:

The EDC Program is staffed by Our Lady of the Assumption School employees, under the supervision of the Principal. A student:adult ratio of 14:1 is maintained for archdiocesan extended day care programs. All OLA Staff must undergo fingerprint clearance and participate in VIRTUS Training, sponsored by the archdiocese. Adequate adult supervision is provided, and no child will be left unsupervised at any time. The school has provided a safe, clean, secure place for the EDC Program. The headquarters is in HURLEY HALL. The classrooms, playgrounds, lunch tables and school restrooms are also used by the EDC program.

EXTENDED DAY CARE COMPONENTS FOR Grades K - 8:

- o homework period (computer lab available for grades 5 - 8)
- o indoor recreation, directed and independent
- o outdoor recreation, directed and independent arts and crafts
- o afterschool snack

SCHEDULE:

Regular days: 2:35 - 6:00 PM
Minimum days: 12:00 - 6:00 PM
School Holiday/Vacation: NO EDC

ACTIVITIES:

2:35 Arrival, sign-in
3:00 Homework, supervised play
3:30 Snack, play time
4:15 arts/crafts/projects/games
5:30 clean-up/inside activities
6:00 program ends

INSURANCE:

Archdiocesan Elementary School accident insurance covers pupils during the times of the Extended Day Care Program.

FINANCES:

The financial operation of the EDC program is the responsibility of the Principal. The fee schedule is determined by the school, approved by the pastor, and reviewed annually. The EDC program is part of the overall school budget.

The registration fee for each child (paid once each year) is \$40. Fees are accrued at the

daily drop-in rate of \$25 (\$30 on noon dismissal days) per student. The daily rate remains the same, regardless of pickup time. Families using the program on a regular basis will enjoy the benefit of a monthly rate of \$185 for one child, \$265 for two children, and \$345 for three or more children. The monthly rate remains the same for all months of the school year. No refunds will be given for days the child is not in school.

NO HOURLY RATES ARE AVAILABLE.

Late fees will be assessed for late pickup past the 6:00 PM closing time. The program closes daily at 6:00 PM - NO LATER. Late fees will be added for every minute after the program closes (\$1.00 per minute that you are late, with a \$5 minimum).

All payments are due into the school office within 20 days of receiving the bill, as stated in the parental contract. For drop-ins, payment is due THAT DAY or the next business day. Any late fees will be added to the bill and sent to school records. FAMILIES WHO ARE DELINQUENT ON EDC PAYMENTS WILL FORFEIT SERVICES.

STUDENTS NOT REGULARLY ATTENDING EDC:

Beyond EDC, the school does not provide supervision for students after 3:00 PM and after 12:30 PM on noon dismissal days. All students on campus after 3:00 PM (full day) or 12:30 PM (half day) WILL BE SIGNED INTO EXTENDED DAY CARE with the exception of those students involved in school-sponsored after school activities and directly supervised by an adult. Parents will be billed at the drop-in rate of \$25 per day (\$30 on noon dismissal days).

PICKING UP YOUR CHILDREN:

Parents (or those properly designated by a parent) may sign out and pick up students from the EDC program. EDC headquarters will be in Hurley Hall. The EDC staff may be reached at the OLA School number: (805)642-7198, extension 214.

As a security measure, your child will only be allowed to leave the school with persons whom you name on the EDC registration form. If someone other than the designated person is to pick up your children, the children will be released only if the principal has received written notice signed by the parent. Telephoning this information is not acceptable.

SNACKS:

Snacks will usually consist of nutritious foods and a drink. If your child requires more to eat, please supply him/her with an after school snack. On noon dismissal days, children MUST bring a lunch and something to drink. Any food allergies should be noted on the registration form.

DISCIPLINE:

The OLA school approach to behavior and discipline applies to the EDC program. All school rules and regulations are also applicable to the EDC program. The EDC staff is to be afforded the same respect that students give to teachers. Acceptable and unacceptable behavior will be clearly communicated to the students. Parents will be notified at the time of pick up of any issues of disrespect or inappropriate behavior. In the case of an ongoing disciplinary problem, appropriate steps will be taken by the EDC Director and the Principal. In extreme cases, a student may be asked to withdraw from the Extended Day Care Program. For more explanation of behavior and discipline, please refer to the OLA Family Handbook.

PARENT RESPONSIBILITIES:

1. Pick up children on time
2. Sign children out at pick up.
3. Pay fees promptly.
4. Impress on children the need to be respectful and follow school rules for behavior.
5. Provide lunch on noon dismissal days.
6. Provide extra snack, if needed.
7. Notify the director of any change.
8. Support staff regarding disciplinary issues.

RECORDS:

All Extended Day Care records are the property of the school and will be maintained as school records. The EDC staff will keep all registration and emergency forms in their headquarters room at all times. Records are to be shared only with those who have a legal right to the information.

EMERGENCY PROCEDURES:

An emergency form that is complete and current is kept on file for every child enrolled in the EDC program. All EDC staff have access to this information, including accurate phone numbers of parents and TWO emergency contacts. Parents are expected to inform the EDC

personnel of any changes in home/work address, home/ cell phone or emergency numbers.

EDC personnel will have access to a telephone at all times. Emergency contact information (including numbers for the school office, rectory, principal and pastor) is available to adult staff. In the EDC room, evacuation map and emergency procedures are posted.

All accidents and injuries will be recorded and reported to the Principal as soon as possible, and in accordance with school and archdiocesan procedures. Should a serious accident occur, parents/guardians or their designate will be contacted. If these prove unavailable, the child's physician, or, if necessary, the paramedics will be called. Until the arrival of the parent/guardian or medical professionals, the Extended Day Care Director and the Principal will assume responsibility regarding the care of the injured child.

HEALTH AND SAFETY:

In the event of an illness, the parent/guardian will be called to pick up the child as the EDC staff are not allowed to administer any medication (California law). The OLA school policy regarding sick and contagious children also applies to the EDC program.

First aid supplies are provided for the use of the Extended Day Care program.

NOTE: The school retains the right to amend the handbook without warning for just cause.

