

STUDENT-PARENT HANDBOOK 2016-2017
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.

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. **Show and live their faith by making moral choices based on Gospel values and actively participating in parish life through liturgical services and the sacraments.**
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 and dressed in uniform every day.

GENERAL INFORMATION

ADMINISTRATION:

PASTOR

Father Leon Hutton

PRINCIPAL

Mrs. Patricia Groff

VICE PRINCIPAL

Ms. Karen Fussell

FACULTY & STAFF:

KINDERGARTEN

Mrs. Katie Padilla

GRADE 1

Mrs. Jorja Rose

GRADE 2

Mrs. Stephanie Scarlett

Mrs. Lesley Devericks

GRADE 3

Ms. Joy Cottam

GRADE 4

Mrs. Sylvia Soto

GRADE 5

Mrs. Megan McReynolds

GRADE 6

Ms. Mary Voigt

GRADE 7

Mrs. Rosa Solis

GRADE 8

Ms. Karen Fussell

MIDDLE SCHOOL SCIENCE

Mrs. Maureen Schiemann

P. E.

Mrs. Cathy Baloyo

MUSIC

Ms. Andrea Lawson

SECRETARY

Mrs. Gina Ravenscroft

LIBRARIAN

Mrs. Kathy Smithson

K - AIDE

Mrs. Stephanie Callahan

GR. 1 AIDE

Mrs. Michael Killian

GR. 2 AIDE

Ms. Patricia Bustos

GR. 3 AIDE

Miss Shauna Moses

GR. 4 AIDE
GR. 5 AIDE
GR. 6-8 AIDE
AUGUSTINIAN VOLUNTEER
COMPUTER TECHNICIAN
EDC DIRECTOR
EDC AIDES

CUSTODIAN
ATHLETIC DIRECTOR
PRESCHOOL STAFF:
DIRECTOR/LEAD TEACHER
TEACHER

Mrs. Christy Hill
Mrs. Maria Valdivieso
Mrs. Mary Douglas
Ms. Anna Piccirilli
Mrs. Allison Cardoza
Ms. Patricia Bustos
Mr. Matthew Perez
Ms. Amanda Buffington
Mr. Tony Segovia
Mr. Larry Murray

Mrs. Susan Delaney
Mrs. Yesenia Ambriz

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 - 2:45 P.M. Grades K - 8
K Recess: 10:00 - 10:30 A.M.
Gr. 1-5 Recess: 9:45 - 10:00 A.M.
Gr. 6-8 Recess: 10:15 - 10:30 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

ARRIVING AT SCHOOL / SUPERVISION

Students must be on the school grounds by 7:50 AM to line up when the first bell rings at 7:55 AM. 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 for suspension. No student is allowed to walk to an appointment off campus without parental permission.

NOTE: Supervision is provided after school by the Our Lady of the Assumption School E.D.C. Program from 2:45 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 twice monthly, after school of the first Monday and after a noon dismissal on the third Friday. 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 12:15 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 12:15 PM on noon dismissal days will be sent to the E.D.C. program and the parents billed at the “First Hour” rate of \$10 per child (until 1:00 PM) or the Drop-In rate of \$35 per half-day.**

RAINY DAY DISMISSAL: On rainy days students are dismissed at the usual 2:45 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 12:15 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 “first hour” charge of \$10 or 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 wear a visitor 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 class time 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.** Parents who regularly visit and/or work in the classrooms or help with lunch supervision must have VIRTUS (Protecting God’s Children) training. Livescan fingerprinting is also recommended.

MASS SCHEDULE

Students in grades 1 through 8 attend morning mass at the parish one day each week. This mass is at 8:00 A.M. Monday through Friday. Students need to arrive earlier to school on their Mass days. Students who arrive late are to report to the school library, where they will wait. They will not be allowed to join the class at church once Mass has begun, as this is a distraction to the celebrant and parishioners. The days for morning mass attendance are:

Monday - Grades 4 and 5

Wednesday - Grades 6, 7 and 8

Thursday - Grades K, 1, 2 and 3

EXTENDED DAY CARE

Our Lady of the Assumption School Extended Day Care Program is available for OLA students in grades Kindergarten through 8. EDC is located in Hurley Hall Monday through Friday. The EDC hours are 2:45 - 6:00 P.M. on full school days and 12:00 Noon to 6:00 P.M on Noon Dismissal days. Details of program are located on pages 26 - 29 of this handbook. Refer to the

Preschool Handbook for details on Stay & Play for Preschoolers.

ADMISSION AND ATTENDANCE

ACCIDENT INSURANCE

A Student Accident Insurance Program is offered as an option 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 at the beginning of the term to acquaint parents with the benefits of this program.

ATTENDANCE

Prompt and regular attendance is important. A student cannot 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 three 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.” (Admin. Hdbk, 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 each.

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 SCHOOL WEBSITE** contains vital information on the school that is continually updated. The Principal and teachers each have pages on which they post daily news, assignments, photos and information.
- 2. GRADELINK** gives each parent the ability to view their child's grades online and sign up for email alerts when grades are posted.
- 2. 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 "News Notes" cover sheet is also posted online.
- 3. 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.
- 4. 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 each semester.
- 5. 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.
- 6. 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.
7. **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.
 8. **EMAIL** communication between home and school is encouraged. Email addresses of the school staff are available in the office and on the school website.
 9. The **PARENT-STUDENT HANDBOOK** may be viewed on the school website, and a paper copy is provided for each new family

DISCIPLINE POLICY

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 3:15.

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 (69 or lower) 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 contract or 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 (2:45-3:45). 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

Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student. No student shall be suspended from an elementary school for more than two consecutive weeks. Notice of suspension must be given to the parents/guardians by telephone or in a conference. 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. 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:

Actions gravely detrimental to the moral and spiritual welfare of other students.

Habitual profanity or vulgarity.

Assault, battery or any threat of force or violence directed toward any school personnel or student.

Bullying or harassing school personnel or other students.

Open, persistent defiance of the authority of the teacher.

Continued willful disobedience.

Use, sale or possession of narcotics, drugs or any other controlled substance.

Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.

Smoking or having tobacco.

Stealing

Forging signatures

Cheating or plagiarism

Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school.

Habitual truancy.

Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons.

Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.

Actions in or out of school which are detrimental to the school's reputation.

Violation of the Electronic Communications Policy.

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:

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. 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. In no case will a teacher on his/her own authority expel a student. Full credit will be given for all work accomplished by the student up to the moment of expulsion.

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): _____

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. 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. 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.

An expulsion may be made immediately if the reasons are urgent. Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed. 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. 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

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. 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

Our Lady of the Assumption 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:

Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.

Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.

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:

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

It is the responsibility of the school to:

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. Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement and to remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

Conduct himself or herself in a manner that contributes to a positive school environment.

Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.

If possible, inform the other person(s) that the behavior is offensive and unwelcome.

Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher. 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 books or other school property. The school does not provide lockers for students. The student does have some expectation of privacy 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.

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
Other name brands **ARE NOT** approved as they do not have the quality or the coloring of the uniform brand.

SHIRT: Long-sleeved polo with logo from Dennis Uniform (Grades K – 5: **BLUE OR WHITE**) (Grades 6 – 8: **GREEN OR WHITE**) or short-sleeved polo shirt with logo from Dennis Uniform (**GRADES K – 5: BLUE OR WHITE**) (**GRADES 6 – 8: GREEN OR WHITE**)

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

NOTE: Boys pants and shorts must be worn at the waist 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 or J.C. Penney's (Uniform Catalog) This must be worn with a jumper, and may be worn with shorts, skort or pants.

POLO SHIRT: Long-sleeved polo with logo from Dennis Uniform (**GRADES K – 5: BLUE OR WHITE**) (**GRADES 6 – 8: GREEN OR WHITE**) or short-

sleeved polo shirt with logo from Dennis Uniform (GRADES K – 5: BLUE OR WHITE) (GRADES 6 – 8: GREEN OR WHITE)

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. Peter pan collar blouse only with jumper (Grs. K-5)
Blouse or polo shirt may be worn with shorts, pants,skort.
2. Green/white polo shirt with logo with skirt(Grs. 6-8)
3. Appropriate color polo shirt with shorts, pants or skort.
Grs. K-8)

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

BOYS AND GIRLS

OPTIONAL OUTERWEAR: ALL OUTERWEAR MUST HAVE THE OLA LOGO. Other sweatshirts and jackets may only be worn on free dress days.

SWEATSHIRT: Crew-neck or quarter-zip OLA logo school sweatshirts may be worn. Navy (K – 5) or Green (6-8) crew-neck OLA sweatshirts are available for purchase in the school office all year. Quarter zip sweatshirts in green may be ordered. Hooded sweatshirts are not allowed.

SWEATER: Navy (K – 5) or Green (6-8) OLA v-neck cardigan sweater, pullover or sweater-vest may be worn over a uniform polo.

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

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

P.E. CLOTHING: All students in grades K through 8 must wear OLA logo P.E. t-shirt and P.E. shorts to school on their P.E. days. The students wear the P.E. clothing from home, and wear it all day. Navy blue sweatpants, modest and fitting properly, may be worn over, or instead of, the shorts in cool weather. P.E. clothing is sold in the school office, and is available all year. Regular school shoes (black) are worn for P.E.

SOCKS: Solid white or solid black socks, visible above the shoe, must be worn. Navy, black, or white solid color tights are permissible for girls). Socks must be visible above shoe. Striped socks, socks with logos (other than OLA) or layered socks are not allowed.

SHOES: BLACK SHOES MUST BE WORN EVERY SCHOOL DAY. Athletic-style shoes (sneakers), sturdy slip-ons, OR mary-jane style (girls) in black are all acceptable for school. Shoes must be solid black in color, but may have either black or white soles. Minimal detailing can be white or gray/silver. Laces may be black or white. Shoes may have NO adornments, stripes, logos, other colors, sequins, glitter, patterns or lights.

JEWELRY: Girls - one small pair of earrings, watch, religious pendant only may be worn. 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 are allowed. **NO EARRINGS.** Non-religious bracelets or wristbands may NOT be worn by any students.

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: Hair color is to be the natural color of the student and the cut/style should be neat; no extreme or drastic haircuts or styles are allowed at any time. Beads, feathers, or similar adornments are not to be worn in the hair. Multiple braids or “cornrows” are not allowed as a hairstyle. Shaved heads are not appropriate for school. No bleached/dyed or chemically treated hair. Dyed/bleached hair will need to be returned to its original color for school attendance. Boys’ haircuts should allow it to be off their faces, above their eyebrows, neatly trimmed around the neck, above the ears, and above the collar. Junior High boys should be clean-shaven with no facial hair. 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 Our Lady of the Assumption School sports teams may wear their game jerseys with uniform pants, uniform skirt or skort 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 from the designated uniform suppliers. **THIS INCLUDES SHOES.** Parents have one week to get the proper uniform item. Please be cooperative in the uniform requirements.

NON-UNIFORM DRESS

Non-uniform days are a privilege. As such, it is expected that students will be dressed appropriately and within the boundaries of Catholic/Christian modesty on these days. On a “non-uniform” day, students may wear t-shirts, jeans, shorts, dresses, skirts, capris, hats and socks of any color. **ALL SHIRTS AND TOPS MUST HAVE SLEEVES.** Durable, comfortable shoes should be worn. Flip-flops and strapless sandals are not allowed.

On non-uniform days that fall on a P.E. day, shoes need not be black, but must not restrict participation.

Unacceptable school attire includes, but is not limited to, crop tops, very short shorts, dresses or skirts, sleeveless shirts, overly tight clothing, or extremely oversized clothing. No dangling earrings are allowed or necklaces for safety reasons. Clothing with inappropriate wording or design is also prohibited. Jeans may be worn but should be free of tears/holes. If there is doubt about a specific item of clothing, it is best that the student not wear it.

The final decision on any of the above will be at the discretion of the teachers and administration. Anything deemed inappropriate for school will be handled on an individual basis. Parents may be called for a change of clothes or students may be required to change to uniform attire from the office.

Students who violate this dress policy once will receive a warning. Students who violate this dress policy a second time will lose the privilege of participating in future non-uniform days. A student's attire is primarily a parenting responsibility. We look forward to working in partnership with parents to maintain a focused learning environment.

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 non-uniform 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 / TOUCHING SAFETY

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.

TOUCHING SAFETY is a curriculum for children, required in all Catholic schools and religious education programs, which is taught every year as part of the VIRTUS Protecting God's Children Program. Course materials are approved by the archdiocese and available for parents online at www.virtus.org. Prior to the lessons, a program overview and parent information are sent home with each child. Every child must have parental permission in order to participate in lessons.

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 at any time.

ELECTRONICS POLICY

Students in grades 5 - 8 MAY bring a personal electronic tablet for school for use exclusively as a reader. Internet access must be turned off on the device, and student use of tablets will be strictly controlled. Students may not access the internet or play games while at school.

Students are not permitted to bring electronic games to school. Student use of smart phones is prohibited during the school day. These items may be confiscated and kept until the end of the school year by the teacher or administration.

Use of school computers, tablets and chromebooks is strictly controlled. Parents and students sign an Acceptable Use Policy each year, emphasizing their understanding of appropriate uses of technology. Our Lady of the Assumption School complies with the archdiocesan Electronics Communications Policy.

CELL PHONES

Students are strongly discouraged from having a cell phone with them at school. If parents wish their child to have a phone in their possession for after-school use, the phone must remain turned off and in the student's backpack during school hours. **STUDENTS SHOULD USE THE SCHOOL PHONE IN THE OFFICE IF THERE IS AN EMERGENCY DURING THE SCHOOL DAY. THEY MAY NOT USE THEIR CELL PHONE.** Any student who is found to have a cell phone in their possession during the school day will have it confiscated by school staff. The cell phone will be held in the principal's office until a parent picks it up. The student may forfeit his/her privilege to have a phone at school throughout the rest of the school year.

EMERGENCY PROCEDURES:

Students and staff participate in safety drills regularly. These include fire drills, emergency drills and lockdown drills. In the event of a disaster or emergency:

- 1. DO NOT PHONE THE SCHOOL.** School phones must be kept

open for emergency use. The school will use an electronic communication system to immediately contact all families by phone and email.

2. All students will be held in a supervised evacuation area, the grassy field behind the school.

3. Students will only be released to parent(s) or authorized person (provided by the parent or guardian on the Emergency Card) 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. Emergency drills include inventory of emergency food, water, medical supplies, utility shutoff equipment, shelter and communication. The faculty and students practice periodic lockdown drills, to be prepared in case of an emergency situation.

FIELD TRIPS

Fields trips are occasionally arranged for each grade in order to complement the curriculum. Transportation may be by bus or personal cars. 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 to go along, including young children accompanying parent drivers. Field trips are arranged to supplement the class curriculum and all students are expected to participate in the trips.

If a student has an “F” in Conduct or Effort at the time of a field trip, he or she may not accompany the class. 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, he/she is expected to be at school. 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 school staff and volunteers. The health chairperson each year (a staff member) coordinates records and the testing of the students. Hearing tests and dental screening are offered periodically for students.

MEDICATION

To protect all children and to conform with the State Education Code, no student may bring any medication (prescription or nonprescription) to school, EXCEPT an inhaler. 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. **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.

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 and 8. The purposes of the athletic program are to teach sportsmanship, to develop healthy attitudes of competition, to learn to follow rules, to practice self-control and to have fun. All coaches are volunteers who have been fingerprinted and who have completed VIRTUS “Protecting God’s Children” training. OLA teams compete against teams from other local Catholic schools, and occasionally private and public middle schools.

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 during the season, 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, and every player may not play in every game. The decisions of the coach, in conjunction with the athletic director or the decision of the moderator, in consultation with the principal, are final. Ordinarily, the principal will not intervene in coaching decisions. The athletic director supervises coaches and oversees the games. Parents are encouraged to be supportive, and help their children be positive and practice good sportsmanship.

PARKING LOT SAFETY

The parking lot is shared with the parish and St. Bonaventure High School. Parents are asked to drive slowly and safely at all times. 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 the parent is parked, the child(ren) will be dismissed to walk to them. Parents are asked to instruct children not to run out into the parking lot. Students whose parents wish them to walk from school, to home or another destination, may not leave the property without teacher or school office verification of parental permission on file. This policy is also enforced on Noon Dismissal days. Students may NOT wait for pickup in front of the church, on Telegraph Road, Dunning Street, San Luis Street, or at St. Bonaventure High School.

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 student's planner, 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. Teachers additionally post some assignments online. All parents are encouraged to review student assignments each evening.

If there is some reason why a parent might request that a student be 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 - REPORTING OF STUDENT PROGRESS

Students in Grades K-8 receive a report card at the end of each trimester, as well as a Progress Report at the midpoint of the trimester. Our Lady of the Assumption School follows the Archdiocesan grading scale.

HONOR ROLL

Students may receive honors at the end of each trimester for academic achievement (grades 4 – 8) as well as Christian Witness, Accelerated Reading, IXL Math and Perfect Attendance (K-8).

PARENT PARTICIPATION PROGRAM

Tuition alone does not cover the cost of educating a child. 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 30 hours of service to the school according to the participation options on the Parent Agreement Form. ***PARENTS ARE OBLIGATED TO SUPPORT THE RAFFLE AT BOTH THE FAMILY FALL EVENT AND THE DINNER AUCTION.*** Families have from May 21, 2016 to May 20, 2017 to fulfill the 30 hour 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 \$450. 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. Parents who volunteer for a job must follow through with participation and attendance at meetings.

RECORD KEEPING: The Parent Participation hours are **SELF REPORTED**. To record Parent Participation Hours, parents must submit either the special pages from the student-parent handbook or go online to the school website. It is each family's responsibility to keep track of the hours served and to submit a listing of the hours earned 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 parent hour sheets are not turned in, no credit can be given.

NOTE: Items purchased and donated = 1 hour for each \$15 spent. Donations of food items or drinks for EDC 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 to promote leadership, to foster principles of democracy in action during the campaigning and election of student officials, and 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 (part of registration fee). Tuition may be paid in monthly

payments, or at other intervals arranged with Smart. Credit card and automated checking payment plans are available.

GRADES K - 8: Our Lady of the Assumption School is first and foremost a mission of our Catholic parish, and exists to provide a quality school for parishioners. For this reason, the parish supports the school and its faithful families. In order for school families to qualify for the “parish” tuition rate, they must demonstrate that they contributed a **MINIMUM** of \$520 to the parish in 2015 (\$10 each week in the collection). For parish families, tuition for one child in 2016-2017 is \$433.00 per month (11 mos.); \$782.00 for two children; and \$1092.00 per month for three or more children. For non-parish families, the tuition for one child is \$555.00 per month (11 mos.); \$980.00 for two children; and \$1370.00 per month for three or more. The Student Fee of \$350.00 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.

The support given by school parents to the church helps to provide 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 may return to school. No registration for the next school year will be accepted for families with delinquent accounts. 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 Family Event, Golf Tournament, Dinner Auction, and financially support other fundraising functions such as SCRIP, read-a-thon, 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 cards which parents purchase (Von's, 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 annually in the eSCRIP program, thereby benefiting 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, and may be requested by parents. Any family who receives tuition assistance is still required to abide by all other financial policies. Limited 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:

homework period
indoor recreation, directed and independent
outdoor recreation, directed and independent arts and crafts
afterschool snack

EDC SCHEDULE:

Regular days: 2:45 - 6:00 PM

ACTIVITIES:

2:45 Arrival, sign-in

Minimum days: 12:00 - 6:00 PM	3:00	Homework, supervised play
School Holiday/Vacation: NO EDC	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 \$35 (\$45 on noon dismissal days) per student. There is now a “First Hour” rate of \$10 per child per day. Parents of children who come to EDC after school and who are picked up by 3:45 PM (1:00 PM on a noon dismissal day), will be charged \$10, billed at the end of each week.

This hourly rate is ONLY good for the first hour, and the full daily rate will not be prorated. The regular daily drop-in rate of \$35 (\$45 on a noon dismissal day) will still be charged for children who are in EDC longer than one hour. Monthly rates will also remain unchanged for children who regularly use the program.

Families using the EDC program on a regular basis will enjoy the benefit of a monthly rate of \$250 for one child, \$400 for two children, and \$520 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.

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

Apart from EDC, the school does not provide supervision for students after 3:15 PM and after 12:15 PM on noon dismissal days. All students on campus after 3:15 PM (full day) or 12:15 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 end of each month.

PICK UP FROM EDC

Parents (or those properly designated by a parent) may sign out and pick up students from the EDC program. EDC headquarters are 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 courteous and follow school rules.
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.