



Our Lady of the Assumption School Home of the Cougars!

August 25, 2010

Dear students and families,

Welcome to the 2010-2011 school year. The staff of Our Lady of the Assumption School will do all they can to help your child fulfill his or her learning potential, develop in the Catholic faith, and enjoy a rich, challenging, and meaningful educational experience. We recognize that we are working in partnership with you in this very important task. We believe that this partnership is essential to your child's success and achievement. Clear communication and expectations enhance our partnership, and this handbook is designed to fulfill that purpose.

Please read this handbook in its entirety and sign and return the signature page to indicate you have read it. School rules, safety procedures, policies, and other important information are contained herein, and some sections have been revised. **All revised sections have been printed in bold and/or italic type.** While we can't possibly anticipate all the questions and scenarios that arise concerning our school, we have done our best to be as thorough as possible.

Your involvement, support, cooperation, and prayers are crucial to the success of our school and the fulfillment of our mission. We look forward to working with you in making your child's experiences here at OLA rewarding and fruitful.

Finally, our new SchoolSpeak program includes in it a family directory, which can be printed from your home computer. Because of this, we will no longer send home a hard copy of the family directory. Certain features of past family directories are not able to be included in the SchoolSpeak version, such as class lists and advertisements, so we have included them in this handbook instead.

Wishing you a great year!

Yours in Christ,

Robert Love

"Hands to Serve; Hearts to Love"

OUR LADY OF THE ASSUMPTION SCHOOL PARENT / STUDENT HANDBOOK

This is the Parent / Student Handbook for Our Lady of the Assumption School. This handbook includes information about the philosophy, policies, rules, regulations, and guidelines of the school. ***All revised sections of this handbook have been printed in bold, italic type.*** While many issues are addressed in this handbook, it is impossible to address every situation that may arise during a given year.

Enclosed in your school bulletin envelope you will find an agreement page which requires your child(ren)'s and your signature. Please return this form to the school office by Wednesday, August 26.

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Consistent with its Catholic mission, Our Lady of the Assumption School does not discriminate in its admission procedures or employment practices based on race, sex, nationality, ethnic origin, or disability. In the event Our Lady of the Assumption School cannot address an accommodation for students with special academic or physical needs, school personnel will assist the family in finding an appropriate learning environment to address those needs.

The faculty and staff of Our Lady of the Assumption School focuses its work on the mission, philosophy, and schoolwide learning expectations we have established.

MISSION STATEMENT

The faith community of Our Lady of the Assumption School strives to guide children to knowledge of Catholic doctrine, to foster academic excellence through a rigorous standards-based curriculum, to provide an atmosphere of community, and to develop in each child an attitude of service to others. Our mission is to set patterns of thought and behavior that bring forth truly Christian responses to life situations and an awareness of his or her responsibility to God, to others, and to oneself.

STATEMENT OF PHILOSOPHY

The faith community of Our Lady of the Assumption School is based on Catholic teachings as expressed through the message of the Gospel of Jesus. Each student is a unique creation of God. Students, in partnership with parents, teachers, staff, and the parish community, strive to grow and develop spiritually, morally, intellectually, personally, socially, physically, and culturally. Parents are recognized as the primary educators of their children and teachers as the facilitators of learning.

In addition to learning Catholic doctrine, students within a Christian community develop an awareness and practice of social justice and respond with opportunities for Christian outreach and service. As students are faced with growing challenges and complexities of life in the 21st century, they develop patterns of thought and behavior that bring forth age-appropriate Christian responses that will be based on Catholic ideals and the examples of Jesus Christ.

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics . . . an environment permeated with the Gospel spirit of love and freedom.” (*The Religious Dimension of Education in a Catholic School*, par. 25, The Congregation for Catholic Education, 1988).

Parents, grandparents, guardians, etc. who choose to send their children/grandchildren/wards to a Catholic school agree, by their choice of the Catholic school, to support the faith formation and learning environment of the school. They also agree that their children will be fully involved in the religious formation and worship activities of the school.

Parents, grandparents, guardians, etc. whose school-related conduct, in the eyes of the principal, does not support the development of “an environment permeated with the Gospel spirit of love and freedom” may be asked to withdraw their children from the Catholic school.

Diocesan School Board Policy #5700

**SCHOOLWIDE LEARNING EXPECTATIONS
K-3**

OLA graduates strive to be:

1. Active Catholic Christians who:
 - A. Love God, others, and self
 - B. Learn about their Catholic faith
 - C. Participate at Mass
 - D. Learn right from wrong
 - E. Are kind to others
2. Active learners who:
 - A. Use their talents the best they can
 - B. Meet the standards
 - C. Enjoy learning
 - D. Become problem-solvers
 - E. Write, speak, and listen well
 - F. Use technology
3. Responsible and respectful citizens who:
 - A. Respect differences in others
 - B. Are peacemakers
 - C. Show patriotism
4. Self-aware individuals who:
 - A. Respect all living things
 - B. Work to be healthy
 - C. Play fair and work well with others
 - D. Appreciate art, music, and literature

**SCHOOLWIDE LEARNING EXPECTATIONS
Grades 4-8**

OLA graduates strive to be:

1. Active Catholic Christians who:
 - A. Maintain a loving relationship with God, others, and self
 - B. Attain knowledge of the Catholic Church by learning its history, doctrine, sacraments, and rituals
 - C. Participate fully in the Eucharist
 - D. Develop the ability to make moral decisions
 - E. Demonstrate the Gospel message of love and service by living responsibly, acting as peacemakers, and serving the whole community
2. Active Learners who:
 - A. Develop their talents to the fullest
 - B. Meet the diocesan academic standards
 - C. Are enthusiastic, self-directed, reflective, life-long learners
 - D. Are critical thinkers and problem-solvers
 - E. Communicate effectively in writing, speaking, and listening
 - F. Utilize technology competently and responsibly
3. Responsible and respectful citizens who:
 - A. Recognize all individuals as God's creation
 - B. Interact with others in a spirit of peace and justice
 - C. Demonstrate a sense of patriotism
4. Self-aware individuals who:
 - A. Respect life
 - B. Make healthy life choices
 - C. Demonstrate an attitude of fair play and cooperation
 - D. Develop a deeper appreciation of art, music, and literature

OUR LADY OF THE ASSUMPTION CHURCH AND SCHOOL SCHEDULE

Mass Schedule

Saturdays & Holy Day Vigil: 5:30 P.M.
Sunday Masses: 8:00, 9:30, & 11:00 A.M.; 7:30 P.M.
Monday-Friday Mass: 6:30 A.M. & 8:00 A.M.
First Saturday: 8:00 A.M.
Holy Days: 8:00 & 10:00 A.M.; 5:30 P.M.

School Hours

Regular School Days

Kindergarten
 Morning Session 8:00 A.M. – 11:00 A.M.
 Afternoon Session 11:45 A.M. – 2:45 P.M.
Grades 1 – 8 8:00 A.M. – 2:45 P.M.

Minimum Days

Kindergarten
 Alternate Sessions 8:00 A.M. – 11:00 A.M.
Grades 1 – 8 8:00 A.M. – 12:00 P.M.

School Office Hours: 7:30 A.M. – 3:30 P.M.
 Closed 12:00 – 12:45 P.M.
 Minimum Days: 7:30 A.M. – 12:15 P.M.

Extended Care Hours: 6:30 A.M. – 6:00 P.M.

OLA Catholic School Advisory Commission 2010-2011

Father Brendan McKeefry

Robert Love

Mark Backhus

August Brothers

Rod Hill

Janet Kay

Vince Madden

Dave Mark

Regan Steele

Molly Stever-Neves

PTG WAYS AND MEANS COMMITTEES

Auction Chairs	Brooke and Chris Fahey
Country Fair Chairs.....	Melinda and Jason Borg
Halloween “Trunk or Treat”	Lynn and Paul Sweeney Tracy and Mike Tooley
Santa’s Secret Shop.....	Lolita and Matt Watanabe Laura Crawley
Santa’s Breakfast.....	Yvonne and Herb Titherington Monica Weekes and Robert Honaker
Family Movie Night/Bingo Night	August and Kelly Brothers Monica and Greg Hayes
Little Dribbler Coordinator.....	Scott Lippi
Basketball Snack Shack	Martha Gutierrez
Golf Tournament	Scott Lippi
Art Docent Coordinator	Carole Kenney
Box Tops for Education.....	Nadia and Dirk Leslie
Uniform Exchange Coordinator	Karen Mongeau and Mark Herold
Children’s Theater Coordinator	Lynn Paine Susie and Michael Malloy
Entertainment Book Coordinator.....	Barbara Ellison
Workforce/Service Hour Coordinator	Yvonne Titherington

2010-2011 CLASS LISTS

Mrs. Nancy Williams Kindergarten

Morning Class

Barrett, Curtis
Caceres, Gianna
Desmond, Richard
Escay, Aiden
Gray, Zachary
Kuzmich, Kathleen
Loehr, Ryan
Martin, Madison
Mastagni, Bella
O'Gara, Daniel

Afternoon Class

Brothers, Bryn
Calderon, Lila
Giorgi, Michael
Gordon, Ella
Koerwitz, Laura
Lippi, Cooper
Lourim, Ryan
Lukowicz, Lily
Malone, Ryan
Parulan, Jacob
Seymour, Catherine
Trask, Benjamin

Mrs. Alynn Wright Grade One

Barkett, Amelia
Bollinger, Isaac
Bueb, Michelle
Colonnello, Carlie
Crowley, Caroline
De La Chapelle, Finlay
Deaner, Ava
Eller, Aidan
Farris, Lauren
Griggs, Libby
Herold, Matthew
Hurley, Gillian
Incaudo, Sofia
King, Braden
King, Ian
Kropf, Emma
Malloy, Sophia
McIntosh, Baya
Mellas, Matthew
Minor, Charlie
Murphy-Willis, Jared
Rizzo, Elizabeth
Ross, Arianna
Rubia Miller, Tai
Ryan, Joseph
Scrima, Zachary
Seitz, Presleigh
Shea, Henry
Tapia, Ryan-Jay
Tirebuck, Kaitlin

Mrs. Kathy Nichols
Grade Two

Agos, Jared
Ashen, Michael
Brothers, Ronan
Chambers, Michael
Chambers, Molly
Cimino, Christopher
Cook, Makayla
Deaner, Jack
DeBenedetti, Annabella
Desmond, Alexandria
DiPerna, Chiara
Donovan, Abigail
Dupre, Coleman
Fahey, Madeline
Hall, Jacob
Harrison, Tyler
Hause, David
Heintz, Peter
Hubbard, Jasmin
Johnstone, Tucker
Kauderer, Mollie
Koerwitz, Georgia
Leslie, Jordan
Leslie, Zachary
Loehr, Andrew
McQuoid, Logan
O'Callaghan, Mary
O'Gara, Lillian
Ruggles, Kaylie
Schmidt, Zachary
Schwarz, Regan
Stidger, Andres
Suggs, Sydney
Thrasher, Amanda
Trask, Elizabeth
Valine, Justin
Watanabe, Joseph

Mrs. Laura Smith
Grade Three

Barkett, Eva
Borg, Emily
Caspar, Juliet
Davis, Mia
Escay, Alyssa
Giorgi, Catherine
Gordon, Chase
Gutierrez, Michael
Hayes, Julia
Hayes, Lillian
Hoppe, Dylan
Hurley, Charles
Keene, Tara
King, Connor
Lippi, Brooke
Long, Julia
Martin, Matthew
Martinez, Alexandria
Martinez, Maddox
Minor, John Henry
Phillips, Jonathan
Phipps, Katherine
Reilly, Abaigael
Richmond, Nicholas
Sergeant, Olivia
Seymour, Colin
Sparks, Erik
Virga, Nicolas
Witry, Lily

Mrs. Mary Jo Tateishi
Grade Four

Archer, Rose
Caspar, Colette
Crowley, Cecilia
DeBenedetti, Sophia
DiPerna, Maximus
Donovan, Margaret
Egger, Haley
Enmark, Andrew
Goings, Jack
Jones, Jack
Kaiser, Matthew
Kauderer, Maggie
Koerwitz, Jacqueline
Lawver, Lauren
Leppert, Margaret
Lourim, Cassidy
Mathisen, Isabella
McKenna, Collin
Munn, Abigail
Neves, Gregg
Pantis, Sofia
Parulan, Hannah
Payne, Sophia
Phillips, Tommy
Phipps, Ashlinn
Ramey, Jake
Sax, Ryan
Schubert, Jack
Simental, Luca
Tooley, Erin
Weissensee, Emma

Mrs. Kathie Penney
Grade Five

Agos, Thomas
Andre, Cole
Bischel, Maggie
Borg, Katherine
Brothers, Lauren
Chandler, Luke
Cimino, Victoria
Coffman, Holly
Davis, Melina
DeCristoforo, Anthony
Ellison, Robert
Fong, Jaden
Gilles, Casey
Giorgi, Danielle
Giorgi, Natalie
Hause, Grace
Hayes, Marianne
Heintz, Madeline
Honaker, Casey
Lukowicz, Lauren
Malone, Hailey
Manley, Grace
McIntire, Caroline
Phenix, Darci
Phenix, Sarah
Ramey, Alec
Richmond, Reese
Roberts, Will
Ryan, David
Sanfilippo, Natalie
Sparks, Kalyn
Sweeney, Matthew
Thomson, Finlay
Tooley, Scott
Wilson, Molly

Mr. Clayton Renzo
Grade Six

Backhus, Kailey
Black, Mary-Jane
Bueb, Natalie
Fairbrook, Janae
Fretz, Brendan
Hayes, Catherine
Huntington, Carley
Jones, Brendan
Keene, Stephanie
Lourim, Allison
Lovasz, Adam
Mark, Michaela
Marshall, Madison
Mathisen, Alexa
McGuire, Amelia
Moore, Harrison
Munn, Natalie
Olsen, John
Paine, Eric
Ross, Alliyah
Sax, Cameron
Schutz, Claire
Schwarz, Makenna
Shelley, Callahan
Shelley, Jared
Shelley, Maile
Sides, Taylor
Steele, Ryan
Stidger, Grafton
Vassar, Jacob
Virga, Jacob
Washburn, Lauren
Watermolen, Tyler

Mrs. Pauline Gilmour
Grade Seven

Adams, Madeline
Agos, Julia
Ashen, Sara
Bloom, Emily
Bollinger, Kate
Brothers, Liam
Cosca, Jack
Enmark, Madeline
Griffin, Matthew
Gutierrez, David
Harrelson, Eric
Harrison, Jordan
Holbus, Alexandra
Johnson, Terry
Johnston, Mitchell
Jones, Steven
Karim, Celia
Kropf, Connor
MacKay, Michael
McKenna, Kelly
McLaughlin, Matthew
McLaughlin, Megan
Milligan, Molly
Minor, Elle
Novotny, John
Reilly, Kelly
Roberts, Patrick
Ryan, Jack
Sanfilippo, Nina
Smith, Hannah
Stroud, Nicholas
Thrasher, Kylie
Wilson, Erin

Mrs. Joan Smith
Grade Eight

André, Alyse
Black, Regan
Costan, Lauren
Donovan, Thomas
Fairbrook, Jared
Gennuso, Emily
Herenda, Devin
Hoppe, Andrew
Huntington, Frank
Isola, Anthony
Jones, Brian
Kardasopoulos, Chloe
Kyalwazi, Martin
Lance, Kristen
Lawver, Charles
Leatherby, Joshua
Lukowicz, Zachary
Magee, Sean
McGuire, Claire
McLaughlin, Eric
Mitsch, Aubrey
Moore, Gregory
Nocetti, Mikaela
Peterson, Will
Phenix, Jonathan
Reyes, Miranda
Riehl, John
Rubier, Thomas
Ruggles, Christopher
Ruggles, Samantha
Sandoval, Austen
Schubert, James
Titherington, Michael
Tooley, Ryan

DAILY SCHEDULE

REGULAR DAY SCHEDULE

7:30 A.M.	Students may come on campus
7:55	Warning Bell
8:00	Instruction Begins
9:45-10:15	Snack/Recess – Kindergarten A.M.
10:00-10:15	Recess – Grades 1-3
10:15-10:30	Recess – grades 4-8
11:00	Dismissal – Kindergarten A.M.
11:45	Instruction Begins – Kindergarten P.M.
12:00-12:45 P.M.	Lunch/Recess – 1-8
1:30-2:00	Snack/Recess – Kindergarten P.M.
2:00-2:15	Recess – Grades 1- 3
2:40	Warning Bell
2:45	Dismissal
3:00	All Students remaining on campus are escorted to Extended Care
3:35	Dismissal from Detention

PLEASE NOTE: Students arriving before 7:30 must be checked into Extended Care. Students may not remain on the school grounds after 3:00 unless they are participating in tutoring, detention, or an adult-supervised activity. To ensure the safety of our students, all school gates will be closed by 3:00 P.M. All gates will be locked during school hours except in the morning during drop off (7:30-8:00), in the afternoon during pick up (2:30-3:00), morning Kindergarten pick-up (11:00-11:10), and afternoon Kindergarten drop-off (11:35-11:45). When entering campus during school hours, please enter through the front office door, sign in at the secretary's counter, and fill out and put on a visitor's badge. This is an essential safety precaution that ALL visitors are expected to follow. Thank you for your cooperation.

Students arriving after 8:00 should have a note to present in the office or be accompanied by a parent. Students must stop at the office for a late slip before entering their classrooms.

There is no parking lot supervision provided after 3:00 P.M.; therefore, parents must be prompt when they pickup up their child(ren) after a supervised activity such as tutoring or detention.

MINIMUM DAYS

Minimum days are scheduled for staff meetings, staff development, and curriculum articulation. The minimum day on the first Friday of each month is for the monthly faculty meeting. On months with a second minimum day (except December and March), staff development and curriculum articulation meetings take place.

The following dates are minimum days on this year's calendar:

8/25/09	11/19/09	3/18/10
8/26/09	12/3/09	4/1/10
8/27/09	12/17/09	4/21/10
9/3/09	1/7/10	5/6/10
9/17/09	1/28/10	6/6/10
10/1/09	2/4/10	6/7/10
11/5/09	3/4/10	6/8/10

MINIMUM DAY SCHEDULE

7:30	Students may come on campus
7:55	Warning Bell
8:00	Classes Start
9:45-10:15	Recess/Snack – Kindergarten
10:00-10:15	Recess – Grades 1-3
10:15-10:30	Recess – Grades 4-8
12:00	Dismissal

OLA SCHOOL FACULTY AND STAFF CONTACT INFORMATION

Pastor	Reverend Brendan McKeefry		481-5115
Principal	Mr. Robert Love	love@olaparish.net	ext. 11
Assistant Principal	Mrs. Kathy Nichols	nichols@olaparish.net	voice mail *22
Administrative Assistant.....	Mrs. Carolyn Albers	albers@olaparish.net	ext. 10
Bookkeeper	Mrs. Patty Lavagnino	patty@palsbookkeeping.com	721-6787
Maintenance.....	Mr. Earl Knight	knight@olaparish.net	ext. 37

Teachers:

Kindergarten	Mrs. Nancy Williams	williams@olaparish.net	voice mail *20
Grade 1	Mrs. Alynn Wright	wright@olaparish.net	voice mail *21
Grade 2.....	Mrs. Kathy Nichols	nichols@olaparish.net	voice mail *22
Grade 3.....	Mrs. Laura Smith	lsmith@olaparish.net	voice mail *23
Grade 4.....	Mrs. Mary Jo Tateishi	tateishi@olaparish.net	voice mail *24
Grade 5.....	Mrs. Kathie Penney	penney@olaparish.net	voice mail *25
Grade 6	Mr. Clayton Renzo	renzo@olaparish.net	voice mail *26
Grade 7.....	Mrs. Pauline Gilmour	gilmour@olaparish.net	voice mail *27
Grade 8.....	Mrs. Joan Smith	smith@olaparish.net	voice mail *28
Library – Grades K-6/ Math – Grades 4-5.....	Mr. Paul Sunderman	sunderman@olaparish.net	voice mail *29
Science (Grades 5-6-7-8)	Mrs. Rodora Antonio	antonio@olaparish.net	voice mail *34
Computer Skills.....	Mrs. Cathy Rutledge	rutledge@olaparish.net	voice mail *35
Music – Grades K-8.....	Miss Cristina Cibotar	cibotar@olaparish.net	voice mail *31
Math – Grades 6-8.....	Mrs. Lisa Coffman	coffman@olaparish.net	voice mail *33
Physical Education.....	Mr. Philip Tateishi	ptateishi@olaparish.net	voice mail *30
Art – Grades 3-8.....	Mrs. Sheila Jacobs	jacobs@olaparish.net	voice mail *31
Resource Teacher	Mrs. Michelle Middleton	middleton@olaparish.net	voice mail *14
Spanish.....	Mrs. Lolita Watanabe	watanabe@olaparish.net	

Extension Program:

Director	Ms. Melinda Theroux	olaextension@att.net	489-5427
Assistants	Emily Beck, Carolyn Layman, and Jasmine Rico, After School Care Emily Beck (Kindercare) Mrs. Couch, Study Hall Supervisor		

To report an absence call 489-8958 and press 3.

To hear recorded information on upcoming events call 489-8958 and press 4.

THE PARENT-SCHOOL PARTNERSHIP

The education of your children depends on a strong relationship between you, the parents, and your children's teachers. You are the primary educator of your children and teachers are the facilitators of their learning. Both parents and teachers should have fair expectations of the student and one another.

What Parents Should Expect of Teachers

- Quality Instruction
- Religious instruction
- Order and discipline in the classroom
- Fairness
- Individual concern for each child
- Timely updates on the child's progress
- Communication of problems and concerns
- Presence at school functions
- Value for the investment
- Immediate emergency notification

What Teachers Should Expect of Parents

- Support for school and classroom policies and rules
- Support for the teacher's decisions
- An understanding that "fair" does NOT mean "equal"
- Help with homework and assignments
- Response to communications
- Presence at school functions
- Accountability for the child's whereabouts
- Provision of up-to-date emergency information
- Religious instruction including attendance at Mass

--(Cimino, 2008)

PROCESS FOR CONFLICT RESOLUTION

When a serious conflict between school authority and an individual student and his or her family occurs, a conflict resolution process shall be followed to ensure the rights of all.

Diocesan School Board Policy #5610

An attempt should be made by the parties involved, i.e., teacher/student, student/administrator to solve differences of opinion or conflict at the lowest level. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

1. If a conflict arises between a teacher and a student, the teacher should arrange a conference with the student and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
2. The next level of appeal would involve the principal. A conference again should be held with the parties listed in #1. The principal should facilitate this conference.
3. The final appeal at the local level is to the principal and pastor. In parish schools the principal should consult with the pastor before setting up a conference for all parties involved. The pastor should be invited to attend the conference. Every effort should be made at this level to be sure that all parties are able to present their cases. After consultation with the pastor, it is the responsibility of the principal to render the final decision. The principal should also consult with his advisors/administrative team before reaching a final decision.
4. In the event that irreconcilable differences remain, an appeal may be made to the Catholic School Department. This appeal must be made within five (5) working days and should follow the steps outlined in the Catholic School Department's *Appeal Process for Reconciliation*.
5. Local advisory commissions and parent organizations are NOT part of this appeal process.

CODE OF CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS ATTENDING CATHOLIC SCHOOLS (DIOCESAN BOARD POLICY 5750)

Attendance at a Catholic school in the Diocese of Sacramento is a privilege, not a right. Parents, grandparents, guardians, etc. who desire a quality Catholic, academic, and morally-based education for their children can best achieve this goal when the school's students, parents and officials work cooperatively together. Normally, differences can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child from the school.

Condition of Enrollment for Students:

It is a condition of enrollment that every student behaves in a manner, both on and off campus, which is consistent with the philosophy and Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook and contract of the school.

Condition of Enrollment for Parents/Guardians:

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the philosophy and Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook and contract of the school.

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

- 1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.*
- 2. 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.*
- 3. Parents/guardians and students may not establish personal web sites or participation in blogs containing material or connections to material contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento and the Catholic school.*
- 4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If it impacts the environment of the school, the principal has the authority to intervene and work on a solution.*
- 5. These expectations for students and parents/guardians includes but are not limited to, all school-sponsored programs and events (e.g. extended care, license child care programs, athletics, field trips, etc).*

The school reserves the right to determine, in its discretion which actions fall short of meeting the philosophy and Christian principles of the school. Depending on the severity and circumstances of the event, failure to follow the school's philosophy and principles will normally result in verbal or written warning to the student and or parent/guardian. For serious violations of the school's philosophy and principles, the school's response may result in disciplinary actions up to and including the requirement to withdraw from school (e.g. suspension of a student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, 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 a warning.

ONLINE SOCIAL MEDIA AND NETWORKING POLICY (DIOCESAN BOARD POLICY 5755)

Internet use at school requires a contract that is passed out to students at the beginning of the school year and is included in this handbook. While student use of the Internet is monitored closely while at school, parents should closely monitor their children's online activities at home as well. This also includes cell phone use and texting. The risks of teenage Internet use and texting are well documented, and the cyber bullying that takes place in chat rooms, cell phone text messages, and social networking sites, such as Facebook, have garnered national attention. Cyber bullying or inappropriate conduct online at home negatively affects the learning environment and climate at school. Students who engage in inappropriate conduct online or by texting that involves other students in the school or is detrimental to the mission and philosophy of OLA are subject to school discipline up to and including expulsion.

The Diocese of Sacramento has established the following policy regarding online social media and social networking:

The Diocese of Sacramento recognizes that many different social networks exist on the Internet (Twitter, Facebook, and MySpace, among others). Millions of people, including our students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic schools activities presents many opportunities for enhancing the experience of our students and their families. We must recognize, however, that without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). We must also acknowledge that the nature of social networking sites leaves open the possibility of abuse and misuse (including our students and their parents), necessitating the following standards of conduct for all individuals connected with our Catholic schools.

Ethics and Responsibility

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, our Diocese, and Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- *Never post content that has the potential to be a source of scandal for the Church. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or causes embarrassment to the school, Diocese or the Catholic Church, or to other students, parents, diocesan (school) employees or parishioners.*
- *If a student or parent regularly identifies him or herself as such in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of Our Lady of the Assumption School or Parish, or the Diocese of Sacramento."*

- *Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.*
- *Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the pastor or his designee.*

Photographs and Videos

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

The Diocese has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities, then students and parents must all observe the following guidelines:

- *Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.*
- *If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.*
- *Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.*

Discipline

Failure to observe these guidelines may result in disciplinary measures being imposed by the Diocese, through the Catholic school department and the individual parish school. Discipline in this context will be determined by the Diocese, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

This is a copy of the contract students sign in order to use the Internet at OLA. The contract addresses protocol for at-school use of computers. Please also see our policy for "Online Social Media and Networking" that applies to home computer and Internet use.

Every student who will be using OLA's internet-accessible computers and their parents must sign the following agreement prior to being granted access to the school's computers. The signed forms are kept on file at school.

Our Lady of the Assumption School Contract for Proper Use of the Internet

Please read this contract carefully before you sign it. You and your parent or guardian must sign this contract before you can use the Internet at Our Lady of the Assumption School.

Please talk about these rules with your parent or guardian to make sure you understand them. By signing this, you are saying that you know and understand OLA School's rules for using the Internet on the school's computers and that you promise to follow them.

The rules were created so you and your schoolmates can use the Internet for learning in a safe and healthy way. The Internet allows people to view the world's great art, listen to many different kinds of music, learn the latest science, watch history lessons come alive, and much more. But many sites on the Internet go against your good conscience. Some try to teach you to hate other people or show things that are really meant for mature adults. Many others purposely give out false information. If you don't follow the Internet use rules, you could lose your privilege of using the Internet at school and may face more serious consequences.

Our Lady of the Assumption School is blessed with students who work hard to follow school rules. You and your schoolmates know that the purpose of these rules is to ensure that you are safe, healthy, and happy while you learn and that you care for one another in a Christian manner. The Internet rules are designed for the same reasons, and your principal and teachers are confident that you will work hard to follow them.

What You Promise with this Contract:

- I will use the Internet at school only for class work and research assignments.
- I will follow the direction of my teachers, the librarian and my principal when I use computers and the Internet at Our Lady of the Assumption School.
- I will use good, Christian behavior when I am on the Internet.
- I will be considerate of others on the Internet. I will not use language that offends others, or harass, insult or attack others.
- I will not give anyone my personal information over the Internet, such as my name, address, and phone number.
- I will protect the privacy of others and not give out their personal information over the Internet.
- I will not trespass in other students' computer accounts, files, or assignments.
- I will not use someone else's identity to log on to the school network or the Internet.
- I will not visit Internet chat rooms, Facebook, Myspace.com, instant messaging sites, or any other social networking site unless my teacher has assigned it as part of my class work.
- I will not use school computers for sending or getting information on my personal e-mail account.
- I will not share my computer password with anyone else.
- I will not purposely damage the computer hardware, software or computer network.
- I will not take the writings, artwork, photographs, music or recordings of others and use them as part of my research reports or class work unless I give them credit for their work. (Taking other people's work and making it look like it's your own work is plagiarism.)
- I will not use the Internet to buy or sell goods or services.

I understand this contract and will obey it. I know that if I break the rules, I might not be able to use the Internet at school and could face more serious consequences.

*Every student, grade 3-8, and his or her parent has signed the above agreement, which is kept on file with the computer teacher.

SCHOOL POLICIES AND PROCEDURES

ABSENCE AND TARDINESS:

If your child is going to be absent from school, call the office (489-8958, press 3) before 8:00 A.M to report the absence. If no call is received, you will be called at home or at work. This is a safety measure.

If your child is ill, please keep him or her home. For your child's well-being as well as the well-being of others, a child must not return to school sooner than 24 hours after vomiting or 24 hours after his or her fever has passed.

When your child is absent from school, you must provide a written excuse upon his or her return. The date and reason for the absence should be noted. A written note must be sent to the teacher even though you called to explain the absence. Upon his or her return to school from an illness a student will have as many days to complete the work as he or she was away from school. In the event a student is suspended, the student will be considered absent from school that day, ***but will be expected to complete classwork and homework (which are to be picked up at the school office on the morning of the suspension) while serving the suspension. Suspended students are to turn in homework due the day of their suspension on the morning of that day when they come into the office to pick up their work.*** Excessive absence is considered 10 days per trimester or a total of 20 days per school year. As a result of excessive absences, a student may not qualify for promotion to the next grade.

If you know in advance that your child is going to miss school, you must let his or her teacher know in advance. Students who know that they will be absent during a day that they have a test will be required to take their test the day before. Arrangements should be made with the teacher in advance.

The school strongly discourages family vacations during the school year. Schoolwork will be given in advance to families who go on vacation during school if teachers are given notice far in advance. Make-up work will be collected upon the child's return.

School begins at 8:00 A.M., and being tardy gets students off to a poor start on the day. If your child is late, he or she should have a note to present in the office. He or she must stop at the office for a late slip before entering his or her classroom. Your child is considered absent for half the day if he or she arrives at school after 10:15 A.M. or leaves school prior to 11:55 A.M. Dental and doctor appointments are excused tardies. Please try to schedule appointments after school hours.

ALLERGIC REACTIONS (DIOCESAN BOARD POLICY 5555)

Our Lady of the Assumptions School has an obligation to reasonably accommodate the needs of students. It is the policy of the Diocese of Sacramento Catholic School Department to require that each school take steps to identify and implement reasonable accommodations for students who experience serious allergic reactions during regular school hours. Allergies can be life-threatening. Accidental exposure can be reduced in the school setting if schools work with students and parents to provide a safe environment for students who are at risk of serious allergic reactions.

Food Allergies

It is the responsibility of Our Lady of the Assumption School to implement a system to minimize or prevent inadvertent contact with life-threatening allergens while at the school during regular school hours.

Serious Allergic Reaction Plan

1. Review of health records of an at-risk student submitted by parents/guardians, and/or health care professionals.
2. Implementation of a plan that reasonably accommodates an at-risk student's need throughout the school campus and facilities, including the classroom, areas where lunch is served, and extension facilities.

3. Identify school personnel who are authorized and educated to make decisions when health emergencies occur.
4. The school shall ensure that there is an on-site staff member who is properly trained to administer medications during the school day regardless of time or location.
5. The school shall ensure that on-campus medications are appropriately stored, accessible and clearly marked.

At-Risk Student's Responsibility

1. Student shall not exchange, share, or trade food with other students.
2. Student shall not consume any food, drink, or other substance containing ingredients unknown to the student, or known by the student, to contain any allergen that is a threat to the student.
3. Student shall be proactive in the care and management of his/her food allergies and reactions based on his/her maturity, experience and training.
4. Student shall notify an adult school representative immediately if he or she consumes any item that he or she believes may contain a substance to which he or she may have a serious allergic reaction.

AWARDS AND HONORS:

Scholastic awards are presented at the end of the school year and on special occasions throughout the year. Honors and High Honors may be earned by students in grades 7 and 8 during each trimester.

The Perfect Attendance award will no longer be included in end-of-the-year awards.

BEFORE AND AFTER SCHOOL PICK-UP AND DROP-OFF:

Before School

Yard supervision begins at 7:30 A.M. If a student (K-8) must be here before that time, he or she must be registered in the Extension Program or have made special arrangements with a teacher. Extension services begin at 6:30 A.M. Students stay in the middle play area behind OLA Hall only. Parking lot drop off and pick up procedures are explained in the pick-up/drop off section that follows the "After School" section of the handbook.

After School

There is supervision in the Cottage Way and Walnut Avenue parking lots after school until 3:00 P.M. If a student must be at school after 3:00 P.M., he or she must be enrolled in the Extension Program. The teacher supervising dismissal will escort students not picked up by 3:00 P.M. to the Extension Cottage. Parents will be expected to pay the per student hourly rate or any portion thereof when they arrive to pick up their student(s). After the third time a parent has had to pick up his or her student(s) at the Extension Cottage, he or she will be expected to formally register the student(s) for Extended Care. If a student has a reason to remain at school such as tutoring, detention, scout meeting, student council meeting, sports practice, or some sort of supervised activity, his or her sibling(s) may not remain at school after 3:00 P.M. unless they are part of the Extension Program. No parking lot supervision is provided after 3:00 P.M.; therefore, parents must be prompt when picking up their child(ren) after a supervised activity such as tutoring or detention. Morning Kindergarten dismissal time is 11:00 A.M. Kindergartners not picked up by 11:10 A.M. will be escorted to the Extension Cottage. On minimum days all of the above policies are in effect for students (grades 1-8) not picked up by 12:15 P.M.

Students will not be allowed to leave school grounds without a walking pass unless accompanied by an adult. Students may not leave the school grounds for lunch and return to Extension on minimum days.

The purpose of the walking pass is to allow students to walk to their destination – not to allow students to wait on school or parish grounds for their ride or walk across campus/parking lot to their car. When parents sign for a walking pass, they are assuming the responsibility for their child(ren) once they leave the school grounds.

If a parent is in a teacher conference during a regular school day, his or her OLA School child(ren) may play out on the playground if there is supervision by extension employees. This exception does not apply to parents standing and visiting in the classrooms, parking lot, etc. If there are any problems

involving the student(s) during that time, they will be escorted to the parent and will lose the privilege of being out on the playground.

Only adults specifically designated by the parent or guardian on the Emergency Card will be allowed to transport a student from school.

Morning Drop-off / Afternoon Pick-up Parking Do's and Don'ts

In an effort to enhance the safety in our parking lots, we would like parents to be very aware of our drop-off and pick-up procedure.

- Students and parents must always use the crosswalk when walking to or from a car in the parking lot.
- Parents should be in very close proximity to their children when walking them to and from the parking lot.
- Children may not be left unattended in a car. This includes parents conducting business in the office and dropping off or picking up siblings.
- Do not leave your car idling unattended.
- Cell phone use is prohibited in the school parking lots.

Kindergarten Drop-off & Pick-up

Kindergartners should be dropped off and picked up from the Cottage Way lot during school hours. This minimizes the disruption to our other classes. Children in the Kindergarten class should be dropped off and picked up at the Cottage Way parking lot. The gate in the Cottage Way parking lot will be locked during the school day, except for pick-up and drop-off times, which are 7:30-8:00 (morning drop-off), 11:00-11:10 (morning Kindergarten pick-up), 11:35-11:45 (afternoon Kindergarten drop-off), and 2:30-3:00 (afternoon pick-up). Please do not use the front entrance of the school unless students are coming to class late. Parents may wait for dismissal in the Cottage parking lot.

Walnut Avenue Parking Lot Drop-off & Pick-up

- Drivers should enter the lot using the driveway nearest Extension and exit using the driveway nearest the rectory.
- Do not park in the loading/unloading lane before, during, or after school on school days.

MORNING

- Drive up as far as possible in the loading/unloading lane next to the curb. Have your children exit the car on the curbside only. Students should use the walkway to the right of the school office, and drivers should proceed to the exit nearest the rectory.
- Parents who are walking their children to class should park in the available parking spaces and use the crosswalk as they proceed to the walkway located to the right of the school office. Parents should be in very close proximity to their children when escorting them through the parking lot.
- Students who are not in their classrooms when the 8:00 A.M. bell rings are tardy and must report to the office for a tardy slip.

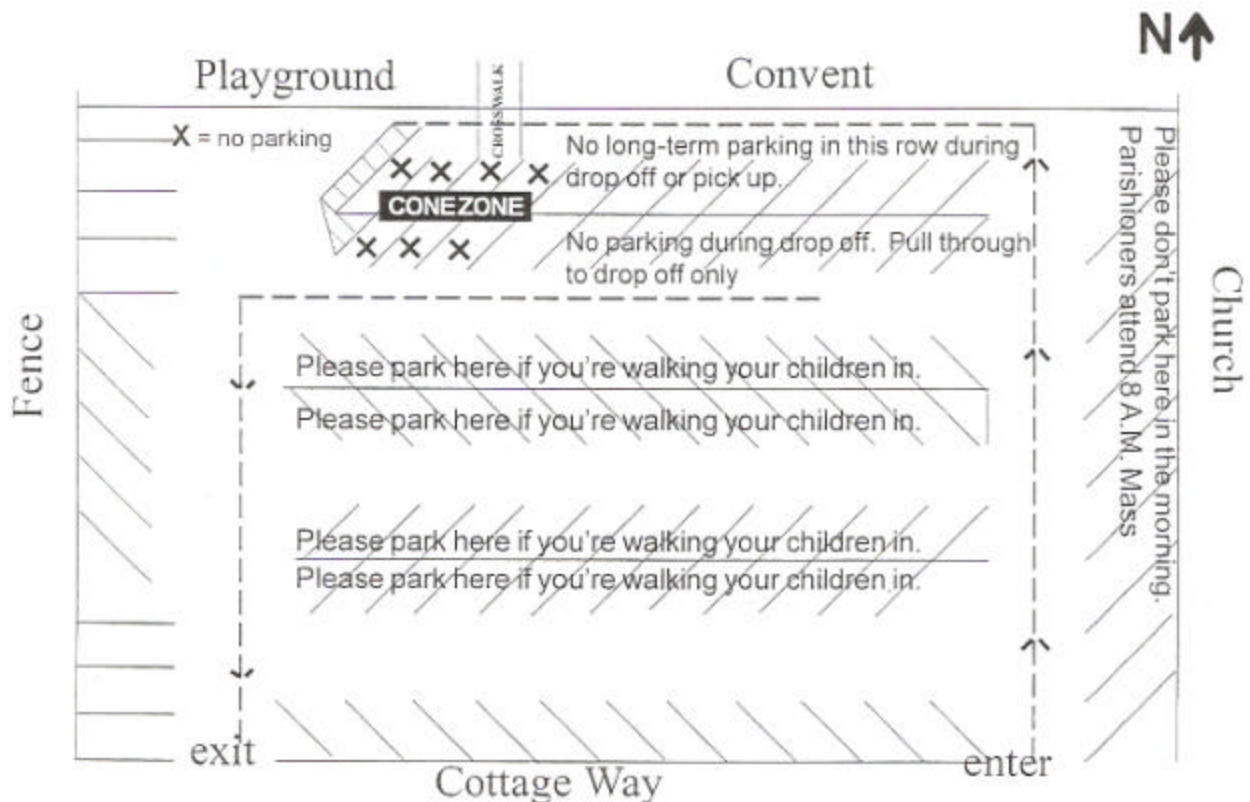
AFTERNOON

- Parents who wish to drive up and pick up their child(ren) without exiting the car should use the Walnut Avenue lot.
- DO NOT park in the loading lane or block the crosswalk. If your child(ren) is not waiting at the gate with the faculty supervisor, you must drive forward, loop back around and re-enter the line of cars approaching the loading zone.
- Please pull up as far as possible in the loading lane next to the curb and have your child(ren) enter the car from the curbside only.
- If you have business in the school office, you must park in a parking space.

Cottage Way Parking Lot Drop-off & Pick-up

MORNING

- Parents should enter the lot using the driveway nearest the church and exit using the driveway farthest from the church.
- Parents and students should wait for the yard supervisor to signal when it is okay to cross in the crosswalk.
- Do not stop in driving lanes or the crosswalk to allow your child(ren) to exit the car.
 - A) To drop off your child(ren) without exiting your car:
 - Proceed to the designated parking slots nearest the playground (see map) and pull into a slot. Do not park in the Cone Zone (slots directly across from the crosswalk).
 - Once your child(ren) has exited the car, continue to drive forward and exit via the driveway farthest from the church. (This eliminates the need for cars to back-up in the area where children are walking.)
 - Students should wait for the yard supervisor to signal when it is okay to cross in the crosswalk.
 - B) To walk your child(ren) into school:
 - Please park in the second row of parking slots or on the side so as not to disrupt the flow of cars moving through the first row as defined above. Parents should be in very close proximity of their children when escorting them through the parking lot. Parents should refrain from conversation by their cars unless children are safely secured in their vehicle.



AFTERNOON

- Parents who wish to pick up their child(ren) from the Cottage Way lot must park the car and walk to the crosswalk or beyond to escort their child(ren) to the car. Once again, parents should be in very close proximity to their children when escorting them through the parking lot.
- **No parking is permitted in the row of spots closest to the fenced area.** This eliminates the need for cars to back up into the crosswalk area.
- Pick up time at OLA is a time when many school families network, socialize, and conduct school business. Please do this behind the school gate or in the safety cone zone by the crosswalk where it is safe and not in the parking lot. The gate will be opened at 2:30 each day and will stay opened until 3:00. Parents and children should proceed directly to their cars once they have passed the gate.
- Parents who wish to pick up their child(ren) without exiting the car should use the Walnut Avenue lot.)
- The gates will be locked by the faculty supervisor at 3:00 P.M. Anyone who must exit after 3:00 will need to proceed to the front of the school.

BICYCLES / SKATEBOARDS / ROLLER BLADES / SCOOTERS:

All bicycles must be locked to the rack provided. Bicycles must be walked everywhere on the school grounds. No riding is allowed on the playgrounds at any time. Bicycles are not allowed on the patio before, during, or after school. Children who do not keep the school rules with regard to bikes and the bike rack area will be restricted from bringing a bike to school. Skateboards, scooters, Heelys (shoes with wheels embedded in the soles), and roller blades may not be brought to school.

BIRTHDAYS

Birthday celebrations are fun and they recognize each student's special day. Keep school birthday celebrations for your children simple and healthy. No more than one item should be brought, for example a cup cake or muffin for each student in the class. Please do not bring to school items that will significantly take away from class time such as a cake that needs to be cut. Balloons, flowers, and other gifts should not be sent to school and will not be delivered to the classrooms.

CELL PHONES AND OTHER PROHIBITED AND/OR INAPPROPRIATE ITEMS:

We want to do everything possible to create a safe and orderly learning environment at OLA School. To help accomplish this goal, we prohibit certain items and activities that we believe are inappropriate at school. These include but are not limited to cell phones, ipods, handheld video games, trading cards, toys, stuffed animals, live animals, and pagers unless specifically authorized by the classroom teacher to bring them for an educational purpose. If brought to school, these items will be confiscated and held in the office for parents to pick up.

Cell phones are not allowed on campus. Students may use school phones in the case of an emergency. If a parent insists that a cell phone is necessary, it must be checked into the front office at the beginning of the day. Cell phones checked into the office will require a container (a sandwich bag works well) with a label identifying its owner. Students found in possession of a cell phone during the school day will be given a detention, and the phone will be confiscated.

CHILD ABUSE (DIOCESAN BOARD POLICY 5560)

All instructional staff and administrative staff shall immediately report any cases of suspected child abuse to Child Protective Services or the police/sheriff department.

Written notification of suspected child abuse shall be sent to Child Protective Services within 36 hours of initial report.

Regulations

Penal Code Section 11166 requires that private school personnel report an observed or suspected instances of child abuse both by phone and in writing to a local child protective agency (police or sheriff's department, a county probation department, child protective services, or a county welfare department). The report by telephone must be made immediately and the written report must be filed within 36 hours.

1. The obligation to report is incumbent on individuals, and no supervisor or administrator may impede or inhibit such reporting.
2. No person making a report of child abuse shall be subject to any sanction for making the report.
3. The school is to present an annual in-service to all teachers about recognizing and reporting child abuse.

COUGAR CREW DRESS—See “SPIRIT WEAR”

CROSSWALKS:

Children walking or riding bicycles must cross streets only at the lights or marked crosswalks. Bikes must be walked in these areas. Please cross only at the crosswalks in our parking lots as well. Students are not allowed to walk in the school parking lots without a parent escort.

CUSTODY OF MINORS (DIOCESAN BOARD POLICY 5520)

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

NON-CUSTODIAL PARENTS (DIOCESAN BOARD POLICY 5520)

“In the absence of a court order to the contrary, the school will provide all the child’s parents, custodial or non-custodial with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.”

Regulations

1. The principal should ask one other adult (e.g. teacher, secretary, receptionist) to witness the presentation of the authorization.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with the student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will assume that both parents have custody of a student, and the student may be released to either parent.
5. The school shall rely on only the most recent certified legal document on file.
6. Letters of reference, progress reports, grades or any other privileged or confidential information shall only be given to the parent(s) identified in the court order or official certification of custody, unless the custodial parent or guardian has signed an authorization to release such information.
7. Release of a student to anyone other than parent(s) with legal custody should occur only when accompanied with the proper authorization by that parent(s).
8. The school must have on file an original or certified copy of any restraining order(s).
9. Name changes, either by court order or parent’s request, should be on file with the school.
10. If there is a certified custody order in place, school personnel will accept directions from the custodial parent. Unless there is a custody order in place stating otherwise, both parents will have legal custody of the children. In such a case, taking instructions from the parent with whom the children are living is the best approach.
11. Non-custodial parents should not be allowed to take part in school trips without authorization from the custodial parent.

DANGEROUS OBJECTS:

For the safety of all of our children, objects such as guns (all kinds), knives, caps, matches, super balls, hard baseballs, bats, skateboards, scooters, roller blades, sharp instruments, etc., must not be brought to school. If brought to school, these items will be confiscated and held in the office for parents to pick up.

DELIVERIES TO CHILDREN:

Lunches, books, etc., should be labeled with name and grade and left at the office. Nothing should be brought directly to the classroom and classes will not be interrupted with deliveries. We encourage the children to come to school prepared so that these disruptions will be kept to a minimum. Please do not drop off P.E. uniforms. They will not be delivered to students. In grades 5 through 8 books, school supplies, and homework assignments may not be dropped off at school.

DRESS AND PERSONAL APPEARANCE:

A note should be sent to the teacher if a child must be out of uniform that day. Appropriate school clothes must be substituted. Jeans and shorts are not acceptable substitutes. Hair must be appropriate and cut so that it does not interfere with schoolwork. Shaved heads, bleached/colored or spiked hair are among the styles considered inappropriate for girls or boys. The administration will be considered the last word on what is appropriate.

Uniform dress means no additional accessories (necklaces, bracelets, pins, etc.) may be worn to school on uniform days. Tattoos, permanent or temporary, are never allowed. Boys are not permitted to wear earrings; girls are permitted to wear only one pair of small post earrings at school on uniform and non-uniform days. Every student must have an OLA school sweatshirt which is clean and in good condition when worn at school and at school events. All girls must have a uniform jumper (K-3) or skirt (4-8) to be worn on Mass days. Skirts must be walking short length. **If your child is dressed inappropriately, you will be called to bring him or her the proper attire.** Students dressed inappropriately on non-uniform spirit days will be required to wear a uniform on the next non-uniform spirit day. The complete uniform policy is presented at the end of this handbook.

EARLY DEPARTURES:

For all early departures a note stating the time and the reason should be presented to the teacher when the student arrives at school. The teacher, in turn, sends it to the office. The child should be picked up at the front office by the parent or by an adult **specifically designated by the parent on the child's emergency form.** The child should check back in the office if returning to school. Whoever picks up the child must sign the register at the front desk before the child will be released from school.

Requests to release students early from class disrupt instruction and should be avoided whenever possible. Please schedule medical and other appointments after school hours so that children do not miss instruction.

E-MAIL

Teachers, classroom representatives, and other PTG groups will use e-mail as a means of quick communication to OLA families. The SchoolSpeak distribution lists that have been set up are for PTG and school business only. Follow the guidelines below when communicating with the school or OLA families:

- *Parents are not allowed to send out mass e-mails to OLA families that promote their business, that are personal in nature, or that do not relate directly to an OLA event or point of information.*
- *Special care must be taken to avoid inappropriate distribution of private information.*
- *Email shall not be used for personal attacks, criticism, gossip, or other hurtful communication.*
- *Conflict resolution should not occur through e-mail, and any conflicts that are presented should be between only the two parties involved. Other parties should not be CC'd or BCC'd by e-mail.*
- *Email addresses on a group email list may not be distributed or used for any other purpose without permission.*

Violators of these terms will be disabled from the SchoolSpeak e-mail function.

EMERGENCY FORMS AND UPDATES

It is essential that the information you have provided on your child's Emergency Card remains current at ALL times. Please call the office or send a note so we can make necessary changes as they occur. The more phone numbers you provide us with, the quicker we can contact you in case of an emergency. Remember, only adults specifically designated by the parent or guardian on the Emergency Card will be allowed to sign out or transport a student from school. (DIOCESAN BOARD POLICY 5520)

ENTERING THE CAMPUS

When entering campus during school hours, please enter through the front office door, sign-in at the secretary's counter, and fill out and put on a visitor's badge. This is an essential safety precaution that ALL visitors are expected to follow. Thank you for your cooperation. To ensure the safety of our students, all school gates will be closed by 3:00 P.M. All gates will be locked during school hours except in the morning during drop off (7:30-8:00), in the afternoon during pick up (2:45-3:00), morning Kindergarten pick-up (11:00-11:10), and afternoon Kindergarten drop-off (11:35-11:45).

FACULTY MEETINGS:

The teachers and administration meet regularly throughout the school year. The first Friday of each month is set aside for faculty meetings and students are released at noon. On some months there will be a second minimum day for staff development and curriculum planning. Please consult the School Calendar at the back of this handbook for a list of minimum days. These meetings are important for the school as a whole and warrant a minimum day for the children.

FIELD TRIPS:

Field trips are an important part of the curriculum and they enrich the learning experiences of all OLA students. Teachers determine carpool arrangements for field trips. It is very difficult to accept parent requests for certain drivers. Please do not ask teachers for special arrangements. Under no circumstances should a driver use a cell phone while driving. Siblings may not participate in school-sponsored field trips. Because of food allergies, treats are not to be provided for individual carpools. Drivers are not authorized to stop for treats or make any other unauthorized stops or detours as this would be a departure from school-sponsored activity. Parents not adhering to this policy assume liability for students **and will be ineligible to chaperone future field trips**. Child passengers under the age of six or under 60 pounds weight must be placed in a child passenger restraint system. The individual who installs the restraint system must be knowledgeable in the proper procedures of the installation of the unit. All drivers and chaperones must have fingerprint clearance on file with the Catholic School Department prior to the field trip. At no time during a field trip are students to be left unsupervised by the teacher or chaperone.

GRADING, ACADEMIC STANDING, AND PROMOTION:

It is the goal of the teachers and faculty to help all students reach their highest potential. Support is available for struggling students through classroom teachers, a resource teacher, student tutors, teacher tutors, and complete evaluations by outside professionals. Not all students will earn the highest grade possible and that is acceptable as long as they earn the highest grade possible for them. If it becomes apparent that a student isn't working to his or her full potential, that student will receive a progress report that indicates the reason for the poor work. A grade of "D" or less is not considered a passing grade and will be so noted on a progress report. If a student earns a grade of "D" or less in one or more of the core subjects (reading, English, math) on the final grade (**the three trimester grades averaged**), then he or she may only be placed and not promoted to the next grade. If a student is "placed" for two consecutive years, it may be recommended that he or she transfer to a school where his or her learning needs can be accommodated. Eighth graders who have not maintained a 2.0 G.P.A. will not be eligible to participate in graduation exercises.

GRADING SCALE:

The grading scale at Our Lady of the Assumption School is consistent with the grading scale at all Catholic Schools in the Sacramento Diocese. It is:

96-100	A	Outstanding
90-95	A-	
87-89	B+	Above Average Achievement
83-86	B	
80-82	B-	
77-79	C+	Average Achievement
73-76	C	
70-72	C-	
67-69	D+	Minimum Achievement
63-66	D	
60-62	D-	
0-59	F	Below Minimum Achievement

GUM:

Gum is not permitted anywhere on the school grounds (including OLA Hall) or at school related activities wherever they are held.

HANDS TO SERVE; HEARTS TO LOVE AWARDS

Students may receive a Hands To Serve; Hearts To Love award for obeying school rules or modeling our school ideals as stated in the School Mission and Schoolwide Learning Expectations. Awards received by students go into a basket or jar in their home classroom. Every other Friday, the principal visits each classroom and draws two or more Hands To Serve; Hearts To Love awards randomly for a special prize or recognition. This is our way of recognizing and honoring the everyday good choices of our students who make OLA a special place to be.

HOMEWORK

Homework is an essential aspect of a child's learning. The research shows that the amount of time spent on homework is one of the most influential school-based factors contributing to student learning. The basic purposes of homework are practice, preparation, and elaboration. Practice is the reinforcement of familiar concepts that need to be refined. Preparation focused homework exposes students to a concept or concepts that they will study in-depth in the near future. Elaboration facilitates the exploration of related concepts. (Stronge, 2002)

Parents can help their children be successful in their schoolwork and homework by fostering in them systematic study habits. It is important to understand that homework assignments are not always written. Research, reading, and memorization should be done with as much attention as written assignments. So even if nothing is due the following day, a child can prepare for upcoming tests and quizzes or complete part of a project that will be due in the near future.

Your child should write down their homework in their planner. This includes dates for upcoming quizzes, tests, and projects. Students and parents may also use the SchoolSpeak Web site to check each of their child's teacher's daily homework postings.

The following schedule provides the average amount of time a student needs to complete daily homework.

Amount of Homework

Grades 1-2 20-30 minutes

Grades 3-4 30-45 minutes

Grades 5-6 45-90 minutes

Grades 7-8 60-120 minutes

These guidelines should not be considered strict maximums or minimums, as major projects or

tests will add to the time needed to complete a night's homework on occasion. But they serve as a guideline for most nights. Teachers and parents may use these guidelines to monitor the amount of time spent on homework.

The amount of homework will vary by subject. In addition to daily homework, students will also have projects and outside reading that will have deadlines that are weeks away. Students must organize assignments and systematically plan their work and piecemeal it to ensure that projects are balanced with the daily homework assignments.

Parents can help their children be successful with homework by doing the following:

- *Designate a well-lit space for homework free from the distractions of television, radio, and other media.*
- *Establish a time to do the work or use the calendar to plan when the work can be done if schedules vary.*
- *Ask your child specifics about the school day and what needs to be done each night.*
- *Inform the teacher if your child needs help at home to finish the homework.*
- *Check to make sure the student completes the homework.*
- *Help with directions and check the work (but parents should not do any of it).*
- *For students in grades 5 through 8, less direct supervision is needed. Students should be more self-directed and take ownership for their own learning and responsibility for task completion.*

Teachers will help by:

- *Providing a clear purpose for the assignment.*
- *Providing clear directions for how to complete the assignment.*
- *Following the time guidelines established for homework.*
- *Checking the homework and giving timely, substantive feedback, which can be shared with parents.*

Homework Guidelines:

- *All homework is due at the beginning of the class period.*
- *It must be on white binder paper and written with pencil, pen, or done on a word processor as instructed by the individual teacher.*
- *Homework must be neat. Paper torn out of a spiral notebook or that is wrinkled or torn is not acceptable.*
- *Homework must be in the student's best handwriting and free of doodles, drawings, smiley faces, etc. unless permission is given by the teacher on a specific assignment.*
- *If a child is absent, the parent should notify the school. Assignments will be left at the front desk for pick up after 2:45 P.M. If a parent cannot pick up the work for his or her child, they may arrange for a friend at school to pick it up and deliver. Please do not expect the homework assignments to be ready for you before 2:45 P.M. You may not interrupt a class to pick up homework.*
- *If the child is absent on the day work is due, he or she will turn the work in upon returning.*
- *If the child is absent when work is assigned due to illness, he or she will be given as many days to complete the work as he or she was away from school. Students away because of detention or non-illness should complete the work upon their return to school.*
- *Students must always use the proper heading on their papers as determined by the individual teacher.*

Incomplete Homework

Homework completion is critical to a student's academic success as well as our expectation that he or she will be an "enthusiastic, self-directed, reflective, life-long learner." (SLE 2C) Students who do not complete their homework will receive a S.A.M. S.A.M. is an acronym for Student's Assignment Missing. S.A.M.'s are issued to students in grades 4-8 who have not completed their homework, who failed to get a paper signed, or who did not bring to class materials that they need to function. If a student receives a S.A.M., the following takes place:

- **The student will be sent to the front office to sign-in on the S.A.M. logbook.**
- **Office staff will send an e-mail home to parents informing them that their child has received a S.A.M.**
- **The student will lose points or receive a zero on the homework according to the teacher's policy for late work.**
- **The student will work on their incomplete assignment during their lunch recess. If they receive the S.A.M. after lunch recess they will complete the assignment at home and turn it in in the next morning before the start of school.**
- **Students who receive a S.A.M. for not getting a paper signed or for not having materials needed to perform in class will complete an "unprepared essay" during lunch recess or as homework.**
- **Students will be detained at lunch recess until they have satisfactorily completed their unfinished homework or the endless essay.**
- **Students who receive three S.A.M.s in a week will serve an after school detention. At that detention they will work on the assignments that are incomplete (not the current day's homework) and they will write essay addressing their responsibility as students in completing their work.**
- **The school principal will track students who have difficulty completing assignments, and additional steps will be taken to correct the problem, including presenting an academic contract.**

INTERRUPTIONS:

Parents must not interrupt classes at any time. Please leave all emergency messages with the secretary at the office. Conferences may not be held with teachers without an appointment. Before school drop-in visits are discouraged, as that is when teachers are finishing their preparation for the day.

KINDERGARTEN:

Children in the Kindergarten class should be dropped off and picked up at the Cottage Way parking lot.

The gate in the Cottage Way parking lot will be locked during the school day except for pick-up and drop-off times, which are 7:30-8:00 (morning drop-off), 11:00-11:10 (morning Kindergarten pick-up), 11:35-11:45 (afternoon Kindergarten drop-off), and 2:30-3:00 (afternoon pick-up). Please do not use the front entrance of the school unless students are coming to class late.

LANGUAGE:

Vulgar or inappropriate language, swearing, insolence, and disrespect of teachers or adult supervisors are not acceptable at OLA School. They are cause for immediate suspension from school. Repeated offenses may result in a recommended transfer out of OLA.

LITURGIES:

Our school community comes together in fellowship once a month to celebrate the Liturgy. Parents and the OLA community are invited to attend and be a part of the Eucharistic celebration. The children and their teacher actively prepare and participate in the Liturgy. Students are required to wear their dress uniforms to school on Mass days.

LOST ARTICLES:

Lost and found articles should be claimed at the school office. Unclaimed articles will be made available to those who can use them at the end of the school year.

LUNCHES:

All students will eat lunch between 12:00 and 12:45. Students may either bring a lunch or purchase a school lunch. If buying lunch, students must order their lunch in advance through Happy Lunches. Lunches from fast food restaurants are not allowed. If a student did not bring a lunch because he or she believed a hot lunch was ordered for that day but it is discovered a lunch was not ordered, a cheese sandwich and salad will be prepared for the student at the hot lunch window. The student is expected to bring payment for the lunch the following day. All questions regarding the hot lunch program should be directed to Linda Moslehi of *Happy Lunches*, 370-6908.

MEDICINE:

Children may not bring any medication to school to be self-administered. Please fill out the Medication Permission Form and send it with any medicine that is to be taken at school. Medicine will be kept in the school office and administered there by the office staff only. This includes Tylenol, Advil, cough drops and inhalers. No medications are allowed in the classrooms or kept in students' backpacks.

OFFICE TRAFFIC:

Students and/or parents may use the front hall office area for business with the principal or secretary only. It may not be used as a passageway from the classrooms to the parking lot because such activity makes it difficult to transact business. Parents must meet their child(ren) at designated dismissal areas. Students are not to accompany parents through the front office area.

PARENT-TEACHER CONFERENCES:

If you have concerns about your child, the teacher should be consulted. Classes may not be interrupted. For any meeting with the teacher, before or after school, an appointment should be made. A note and/or e-mail sent with the child or a phone call to the teacher should be sufficient to set a conference time. Many questions grow out of simple misunderstandings and are often resolved when parents and teachers communicate directly. Only when this contact has not been effective are parents advised to confer with the principal. Please also see the section "Process for Conflict Resolution."

Please do not contact the principal, faculty or staff members at their homes unless there is a life or death emergency.

PARKING

See "Before And After School Pick-Up And Drop-Off."

PARTIES:

Parties outside school hours are the responsibility of parents. It is the policy of the Catholic School Department to acquaint parents with the problems, academic and moral, which may accompany this type of recreation.

Experience has confirmed the following:

1. At this level they generate rivalries and break down the spirit of community that has been fostered within a class.
2. They often interfere with schoolwork and increase a number of difficulties:
 - over concern about acceptance
 - fear of mistakes
 - exclusion from groups
 - added peer pressure
3. Such parties promote considerable frustration among the immature, and they make no allowance for the different rates of maturity among boys and girls.
4. They rob too many children of their childhood as they anticipate a social situation better left for high school.
5. They sometimes lack adequate supervision with consequent embarrassment for all present as well as parents and the school.
6. It has been found impossible to limit the number and nature of these parties.

PRIVATE PARTY INVITATIONS

Private party invitations are not allowed to be distributed on the school grounds (to prevent excluded children's feelings from being hurt) unless the entire class or all the boys or all the girls are invited.

Distribution of flyers or advertisements of any kind is prohibited unless approved by the principal.

P.E. UNIFORM:

The complete P.E. uniform (shirt, shorts, tied tennis shoes, and socks) must be worn in Grades 4-8. No substitutes are permitted. If a child does not have the complete PE uniform, he or she must wear the regular school uniform. Athletic shoes must be worn to school on PE days in all grades. Please do not drop off P.E. uniforms. They will not be delivered to students.

PLAGIARISM:

The MLA Handbook for Writers of Research Papers (1999 edition) cites the definition of plagiarism as follows: "Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source. The MLA Handbook continues to explain that plagiarism "often carries severe penalties, ranging from failure in a course to expulsion from school" (30). For further explanation, all students are strongly urged to read the entire section relating to plagiarism in the MLA Handbook.

Plagiarism is a serious offense and will result in a zero grade for the assignment in question. Plagiarism is also grounds for immediate suspension, possibly leading to expulsion. Unfortunately, the Internet is a common source of plagiarism. Though the Internet is a tremendous resource and tool for research, students must use this resource diligently and ethically and avoid plagiarizing from online sources. When students have questions about their work and the issue of plagiarism, they should confer with their teacher before turning in the assignment.

PROMOTIONAL FLYERS

Due to the high volume of information contained in our weekly bulletin, promotional flyers for non-OLA School or non-Diocese of Sacramento events will not be included or passed out to each student. Flyers promoting local non-profit community events may be placed in the front office or handed out to interested students with permission of the principal.

SAFETY DRILLS AND EVACUATION

Staff and students rehearse safety procedures for preparedness in the event of fire, earthquake or an intruder at school. In the case of fire and earthquake, each class has an assigned building evacuation destination on campus. In the case of an intruder, lockdown and shelter-in-place procedures are followed. If it becomes necessary to evacuate the school grounds, students and adults will move to St. Michael's Episcopal Day School located on 2140 Mission Ave. If the emergency situation also affects St. Michael's and we are not able meet there, then Starr King Elementary School located on 4848 Cottage Way will be the next option for evacuation. The third option is Glancy Oaks Park. ***Parents will be notified of any such events through our SchoolSpeak and e-mail messaging system.***

S.A.M. (Student's Assignment Missing)—See "Homework"

SCHOOL ACTIVITIES AND SIBLINGS:

For insurance liability reasons siblings of our students may not attend school field trips or class parties or be present when parents are assisting in the classroom or on the playground.

SCHOOL OFFICE HOURS

The School Office is open from 7:30 to 3:30 daily when school is in session.

"SPIRIT DAYS"

During the year the Student Council will sponsor "Spirit Days." Students are encouraged to participate. On these days students may be out of uniform and jeans are permitted. Tank tops, halter tops, spaghetti straps, off-the-shoulder blouses, bare midriiffs, short shorts, short skirts, short dresses, hip hugger type pants, and sagging pants are considered inappropriate. A prepayment of \$7.00 per child is required to join in these activities. These funds will be used for Student Council outreach programs.

SPIRIT WEAR AND COUGAR CREW WEAR

The first Friday of the month is Cougar Crew Day. Students may wear jeans and Cougar Crew Wear or OLA Spirit Wear on first Fridays.

Students may wear Spirit Wear Sweatshirts on any Friday that is not a Mass day. Spirit Wear t-shirts and other items (except pajama bottoms) may be worn on free dress days or Cougar crew days.

Students may not wear Cougar Crew Wear or Spirit Wear on any other days.

TEAM SPORTS:

Students who are ill enough to miss school may not attend team practices or play in athletic competition that afternoon or evening.

TELEPHONE:

Children may not use the school phone. The secretary will call parents in case of an emergency. Calls may not be made for forgotten books, homework, lunches or P.E. uniforms. Parents are asked not to call the school office with messages for students that could be taken care of with better planning at an earlier time. Only real emergency messages will be delivered to students during the school day.

TEXTBOOKS

Textbooks are school property and should be handled with care and responsibility. Lost textbooks will be paid for and replaced by the student. The classroom teacher will give out textbooks at the beginning of the year. At the beginning and end of the year, the teacher will inspect the textbook. Students who damage or vandalize their textbook will be assessed a fee, or, if the damage is severe, be required to replace the textbook at full cost. All textbooks must be covered. Do not use contact paper to cover books as this can damage them. Cloth covers may be used, but be aware that markers permeate through cloth covers and onto the textbook. If this happens, it will be considered damage, and the student will incur a fine at the end of the year. Uncovered textbooks may result in a detention ***if the book is not covered after a teacher warning.***

VISITORS:

All visitors are required to sign in at the office and wear a visitor badge while on campus during school hours. This helps us to identify those who have legitimate business on the school grounds and also enables us to account for everyone in the event of an emergency. If you will be working in a classroom or the library, please sign in at the office before going to your destination.

VOLUNTEERS:

Volunteers who have substantial contact with children or who work with children without direct and immediate supervision of a paid staff member must receive a criminal background check (be fingerprinted) and complete the online SHEILD the Vulnerable training (every three years) before beginning their volunteer duties.

--Diocesan School Board Policy #4410

WEEKLY BULLETIN:

A weekly bulletin will be e-mailed to each family every Tuesday. A family envelope will only be sent home on those weeks where content can only be delivered in a hard copy. You will be notified in the bulletin if the envelope is coming home.

OUR LADY OF THE ASSUMPTION SCHOOL ACADEMIC HONESTY CODE

The mission and philosophy of Our Lady of the Assumption School are strongly rooted in the teachings of Jesus Christ. Central to the message of Jesus is the notion of justice. All students are expected to interact with one another and with the faculty and staff in the spirit of justice and respect. As a result, we hold our students to the highest standards of academic honesty. Academic dishonesty of any type will result in serious consequences. Academic dishonesty is detrimental to both the student who commits the infraction, who is robbed of the intended learning, as well as other students in the class, who are put at a relative disadvantage.

Academic Dishonesty:

Academic Dishonesty includes, but is not limited to, the following:

- Cheating on examinations and quizzes, including:
 - Looking at other students' papers during an examination
 - Communicating or receiving answers during an examination
 - Using unapproved notes, materials, or calculators during an exam

- Plagiarism (whether intentional or unintentional), including:
 - Directly copying the spoken or written words or ideas of another person without giving him/her credit.
 - Paraphrasing the spoken or written words or ideas of another person without giving him/her credit.

- Turning in an assignment which was completed by another person (including parents, siblings, classmates or commercial essay companies)

- Turning in the same assignment or paper in two different classes without permission

- Copying homework from another student

- Knowingly allowing another student to copy one's work

- Sharing information with students who have not yet taken an exam, including:
 - Talking to students who took an assignment at an earlier time
 - Keeping unauthorized copies of assignments and tests to pass on to other students

- Denying others access to information or materials

SCHOOL DISCIPLINE

Students in Catholic schools are expected to act at all times in such a fashion that their behavior will reflect favorably on the individual student, the school, and the Church. All students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations in a Christian manner.

Diocesan School Board Policy #5600

Students are always, whether inside or outside the school, to conduct themselves as Our Lady of the Assumption School students and to exhibit the behaviors expected of such students. Failure to follow this could result in serious disciplinary action, up to and including expulsion.

OLA SCHOOL DISCIPLINE PLAN

The primary purpose of the discipline plan is to provide a clear and direct process regarding discipline for the staff, students, and parents of OLA School.

Discipline = Consistency + Accountability + Reasonableness + Expectations (CARE)

Consistency: Guidelines, policies, rules, routines, practices, and procedures are clear and enforced on a regular basis

Accountability: Students are held answerable to reasonable expectations

Reasonableness: Expectations are attainable and in accordance with reason and common sense

Expectations: Anticipated outcomes are based upon reasonable guidelines, policies, rules, routines, practices, and procedures

Our Lady of the Assumption School Rules

The following rules are set for all classrooms. These rules are not exhaustive, but they serve as consistent expectation from class to class.

- 1. No talking without permission.***
For example, "Move your chair," "Is this yours?," "Be quiet," and "Can I borrow a pencil?," etc.
- 2. You are to be in your place, ready and prepared when class begins.***
Includes all homework, permission slips, detention slips, and incomplete work.
- 3. Students are to show respect at all times to all others.***
For example, eye rolling, disrespectful expression, and not looking at the speaker.
- 4. You are to remain in your seat unless you are given permission to leave it.***
Includes getting up to sharpen pencil, getting up to talk to another student, and leaving the classroom.
- 5. When recess is over playing is to stop.***
Includes ball punching. Also, you must line up in a straight line.
- 6. Any action that could be deemed inappropriate or unsafe, though not mentioned above, can result in a warning or detention.***
For example, throwing things in class, jumping off the top of the jungle gym at recess, and jumping off of Story Hill in the library.

DISCIPLINE PROCEDURE

Grades K-3

1. A copy of class rules is to be posted in a conspicuous place in the classroom.
2. Students' names may not be written on the board as part of the discipline practice.
3. If a student's behavior, attitude, effort, or sense of responsibility is not up to standard on a certain day, the teacher will notify the parent that day through the use of a disciplinary form. This form must be signed by the parent and returned to school the next day.
4. A copy of the disciplinary form is to be sent to the office.
5. A copy of the disciplinary form is to be kept by the classroom teacher after a parent has signed it.

6. Other forms of discipline may be used to correct a situation as per Parent/Student and Diocese Administrative Handbooks.

Grades 4-8

1. A copy of class rules and consequences are to be posted in a conspicuous place in the classroom. Students' names may not be written on the board as part of the discipline practice.
2. Students who violate class or school rules will receive a warning. If a rule is broken again after the warning has been given, the student will be assigned an after school detention.
3. Students who do not complete homework or who do not bring back assignments that require a parent signature will receive a S.A.M. and will lose points on the missing assignment based on their teacher's late work policy.
4. Discipline Referral forms will be given out to students when a detention is given. A carbon copy will be sent to the office.
5. Others forms of discipline may be used to correct a situation as per Parent/Student and Diocese Administrative Handbooks. Serious actions may result in an automatic detention with principal review.

DETENTION GUIDELINES

- Students in grades four through eight who earned detention will serve it on Tuesday or Thursday.
- Detentions given for violation of school or classroom rules will be served from 2:50 to 3:35.
- Teachers are to issue and record all detentions.
- Teachers in grades four through eight will monitor detention on a rotating schedule.
- A copy of the Discipline Referral is to be sent to the office.
- A copy of the Discipline Referral is to be kept by the homeroom teacher after a parent has signed it.
- Discipline Referrals are to be sent home at least one day in advance and returned with a parent signature to the homeroom teacher.
- The teacher who has issued the detention is to provide a special assignment for that student or assign the student to copy an essay pertaining to the behavior that led to the infraction.
- Students who earn a detention on the day of an event they are participating in (e.g., a game or sports practice) are not excused from detention.
- A missed detention will result in an additional detention. Students missing detention three times in a trimester will be penalized with an in-school suspension.
- On occasion students will have the option of performing maintenance tasks around the school in lieu of desk work (must have parent/guardian permission).
- The principal will record all discipline referrals.
- **Three** detentions over one trimester will result in a parent-student-teacher conference or phone call to resolve the issues that have led to the detentions.
- **Four** detentions over one trimester will result in a meeting with the student, parent, and principal and possibly an in-school suspension at the principal's discretion.

SUSPENSION:

Suspension is a disciplinary action to be used at the discretion of the principal or in his absence, the assistant principal. Ordinarily, suspension should not exceed more than five consecutive school days. A student may be placed on suspension for serious misconduct on campus or off campus during school related activities, or for non-school related activities if such conduct reflects adversely on the school. Immediate suspension is imposed if there is a real threat of danger to the health and safety of others. The principal may remove the offending student from the classroom, the yard, etc., and contact the parents as soon as possible. Students may not attend sports practices or games the day they are suspended. Suspended students will be considered absent.

Students who are suspended must check into the office in uniform by 8:00 A.M. on the morning of their suspension to drop off homework that is due that day and to pick up schoolwork that will be done in class on that day and homework that will be due the next day. All if this work is to be completed while serving the suspension. The suspended student will report to the principal on the morning after the suspension to show that all schoolwork and homework has been completed. Students who do not complete all of their required work will not be allowed to return

to class.

IN-SCHOOL SUSPENSION

Students who are assigned to in-school suspension by the principal will spend their school day in another classroom working on homework and writing about and reflecting on the behavior that led to the in-school suspension. Students may not attend sports practices or games the day they are suspended. Suspended students will be considered absent.

REASONS FOR IMMEDIATE SUSPENSION LEADING TO EXPULSION:

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension leading to expulsion after conference with parents. This list shall not be considered as exhaustive.

1. Serious disobedience, insubordination or disrespect for authority;
2. Language or behavior that is seriously immoral, profane, vulgar or obscene;
3. Use, sale, distribution or possession of drugs, alcohol, or any other legally controlled substance;
4. Striking another person; Injury or harm to persons or property or serious threat of same;
5. Sale of any material on school grounds without proper authorization;
6. Unauthorized absence or continued tardiness;
7. Assault with, or possession of, a lethal instrument or weapon or threat thereof;
8. Serious theft, plagiarism, or dishonesty;
9. Outrageous, scandalous or serious disruptive behavior;
11. Conduct at school or elsewhere, including the Internet **or cell phone** (e.g., **Facebook**, Myspace.com, **texting**) which would reflect adversely on the Catholic School or Church;
12. Conduct that is hurtful to other students or the climate of the classroom or school.

DESTRUCTION OF PROPERTY:

Willfully defacing or destroying any school or church property will result in payment for the property by the child's parents. An immediate call will be made to the parents. This offense may be grounds for suspension or expulsion.

HARASSMENT AND BULLYING (DIOCESAN BOARD POLICY 5690)

The Diocese of Sacramento affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment and bullying. Harassment and bullying of or by any student is prohibited.

Our Lady of the Assumption School will treat allegations of harassment and bullying seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

Regulations

1. ***Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in their social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment or bullying. Part of any investigation into a charge of harassment will be determined if the incident was a mistake, or something more serious.***

Harassment and bullying is unacceptable conduct that is deliberate, severe, and repeated. Harassment and bullying occurs when an individual is subjected to treatment or to a school environment that is hostile, offensive or intimidating due to but not limited to, an individual's race, religion, color, national origin, physical or mental ability or gender. Harassment and bullying can occur any time during school, school related activities, outside the school, or online. It includes, but is not limited to, the following:

- a. **Verbal Harassment or bullying: Derogatory, demeaning, or inflammatory words whether oral or written;**
 - b. **Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, bullying or intimidating interference with normal work or movement;**
 - c. **Visual Harassment and Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;**
 - d. **Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct which includes sexual harassment, but is not limited to, includes: Sexually demeaning comments, sexual statements or jokes; suggestive or obscene letters, phone calls, e-mail; deliberate, unlawful physical touching; leering, gesture, display of sexually suggestive objects or pictures.**
2. **It is the responsibility of Our Lady of the Assumption School to fully implement this policy and to make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement. Any individual seeing or hearing about any incident of harassment and bullying is encouraged to follow the procedures below. If the harassment stems from the principal, the person being harassed is to contact the pastor, or superintendent.**
 3. **The following procedures are to be followed for filing and investigating a harassment or bullying claim:**
 - a. **Persons who feel aggrieved because of conduct that constitutes harassment or bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.**
 - b. **If the person does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he or she shall direct his or her complaint to the principal or a member of the school staff, who will report it directly to the principal. Parents of students involved are to be contacted as soon as possible and involved in the entire process.**
 - c. **The individual(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.**
 - d. **The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations.**
 - e. **Once the facts of the case have been gathered, the Principal, in consultation with the Pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.**
 - f. **Any party involved who is not in agreement with the decision has the right to the Appeal Process For Reconciliation found in the Administrative Handbook.**
 4. **If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.**

STUDENT THREATS (DIOCESAN BOARD POLICY 5910)

Every school will treat student threats to inflict harm to self, to others, or to destroy property, very seriously.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designate.
- If the threat is judged credible and serious, appropriate law enforcement officials will be notified.
- All threats will be reviewed and investigated in a prompt, confidential, and thorough manner.

- Threats that are substantiated may result in disciplinary actions, up to and including dismissal.
- Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated.

TRANSFER OF STUDENTS:

Students clearly unable to profit from the school by reason of ability, serious emotional instability, or the conspicuously uncooperative or destructive attitude of students and/or parent(s) / grandparent(s) / guardian(s) may be asked to transfer.

Diocesan School Board Policy #5150

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and pastor may recommend transfer of a student when parent(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school. Parental interference in matters of school administration and abusive language toward principal, pastor or teacher(s) are some of the reasons for recommending a transfer.

Diocesan School Board Policy #5152

UNIFORM POLICY

Uniform dress is required except on “Spirit Days.” Please see “COUGAR CREW/SPIRIT WEAR DAYS” below for a full explanation of our dress code on Fridays and the first Friday of the month.

A written excuse from a parent must be presented to the teacher if a child is out of uniform for the day. If your child is dressed inappropriately, you will be called to bring them the proper attire. The administration exercises full authority in the interpretation of issues pertaining to uniform regulations.

GIRLS & BOYS

Sweatshirt – All students are required to have a uniform sweatshirt which is clean and in good condition when worn at school and at school events. Kindergarten – Grade 6: Red with school logo from True Grits. Grades 7 and 8: Navy with school logo from True Grits. Only uniform sweatshirts may be worn in the classroom or on field trips. Navy polar fleece logo jacket or vest is an option in the classroom in lieu of the sweatshirt. Fleece logo jackets may be worn to Mass. Nylon logo jackets are an option for outside wear only.

Shirt – White, short sleeve knit polo shirt with no logo, no cap sleeves and plain edge collar with no lace or crocheting, OR white polo with navy OLA logo from True Grits, OR navy, short sleeve knit polo with OLA logo only from True Grits OR plain white long sleeve knit turtleneck in winter months. Liturgical Choir members are required to own one navy OLA logo polo. All knit shirts must be tucked in at all times. Plain white T-shirt or PE T-shirt on PE day may be worn under uniform. T-shirt sleeves may not be longer than uniform shirt sleeves.

Shorts – Uniform walking shorts no longer than the top of the knee may be worn year around. No “extra” pockets or loops (i.e. cargo pockets). Kindergarten – Grade 6: Navy uniform style or Dockers purchased at the retailer of your choice. Grades 7 & 8 – Khaki uniform shorts purchased only from True Grits.

Pants – No “extra” pockets or loops (i.e. cargo pockets). Pants and shorts may not be baggy and must be worn waist high. Kindergarten – Grade 6: Navy perma-press or Dockers. Grades 7 & 8 – Khaki uniform pants purchased only from True Grits.

Shoes – Athletic shoes must be tied in the traditional manner and in good condition. Flip flops and sandals are not permitted. Slip on shoes that do not have backs, have only straps for backing, or that expose toes are also not permitted.

Socks – Socks must be seen above the top of the ball of the ankle and well above the top of the shoe. The anklebone must be entirely covered by the socks at all times. Students wearing socks that drop below that level will be asked to call their parents and have a new pair of socks brought to school. Socks are to be plain white with no logo, and worn in the traditional manner. Solid white or navy knee socks with no logo are an option for girls.

BOYS

Belt – Boys in grades 7 and 8 are required to wear a belt.

GIRLS

Shirt – Girls may wear any of the four shirts described above OR white, short sleeve, button front woven shirt with Peter Pan collar.

Jumper – Plaid uniform jumper, appropriate length for school, comparable length of uniform walking short, is required for Mass days in grades K-3.

Skirt – Plaid, appropriate length for school, comparable length of uniform walking short (no shorter than three (3) inches above the knee), is required for Mass days in grades 4-8. A uniform plaid skirt of appropriate length is an option in all grades except on Mass days.

Tights – Plain white or navy tights are an option for girls. Choir members must have navy tights.

Headbands – Girls are allowed to wear traditional headbands. Headbands with scarves attached and scarves are not permitted.

Makeup, artificial fingernails, nail tips, and fingernail polish may not be worn at school in any grade. Girls may wear one pair of small post earrings at school on uniform and non-uniform days. No other jewelry may be worn on uniform or non-uniform days with the exception of a small religious necklace. Students are not allowed to color, bleach or highlight their hair or shave their heads. Boys must wear their hair in a traditional manner; no fad or long hairstyles are permissible. Administration will determine inappropriate styles. Tattoos, temporary or permanent, are never allowed.

PE UNIFORMS

Uniforms are required for P.E. classes in Grades 4-8. No substitutes. Tied athletic PE shoes are REQUIRED for all grades (K-8) on the days they have PE. No slip on shoes are permitted.

Shirt – Light gray PE uniform T-shirt only from True Grits

Shorts – Knit navy logo PE short only from True Grits OR mesh navy PE short only from True Grits.

Sweats – Plain navy sweat pants may be worn in cold weather.

Shoes – Athletic shoes tied in the traditional manner.

NON-UNIFORM DAYS

Tank tops, halter-tops, spaghetti straps, bare midriffs, short shorts or skirts, low hanging or baggy pants, baseball caps, jewelry makeup and nail polish are not acceptable attire. **No threadbare material or cutoffs.**

COUGAR CREW/SPIRIT WEAR DAYS

The **first Friday** of each month will be a Cougar Crew/Spirit Wear day. Students may come wearing a “Cougar Crew” t-shirt or sweatshirt or an OLA Spirit Wear t-shirt or sweatshirt with appropriate bottoms including jeans or shorts.

On Fridays that are not the first of the month, students may wear an OLA Spirit Wear top with a uniform bottom. **OLA Spirit Wear may not be worn on any other day of the week.**

“SPIRIT DAYS”

Spirit Days are sponsored by the Student Council. Please refer to the school bulletin for appropriate dress guidelines on those days.

Cougar Crew and Spirit Wear—See “SPIRIT WEAR”

FAMILY SERVICE PROGRAM

I. WHAT IS FAMILY SERVICE?

Family service is parent involvement through service during school hours, after school, in the evenings, on weekends and/or during the summer.

II. WHY HAVE THIS PROGRAM?

- A. Create a supportive, involved spirit among all parents.**
- B. Maintain the quality of our educational program.**
- C. Minimize the cost of our total program.**
- D. Involved, interested parents usually have involved, interested students.**

III. PARTICIPATION

- A. The Parent Teacher Group administrates the Family Service Program.**
- B. All parents are members of the Parent Teacher Group.**
- C. Participation in this program is required of all families with children enrolled in this school.**

IV. HOW DOES IT OPERATE?

- A. Every family agrees to this responsibility when they sign the Family Registration Form and the "Contract For Our Children".**
- B. Every family is required to contribute at least the minimum number of service hours.**
- C. Hours are counted between July 1st and June 30th of the following year.**
- D. When a service is completed it is described on a report form and submitted to the school office.**
- E. Hours are tallied prior to registration. Families are reminded if they are lacking the required number of service hours.**
- F. Families who do not contribute the required amount of service hours will be required to pay the "non-participating" fee of \$1000.00.**
- G. Every hour of work force time missed and every work force shift that is missed or not completed will result in a \$25.00 per hour fee due prior to the following school year's registration or before June 30.**

V. REQUIRED HOURS

- A. 40 hours for a two adult household**
- B. 20 hours for a single adult household**
- C. 20 hours each for joint custody households**
- D. Hours will be required as follows:**
 - Auction: 10 hours Country Fair: 3 shifts (3-4 hours per shift; 9-12 hours)**
 - Other: 20 additional hours to be spread among other school fundraisers and school and parish related activities, including but not limited to, classroom/library volunteer work, field trips, coaching, parish ministries, sporting events, and paper SCRIP purchases (1 hour = \$300.00 purchased).**

Up to ten hours of service hours may come from service to our parish. We encourage families to invest a minimum of five hours to parish ministries or parish activities put on throughout the year. If your child participates in a sport, parents are required to work 2 to 4 hours supporting the sports program in some way. Please see "Service Hours Breakdown" sheet for additional information.

- E. Only the principal and/or the pastor are authorized to make exceptions to this program.

VI SERVICE HOURS BREAKDOWN

This is not an exhaustive list. It is intended to give guidance and direction. If you have a question about service hours you may direct them to the PTG Service Hours Coordinator.

Auction Hours: (Minimum 10 Required) Any hours earned related to OLA Auction.

Country Fair: (Minimum 9-12 Required) any hours earned related to Country Fair.

Sporting Events:

Little Dribblers Snack Shack; Scoreboard Operator, Timekeeper at Track Meet, Referee, Coach, Set Up/ Clean Up At Games, etc.

Scrip Workforce: Sorting, Selling, Distributing Scrip.

Miscellaneous Fundraisers: Halloween Trunk or Treat, Santa Breakfast, Original Artwork, Entertainment Book sales, Book Fair, Logo Wear, Golf Tournament.

Library: Time spent working in OLA library.

Coach: Sport Coach, Club Coach, Academic Decathlon Coach.

Miscellaneous School: Time in classroom helping teacher, field trips, lunch hour helper, Snack Shack, Art Docent, Missoula Theater, Literature Circle, Hospitality for Boo Hoo Coffee, Back-to-School Night, Fall and Spring PTG Gatherings, Family Movie Night, Family Bingo Night, Father/Daughter Dance, etc.

SCRIP Dollars: One hour earned for every \$300 on paper Scrip purchases. Hours earned are calculated from the SCRIP Chair's final accounting at end of each school year.

Miscellaneous Church: Church Ministries, Alter Robe Washing, Grounds Maintenance, Faith Formation Catechist, Eucharistic Minister, Lector, Volunteering at Parish Events such as the Lenten Soup Night.

PTG: Time spent as Room Reps, Committee Chairs, and Officers.

CSAC: Time spent on CSAC or a CSAC Committee

Double Hours can be Earned by Working the Following:

- Clean up after an event, such, as Auction or Country Fair.
- Auction Marshall and Auction Cashier

NOT Counted as Service Hours:

- Boy/Girl Scout volunteer
- Cotillion chaperone

- *Attending events, such as, Auction, Country Fair, Golf Tournament, Back-to-School Night, Fall/Spring PTG Gatherings, etc.*
- *Meetings required for your child's Sacraments*
- *Open House attendance*

Clarification for Field Trips and Mass:

- *Field trips earn up to 8 hours per day per trip. This includes overnight field trips. Please observe the hours noted on the permission slip when marking hours.*
- *For Lectors and Eucharistic Ministers, two Masses = 1 service hour*



AFTER SCHOOL ATHLETIC PROGRAM

GENERAL POLICIES

Our Lady of the Assumption School will follow the rules and regulations approved by the Parochial Athletic League (PAL) Commission when participating in after school athletics.

Students, coaches, parents and teachers will follow the guidelines established by the Athletic Committee of Our Lady of the Assumption School.

Parochial Athletic League (PAL)

Mission Statement

The **Parochial Athletic League (PAL)** is an integral part of the educational mission of the Catholic schools of the Diocese of Sacramento. PAL is dedicated to fostering **Christian** and **Human** development, encouraging a **positive vision** in our young men and women through **exercise, example** and **athletic competition** and **fully recognizing the dignity of each student in Christ's image.**

With this Mission in mind, the following goals have been determined:

- a. to build a community which strives to image Christ;
- b. to develop Christian spirit, school spirit, team spirit and personal acceptance;
- c. to instill Christian sportsmanship in the life-styles of the participants;
- d. to teach the participants the proper attitude towards winning, losing and competing with dignity;
- e. to develop acceptance and appreciation of others;
- f. to train, instruct and follow athletic/sport rules;
- g. to develop the students' physical abilities and coordination;
- h. to help form well-rounded students by fostering good health habits;
- i. to provide a Christian environment and outlet for youthful energy;
- j. to teach the positive value of athletic participation
- k. to show the necessity of practice, hard work and time management.

These goals are founded upon the principle of the **infinite worth of each person** because he/she is created in the image and likeness of God.

GUIDELINES FOR STUDENTS

MEMBERS:

- Team members must be enrolled in OLA School.
- ***Students who wish to participate on an OLA sports team may not play on more than two teams in any given season. This includes school or non-school teams.***
- Teams are determined according to the grade and sex of the participant.
- A varsity team and rec team will be made up of students from Grades 7 and 8 for Volleyball and Basketball.
- Two teams will be formed if there is sufficient interest, coaches, and a league for their participation.

VARSITY AND JUNIOR VARSITY TEAMS—VOLLYBALL AND BASKETBALL:

Students in grades 7 and 8 will be asked to try out for a team. Based on the skill level shown at this tryout, the students will then be placed on either the Varsity or the Varsity Rec team along with other students who are at the same skill level. The term “cut” is not in our policy. Any student who wants to sign up and try out will be placed on a team. Playing at their skill level will be more beneficial to the students in grades 7 and 8.

Students in grades 5 and 6 will play with their classmates on teams that are grade pure. The 6th grade team will be the JV team and the 5th grade team will be the JV Rec team. In the event that the number of students signing up between the two grades warrants the formation of three teams, we will hold a tryout and place these students on one of three combination teams. One of these combination teams will compete at the JV comp level and the other two combination teams will play at the JV Rec level. In the event that we must make three teams, there will be no “cuts” and the teams will be formed as evenly as possible.

Every student with a desire to play a sport will play on a team. We want the students to play with their skill level so they are given a fair opportunity to learn more about the game and to develop their personal skills in a more comfortable setting. The formation of the teams is completely dependent on the number of students who sign up. Therefore, it is important to understand that students will not be allowed to quit if they don't get onto a team they desire. A student who quits forfeits his or her right to play the following year in that sport.

Practice schedules and team coaches will be distributed with the sign-up forms so students can avoid conflicts once the season has started. As a standard practice policy, any student who misses a practice, excused or unexcused, will forfeit a starting position in the next game. Students are responsible for informing their coach if they will be missing a practice or game.

Regarding the number of players on each team, membership to a team may be limited in number in order to provide sufficient supervision and instruction during practice sessions and adequate, quality playing time for team members. In the event that there are not enough interested players trying out for a team, a team may pick up players from another grade level provided it meets PAL guidelines and approval.

ATTENDANCE:

- Team members are required to attend practice sessions, non-league, league and tournament games. Team members and their parents must make this commitment.
- Team members must notify the coach in advance if conflicts in attendance are unavoidable.
- Members may not take part in practice or a game nor may they attend a game when they have been absent from school that day or are under suspension from school.

ACADEMIC AND BEHAVIORAL GUIDELINES FOR ATHLETES (GRADES 4 - 8)

Probation: A student will receive a probation form indicating a deficiency in grades/behavior. A student whose grade drops below a C- (70%) in any core class will receive a probationary form. The probationary form must be brought by the student to the parent and the coach and returned signed to the homeroom teacher ***within three school days***. The student may continue to attend practices and games during the

two-week probationary period.

Suspension: Upon reevaluation, if the student has not brought his or grade up to the C- level, he or she will receive a suspension form removing him or her temporarily from the team for a two-week period. The suspension form must be brought by the student to the parent and the coach and returned signed to the homeroom teacher. The student will not participate in practices or games during this period. At the end of this suspension period, faculty members will determine reinstatement or permanent suspension.

Satisfactory conduct must be maintained at school and at game and practice sites in order to represent Our Lady of the Assumption on a school team. Conduct that is not acceptable is cause for dismissal from a team.

Gum is not permitted at any athletic events wherever they are held.

EXPECTATIONS:

Proper attire and appropriate behavior at all practices and games must be in accordance with the philosophy of our school.

FACILITIES:

Our school facilities and other game sites must be properly used and left in good order. It is the coach's responsibility to supervise all players during practice and to ensure the gym is left in the same condition it was when first used. The floor should be dry mopped at the end of each practice. Entry into locked rooms is prohibited without permission from the Athletic Director.

UNIFORMS:

Team uniforms must be properly cared for and returned in good condition to the **homeroom teacher** at the end of the season. Fines or replacement costs will be assessed for failure to comply with this regulation.

FEE:

Each participant on a team must pay an athletic fee, which will be applied toward the purchase of team equipment, uniforms, PAL dues, and tournament fees. The fee must be paid before participation begins. In grades 5-8 the uniform must be returned promptly or the replacement value will be charged.

GUIDELINES FOR PARENTS/GUARDIANS

PERMISSION FORM:

A form stating that a student is physically fit to participate in a sport must be signed by the physician each year and kept on file at school. Athletes who do not have this on file will not be allowed to participate in the sport.

EMERGENCY FORM:

An after school (PAL) athletic emergency form must be filled out by the parent/guardian each season and kept by the coach at all games and practices.

TRANSPORTATION:

It is the responsibility of the parent/guardian to provide or secure transportation to and from athletic practices and games. The school and the coach cannot be responsible to provide transportation.

Furthermore, it is imperative that parents and coaches establish a clear and safe exchange of responsibility for the student during drop off to and pick up from games.

Parents and/or coaches who drive team members to team activities must follow the same rules regarding automobile insurance and the use of seat belts required for all school field trips.

CONDUCT:

The conduct of parents at athletic events must exhibit Christian values, good sportsmanship and respect for all team members, coaches, referees and other spectators. Any parent or spectator who yells at players, coaches, referees, or other spectators will be asked to leave the premises. If this conduct continues at future games, that parent or spectator may be suspended from attending games for the

remainder of the season.

GUIDELINES FOR COACHES

QUALIFICATIONS:

Coaches must:

- have a thorough understanding of the sport they are coaching.
- exhibit leadership, a positive attitude and be a role model of Christian values and good sportsmanship.
- attend the Bloodborne Pathogen Workshop.
- have current fingerprint clearance on file with the Catholic School Department.
- have Positive Coaching Alliance (PCA) Certification.

RESPONSIBILITIES:

- Coaches must be familiar with the OLA Student Handbook regarding student expectations and our school philosophy, the Parochial Athletic League Guidelines and Policies, and the rule book for their sport. They must also be Positive Coaching Alliance (PCA) certified.
- Coaches assume responsibility for all aspects of the team including:
 - pre-season coaches' meeting
 - pre-season parents' meeting
 - reserving the hall for practices
 - practices and games
 - providing team rosters for the teachers
 - formulating and administering attendance rules and consequences
 - care of uniforms and facilities
 - safety and supervision of students before, during and after practices and games
 - ensuring the clear, safe exchange of responsibility for their players between themselves and the parent/guardian at all games and practices.
- Coaches are expected to keep the principal, teachers, and parents informed regarding practice and game times and any changes in schedules.
- Coaches should encourage good communication and support for parents and teachers.
- Coaches are reminded that an athletic team is an extension of the school and follows the same philosophy and expectations.
- Coaches will be expected to check out keys to the gym at the beginning of the season and return them at the end of the season. Coaches may not make copies of the keys, and the gym may be used only at the designated times reserved to your team. Extra gym time must be reserved through the Parish Office.
- Uniforms: The athletic director will distribute uniforms to each coach or team. It is the responsibility of the students to return their CLEAN uniforms to the homeroom teacher after the season has ended.
- Coaches and parents may not buy or require students to buy extra articles of clothing (e.g., sweats, shoes) to go with the uniform that OLA provides as this may put a financial hardship on families.
- Coaches will notify the team and the athletic director when scheduled practices have been cancelled. Likewise, newly scheduled practices will be requested through the athletic director at least 24 hours in advance.

FINANCIAL GUIDELINES

These FINANCIAL GUIDELINES have been formulated to determine the financial responsibility parents assume when they enroll a child in Our Lady of the Assumption School. They have been written by our OLA School CSAC to clarify what is expected of our parents in order to keep Our Lady of the Assumption School on a strong financial base. While this school has a mission of service to our parents and their children, it also must be able to meet its financial obligations in a timely, responsible manner.

I. General Policy

- Every family must assume financial responsibility for its child's/children's education.
- Since the parish at large supports the school financially, tuition rates are based upon a family's (financial) status as a parishioner.
- Continued enrollment is dependent upon the timely payment of all fees and tuition and support of fundraising efforts.

II. Tuition Status

Parishioner

- Active parishioners are registered in Our Lady of the Assumption Parish.
- Active parishioners contribute to the life of the parish by regularly attending Mass at Our Lady of the Assumption Parish.
- Active parishioners financially support Our Lady of the Assumption through the offertory collection and support any capital/building/maintenance campaign of the parish. Financial support will be through the use of checks and/or envelopes so that contributions can be credited to the participating family thus allowing them to use it for tax purposes.
- The regularity of contributions to the parish will be reviewed in July and January and families who do not contribute regularly will be changed to non-parishioner status.

Non-Parishioner

- All others will be charged a higher rate of tuition.

III. Tuition Timeline

- Tuition is paid directly to Our Lady of the Assumption School.
- Families who are financially able are encouraged to pay tuition in advance by the year or half year.
- Tuition is paid on a ten-month basis, August 1 through February 1 and April 1 through June 1, or on a 12 month basis.
- Tuition is **DUE** the 1st of each month.
- Payment that is received by Our Lady of the Assumption after 3:00 P.M. on the 10th of the month will incur an additional \$20 late fee the following month.
- Tuition that is delinquent for two months requires a meeting with the bookkeeper.
- Delinquent tuition beyond two months requires a meeting with the principal.
- Delinquency beyond two months will result in removal from school.
- If tuition payments are not completed by June 10, a child may not be enrolled for the next school year.

IV. Tuition Aid

- Only formally registered parishioners may apply for tuition aid.
- Partial tuition aid will be given to those who qualify.
- The Tuition Aid Application must be filled out in full and submitted with the tax return, registration form and fee.
- Aid applies only to tuition and does not apply to fees.

V. Fees

- The registration fee must accompany the registration form when submitted in the spring.
- The Parochial Athletic League (PAL) fee must be paid for participation on a team sport.
- **ALL** of the above fees are NON-REFUNDABLE.

VI. Fundraising Programs

- Fundraising programs form an integral part of the school budget.
- Since fundraising programs are designed to control tuition rates, every family is expected to support these programs with their time, talents and/or financial contributions.
- SCRIP, the annual AUCTION/RAFFLE, and the COUNTRY FAIR are our major fundraising efforts. Every family is expected to participate in every one of these fundraisers.
- Tuition, fees and fundraising do not cover the actual cost of educating a child.
- Each year every family will be encouraged to make a tax-deductible gift to our school through the Family Giving Program.

VIII. Endowment Fund

- Our Lady of the Assumption Parish has established an Endowment Fund as an additional source of income for our school.
- This fund is invested by the Christian Brothers Investment Services in order to receive the highest rate of interest.
- Interest from this fund is part of our projected budget each year.
- Since this Endowment Fund interest is a source of income to keep the tuition rates as low as possible, our school families will be expected to give their support to annual efforts to increase the principal of this fund.

Financial Guidelines

Our Lady of the Assumption School Catholic School Advisory Council

Adopted January 1990

Revised April 1994

September 1996

September 1998

June 2000

June 2004

June 2005

School Crisis Response Plan
(To Interface With National Incident Management System)

Emergency Dispatch: 911 or 228-3035 (if using cell phone)

Evacuation Site
Primary: Starr King
(916) 971-7318
Back-up: St. Michael's
(916) 485-3418
2nd Back-up: Glancy Oaks Park

Incident Commander: Principal
Back-up Incident Coordinator – Vice Principal

Public Info Spokesperson: Principal

Designated Teacher Leaders:
Teachers in Charge of Wings/School Areas
Mary Jo Tateishi
Nancy Williams

Search and Locate:
Campus Monitor and/or Instructional Assts.
Paul Sunderman
Cathie Hagens (sub: Rodora Antonio)

Parent Liaison:
Kathy Nichols
Pauline Gilmour
Parent Assistants:
Linda Bloom
Cindy Schutz

Incident Log Scribe: (Records)
School Administrative Assistant
Carolyn Albers
Cathy Rutledge (Back-up)

Campus Safety Liaison:
Philip Tateishi
(Clayton Renzo in Tateishi's absence)
Janet Roberts
Carrie Johnson
Juli Huffman

Logistics:
Custodians, Cafeteria Staff, Other Staff
Earl Knight
Allen Leatherby
Paul Narloch

Our Lady of the Assumption School 2010-2011 Year-at-a-Glance

Rev. 8/20/10

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	
Aug	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	
Sep			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	
Oct					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	
Nov	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	
Dec			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	
Jan						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	
Feb	31	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	
Mar		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	
Apr					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	
May	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	
Jun			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	

- August:**
 8/23-24 Teacher Inservice
 8/25 1st day of school
 8/25-27 Minimum Days
 8/26 Back to School Night
 8/27 Back to School Liturgy
September:
 9/3 Minimum Day, Faculty Meeting
 9/6 Labor Day
 9/17 Minimum Day, Cluster Inservice
 9/27-10/1 Testing Week
October:
 10/1 Minimum Day, Faculty Meeting
 10/7 Teacher Inservice (tentative date)
 10/6 PTG Fall Gathering
 10/8 Musicians Inservice
 10/16 OLA Auction
- November:**
 10/30 Trunk or Treat
 11/5 Minimum Day, Faculty Meeting
 11/11 Veterans' Day
 11/19 Minimum Day, Teacher Inservice
 11/22-24 Parent Conferences
 11/25-26 Thanksgiving Holiday
December:
 12/3 Minimum Day, Faculty Meeting
 12/12 Breakfast w/ Santa
 12/16-17 Christmas Program
 12/17 Minimum Day
 12/20-1/3 Christmas Vacation
January
 1/3 School Resumes
 1/7 Minimum Day, Faculty Meeting
- February:**
 1/17 MLK, Jr. Holiday
 1/28 Minimum Day - Teacher Inservice
 1/30 Open House
 1/31-2/4 Catholic Schools Week
 2/4 Minimum Day, Faculty Meeting
 2/21 Presidents' Day
- March:**
 3/4 Minimum Day, Faculty Meeting
 3/18 Minimum Day, Teacher Inservice
 3/21 Staff Retreat
 3/26 Missoula Children's Theatre
 3/18 Minimum Day, Faculty Inservice
- April:**
 4/1 Minimum Day, Faculty Meeting
 4/21 Minimum Day, Holy Thursday
- May:**
 5/4 PTG Spring Gathering
 5/6 Minimum Day, Faculty Meeting
 5/20-22 Country Fair
 5/27 Graduation
 5/30 Memorial Day
June:
 6/6 Mini Olympics
 6/7 Class Parties
 6/8 Last day of school

<input type="checkbox"/>	No School
<input checked="" type="checkbox"/>	Teacher Conferences - no classes
<input checked="" type="checkbox"/>	Minimum Day
<input checked="" type="checkbox"/>	Teacher Inservice - no school

School Family Business Affiliations

Medical

Mark & Maryvette Backhus
Dentists/Owners
6940 Fair Oaks Blvd.
Carmichael
483-3417

Michelle J.D. Enmark, DDS
Dentist/Owner
1610 Arden Way, Suite 130
Sacramento
922-2151

Ralph J. Isola, D.D.S.
Dentist/Owner
Preventive, Cosmetic, Implant,
General Dental Care
5700 J Street, Suite B
Sacramento
737-1155

Financial

Kelly Brothers
Financial Planner
Genovese, Burford & Brothers
1515 Response Road
Sacramento
924-5265

J. K. McQuoid
Commercial Insurance Broker
Clinton Polley Group
1675 Creekside Dr. #100
Folsom
984-3000

Dexter Parulan
Financial Advisor
Smith Barney
Financial Planning
155 Cadillac Drive
Sacramento
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2580 Fair Oaks Blvd. #20
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397-3605

Home, Garden, and Fashion Design

Carole Kenney
Owner
Custom Clothing Design and alterations
4219 Lusk Drive
Sacramento
482-2083

Robert Munn
Owner
English Garden Care
Landscaping
Sacramento
635-4275

Anna Ryan
Owner
Annie & Isabel
Designer Hospital Gowns
Sacramento
837-7848

Construction / Remodeling

Cortlandt Koerwitz
Owner
CLK Construction
Residential Building and Remodeling
1910 Rockwood Dr.
Sacramento
485-4684

Jim Mellas
Owner
Mellas Flooring
Hardwood Flooring
Sacramento
359-8560

John Egger
Owner
Arctic Pools Construction
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6808 Fair Oaks Blvd.
Carmichael
812-9120

Nathan Long
Owner/Operator
Nathan's Backhoe Service
Sacramento
217-0088

Bob Andre
Owner
Residential & Commercial Painting
5150 Fair Oaks Blvd.
Carmichael
439-2849

Restaurants

Michael & Winnie Kyalwazi
Owners
Café Le Monde
Restaurant/Café
5504 Dudley Blvd.
McClellan Park
564-9946

Alan Leatherby
Owner/Manager
Leatherby's Family Creamery
Old Fashioned Ice Cream Parlor
2333-A Arden Way
Sacramento
920-8382

Susana Tapia
Owner
Subway
5150 Fair Oaks Blvd.
Carmichael
972-7729

Dave Virga
Restaurant Owner
Paesanos – Pronto – Uncle Vitos
1806 Capitol Avenue
Sacramento
447-8646

Funeral Services

Nancy Linn
Owner
Simple Traditions
Cremation & Direct Burial Service
6825 Fair Oaks Blvd. #210
Carmichael
488-2894

Variety

Trish Black
Owner
Cupcakes For Fun's Sake!
Carmichael
912-7491

David Coffman
Owner
Coffman's Furniture Gallery
6443 Fair Oaks Blvd.
Carmichael
482-9663

Christine Kohn Deaner
Principal
IN Communications - Public Relations
3341 Edgar Lane
Carmichael
944-1631

Richard Gray

General Manager
RV Sales
Mr. Motorhome
7900 Stockton Blvd.

Sacramento
343-3333

Variety Cont'd

Frank Huntington
Owner/Private Investigator
F.W. Huntington & Assoc. Investigations
1007 Seventh St., Ste. 500
Sacramento
558-3100

Damien Mastagni
Owner
Dynamic Number Applications
Motorcycle Graphics, Banners, Sports Jerseys
Sacramento
204-4638

Chris Kauderer
President
Kauderer & Associates
Traffic Accident Reconstruction Experts
Northern California
481-6600

Diane McLaughlin
Jewelry Sales
Stella & Dot Jewelry
4105 Crondall Dr.
Sacramento
716-9050

Nadia Leslie
Owner
Spa Time Spa
7220 Fair Oaks Blvd. #C
480-9990

Lisa Phenix
Music Teacher/Music for Hire
Silly Little Music Mama
www.LisaPhenix.com
719-6106

Stan Lukowicz
Capital City Loan & Jewelry
5656 Auburn Blvd.
Sacramento
334-7296

Mary Thomson
Owner
Market Enterprises
Sacramento
501-4969

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Independent Demonstrator
Stampin' Up!
Rubber Stamps-Scrapbooking-Digital Scrapbooking
www.StellarStamps.com
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