



## **Our Lady of the Assumption School Home of the Cougars!**

August 20, 2008

Dear Students and Families,

Welcome to a new year of school at Our Lady of the Assumption. The staff of OLA 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, 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.

Wishing you a great year!

Yours in Christ,

*Robert Love*

Robert Love, Principal

*“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 27.

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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 21<sup>st</sup> 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

## **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
3:15	Dismissal from Tutoring and 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:

8/20/08	11/21/08	3/20/09
8/21/08	12/5/08	4/3/09
8/22/08	12/19/08	4/9/09
9/5/08	1/9/09	5/1/09
9/19/08	1/23/09	6/1/09
10/3/08	2/6/09	6/2/09
11/7/08	3/6/09	6/3/09

## 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

## OUR LADY OF THE ASSUMPTION SCHOOL STAFF

Pastor .....	Reverend Brendan McKeefry		481-5115
Parochial Vicar.....	Fr. Renier Siva		481-5115
Principal .....	Mr. Robert Love	<a href="mailto:love@olaparish.net">love@olaparish.net</a>	ext. 11
Assistant Principal .....	Mrs. Kathy Nichols	<a href="mailto:nichols@olaparish.net">nichols@olaparish.net</a>	voice mail *22
Administrative Assistant.....	Mrs. Carolyn Albers	<a href="mailto:albers@olaparish.net">albers@olaparish.net</a>	ext. 10
Bookkeeper .....	Mrs. Patty Lavagnino	<a href="mailto:lavagnino@olaparish.net">lavagnino@olaparish.net</a>	ext. 12
Maintenance.....	Mr. Earl Knight	<a href="mailto:knight@olaparish.net">knight@olaparish.net</a>	ext. 37
<u>Teachers:</u>			
Kindergarten .....	Mrs. Nancy Williams	<a href="mailto:williams@olaparish.net">williams@olaparish.net</a>	voice mail *20
Grade 1 .....	Ms. Kristin Yarbrough	<a href="mailto:yarbrough@olaparish.net">yarbrough@olaparish.net</a>	voice mail *21
Grade 2.....	Mrs. Kathy Nichols	<a href="mailto:nichols@olaparish.net">nichols@olaparish.net</a>	voice mail *22
Grade 3.....	Mrs. Kathy Leahy	<a href="mailto:leahy@olaparish.net">leahy@olaparish.net</a>	voice mail *23
Grade 4.....	Mrs. Mary Jo Tateishi	<a href="mailto:tateishi@olaparish.net">tateishi@olaparish.net</a>	voice mail *24
Grade 5.....	Mrs. Kathie Penney	<a href="mailto:penney@olaparish.net">penney@olaparish.net</a>	voice mail *25
Grade 6 .....	Mr. Clayton Renzo	<a href="mailto:renzo@olaparish.net">renzo@olaparish.net</a>	voice mail *26
Grade 7.....	Mrs. Pauline Gilmour	<a href="mailto:gilmour@olaparish.net">gilmour@olaparish.net</a>	voice mail *27
Grade 8.....	Mrs. Bernadette Smith	<a href="mailto:smith@olaparish.net">smith@olaparish.net</a>	voice mail *28
Library – Grades K-6.....	Mr. Paul Sunderman	<a href="mailto:sunderman@olaparish.net">sunderman@olaparish.net</a>	voice mail *29
Science (Grades 5-6-7-8) .....	Mrs. Mary Pat Jones	<a href="mailto:jones@olaparish.net">jones@olaparish.net</a>	voice mail *34
Computer Skills.....	Mrs. Cathy Rutledge	<a href="mailto:rutledge@olaparish.net">rutledge@olaparish.net</a>	voice mail *35
Music – Grades K-8.....	Miss Cristina Cibotar	<a href="mailto:cibotar@olaparish.net">cibotar@olaparish.net</a>	voice mail *31
Math – Grades 4-5.....	Mrs. Tracy Nelson	<a href="mailto:nelson@olaparish.net">nelson@olaparish.net</a>	
Math – Grades 6-8.....	Mrs. Lisa Coffman	<a href="mailto:coffman@olaparish.net">coffman@olaparish.net</a>	voice mail *33
Physical Education.....	Mr. Philip Tateishi	<a href="mailto:ptateishi@olaparish.net">ptateishi@olaparish.net</a>	voice mail *30
Art – Grades 3-8.....	Mrs. Sheila Jacobs	<a href="mailto:jacobs@olaparish.net">jacobs@olaparish.net</a>	voice mail *31
Liturgical Choir .....	Mrs. Luann Hollis		

Extension Program:

Director .....	Mrs. Donna Hill (Interim)	489-5427
Assistants .....	Daniela Romo, Emily Beck, and Carolyn Layman, After School Care Jacqueline Muller, Kindercare Mrs. Couch, Mrs. Hagens, and Ms. Yarbrough, Study Hall Supervisors	

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

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

## 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 running a fever.

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 and that student cannot qualify for perfect attendance. 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 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. Perfect attendance will not be awarded to students who are tardy more than six times during the school year. Dental and doctor appointments are excused tardies. Please try to schedule appointments after school hours.

### 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.

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

#### **Before School**

Yard supervision begins at 7:30 A.M. If a student (K-7) must be here before that time, he or she must be registered in the Extension Program. Extension services begin at 6:30 A.M. Eighth grade students may be in their classroom with their teacher as early as 7:00 A.M. Younger siblings may not be left at school when their older siblings must come early. 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 of \$4.00 per ½ hour 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 with all the above policies in effect. 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.

### **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 curb side 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 slots directly across from the cross walk.**
    - 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.**

### **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 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 cell phones, Palm Pilots, personal CD players, 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.

### **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.

### **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 to 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 distribution lists that they have set up are for PTG and school business only. 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.**

### 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.

### 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. 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. 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. Those driving during field trips are to refrain from cell phone use.

### 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 reporting period, 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:

93-100	A	Outstanding
82-92	B	Above Average Achievement
70-81	C	Average Achievement
60-69	D	Minimum Achievement
Below 60	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 PICK UP:

If your child is absent, assignments will be left at the front desk for pick up after 2:45 P.M. If you cannot pick up the work for your child, please 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.



### INTERNET/MYSPACE.COM

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 are encouraged to closely monitor student online activities at home as well. The risks of teenage Internet use are well documented, and sites such as Myspace.com have garnered national attention. Myspace.com has become a prevalent teen pastime and one of its negative effects is cyber bullying. Cyber bullying or inappropriate conduct online at home negatively affects the learning environment and climate at school. Students who engage in inappropriate conduct online that involves other students in the school or is detrimental to the mission and philosophy of OLA may be subject to school discipline.

### 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 is 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 Schoolhouse Catering. **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 Moeshi 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 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 and of this school to discourage mixed (coed) parties due to the types of problems at the school that usually follow such events.

Experience has confirmed the following:

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

These are some of the reasons for our request that parents do not have mixed parties at the intermediate (grades 4-5-6) and junior high (grades 7-8) levels. It is very important that parents support each other in observing this policy.

#### 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.) 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.

### 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 to 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.

### 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 midriffs, 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 this activity. These funds will be used for Student Council outreach programs.

### 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. No cell phones or pagers may be brought to school.

### 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.

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) before beginning their volunteer duties.

--Diocesan School Board Policy #4410

WEEKLY BULLETIN:

A weekly bulletin is sent with the oldest child every Tuesday. Please arrange to have your child give you all school announcements that evening. Please sign the bulletin envelope and return it to school the following day.

# 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

## ALL GRADES:

1. If a student's attitude, behavior, academic effort or sense of responsibility is not up to standard that day, he or she may be detained that day for 10 minutes after school.
2. If a student's attitude, behavior, academic effort or sense of responsibility needs CONSIDERABLE IMPROVEMENT, a phone call will be made by the teacher which may necessitate a parent teacher conference.
3. Serious infraction of school rules may result in suspension or expulsion. A student may not return to class or participate in school related activities until after a conference with the student, parent and principal.

## GRADES 1-3:

If a student's behavior, attitude, academic 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.

## GRADES 4-5:

If a student's attitude, behavior, academic effort or lack of responsibility necessitates it, he or she will receive a disciplinary form and a one-half hour detention to be served Tuesday-Thursday from 2:45 - 3:15 P.M. Breakfast Club, which is served from 7:15-7:45 A.M., will be served if a student earns more than two detentions in one week. Breakfast Club will be given in lieu of detention to students who receive detention on a regular or frequent basis.

## GRADES 6-8:

If a student's attitude, behavior, academic effort or lack of responsibility necessitates it, he or she will receive a disciplinary form and a one-half hour "Breakfast Club Detention" served at 7:15 A.M. SHARP, Monday through Friday. Being late or not showing up for Breakfast Club warrants serving two days of Breakfast Club.

## 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:

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. Harassment of or by any student is prohibited. Harassment is unacceptable conduct that is deliberate, severe and repeated.

## 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.

### 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;
10. Conduct at school or elsewhere, including the Internet (e.g., Myspace.com) which would reflect adversely on the Catholic School or Church;
11. Conduct that is hurtful to other students or the climate of the classroom or school.

### 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

### 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.

**Do not remove this page. The contract is reprinted here for your reference.**

*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, 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 called 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.

## UNIFORM POLICY

Uniform dress is required except on “Spirit Days.” 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, which include all eighth grade students, 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 shoe. “No show” ankle socks are not permitted. 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, 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

Clothing and accessories that are never acceptable at school include tank tops, halter tops, spaghetti straps, bare midriffs, short shorts or skirts, low hanging or baggy pants, baseball caps, jewelry makeup and nail polish.

### “SPIRIT DAYS”

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



# 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.

## 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—VOLLEYBALL 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 6<sup>th</sup> grade team will be the JV team and the 5<sup>th</sup> 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 due to illness 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. 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.

#### 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.
- ***Each fall, winter, and spring, the OLA Athletic department will put on a banquet to celebrate team accomplishments. Coaches will be responsible for making certificates for each member of the team, making a speech at the banquet, and informing the team of the date of the banquet.***
- ***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 Board 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 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.
- 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