



PARENT-STUDENT HANDBOOK

Our Lady of Guadalupe School
Serving the South Bay since 1961
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The Western Catholic Educational Association (WCEA) and The Western Association of Schools and Colleges (WASC) jointly accredit Our Lady of Guadalupe Elementary School.

August 2019
(This handbook replaces all previous handbooks.)

OUR LADY OF GUADALUPE CATHOLIC SCHOOL

PHILOSOPHY

We, the faculty and staff of Our Lady of Guadalupe School, are committed to providing a quality Catholic education for our students. Recognizing the role of parents as the primary educators, we strive to create a spiritually enriched learning environment. We utilize our educational training, skills, talents, and model our faith so that students are taught the fundamentals of a spiritual life, academic achievement, appreciation of the arts, healthy lifestyle choices, and multicultural awareness. Each student is regarded as a unique individual - a blessing to our school community from the Lord. Through this reverence for all forms of life, we reflect the profound revelations of Jesus Christ.

MISSION STATEMENT

The mission of Our Lady of Guadalupe School is to provide a faith-based, rigorous academic education grounded in our Catholic social teachings, values, and traditions. We strive to create an inclusive learning community, with parents as partners in their child's spiritual, academic, socio-emotional, and physical development, where each child's needs are met, and responded to, with dignity and respect.

PLEDGE TO THE CROSS

I pledge my loyalty to the King eternal.
To the only God, be honor and glory, forever and ever.

Amen

Our Lady of Guadalupe School

Faculty and Staff

Pastor	Rev. Paul Gawlowski, OFM Conv.
Associate Pastors	Rev. Joe Kim, OFM Conv.
Associate Pastors	Rev. Carlos Morales, OFM Conv.
Principal	Mrs. April Beuder
Vice Principal/Ed Tech Coord.	Mrs. Kathe Barnes
Receptionist	Mrs. Alejandra Chavolla
Transitional Kindergarten	Ms. Tara Kostan
Kindergarten	Mrs. Kasie Heck
First Grade	Ms. Glenna Finton
Second Grade	Ms. Jolene Blee
Third Grade	Mrs. Raquel Martinez
Fourth Grade	Mrs. Donna Betts
Fifth Grade	Mrs. Erika Melendez
Sixth Grade	Mrs. Elaine Shawcross
Seventh Grade	Mr. Alejandro Santander
Eighth Grade	Mr. Jack Moore
Gr5-8 Music, Jr. High Teacher	Mr. Jimi Hazen
GrTK-4 Music	Mr. James Kee
GrTK-8 Physical Education	Ms. Robyn Morioka
GrTK-8 Spanish	Mr. Jesus Hernandez
Inclusion Coordinator	Mrs. Erika Melendez
Kinder Instructional Aide:	Mrs. Tessa George
	Ms. Dylan Nieman
First Grade Instructional Aide:	Mrs. Tessa George
	Ms. Dylan Nieman
Second Grade Instructional Aide:	Mrs. Vicki Lee
Art Teacher	Mrs. Jeanne Powers
Reading Support:	Mrs. Tina Fucci
Campus Youth Minister:	Ms. Stephanie Criona
Preschool Director/ Extended Care Director:	Mrs. Yvonne Wilcox

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A. GENERAL INFORMATION

HISTORY OF THE SCHOOL

Our Lady of Guadalupe School was established in 1961 to serve the educational needs of the children of the parish. The Carmelite Sisters of Oklahoma staffed the school during the next thirteen years as the school grew and flourished. The first lay principal was appointed in 1972, and since 1974, the school has been staffed entirely by dedicated lay employees. A kindergarten was opened in the fall of 1985 and was held in a small house near the main school. Extensive renovation and building during 1991-1992 provided the school with a new kindergarten classroom and computer lab. In the fall of 2012, a preschool was opened to serve the needs of the community and in the fall of 2013, a transitional kindergarten class was added to the school, also in response to the growing needs of the community.

Our Lady of Guadalupe School is a Catholic parish school under the jurisdiction of the Archdiocese of Los Angeles. The pastor is the ex-officio chief administrative officer of the school who carries out the policies of the Archdiocesan Advisory Board and, on points not covered by Archdiocesan policy, determines policies appropriate to the needs of the school. The principal is responsible for the immediate direction and supervision of the school programs. Together, the administration, faculty, and students demonstrate their commitment to and support of the mission and philosophy of Our Lady of Guadalupe School. School families are recognized as vital members of the parish community and essential to the life and future of the Church.

Father Paul Gawlowski OFM, Conv. is the current pastor and administrator of Our Lady of Guadalupe Parish and the head of the school community. The current principal, Mrs. April Beuder, accepted the position in 2012.

STUDENT LEARNING EXPECTATIONS (SLE's)

Upon successful completion of the course of studies offered by Our Lady of Guadalupe School, our graduates will be:

Faithful Individuals

Value our religious principles as the foundation of a moral and ethical life
Interact with the parish, school, and family through the celebration of the sacraments, prayer, and worship
Demonstrate knowledge of the Catholic faith through reflective writing, discussions, art
Appreciate one's body and mind as gifts from God
Live a life devoted to service

Excellent Individuals

Demonstrate continuous individual student growth in academics
Exhibit effective organizational skills and work habits
Utilize critical thinking and problem-solving skills by participating in class projects, contributing to discussions, conducting research, and completing individual and group assignments
Develop creativity through the use of integrated technology and art

Respectful Individuals

Recognize and appreciate diversity
Strive for a balance in spiritual, mental, and physical well-being
Treat others with dignity and respect
Lead by serving the needs of others
Be good stewards for all of God's creation

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS OR GUARDIANS

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

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

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

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents or 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.
- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent or guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of his or her child in the school. These expectations for students and parents or guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

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

CONSULTATIVE SCHOOL COUNCIL AND PARENT ORGANIZATIONS

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

Parent Teacher Organization (PTO)

The main functions of the PTO are to fundraise, build community, and promote parental support for the school programs. They do not have any authority to act independently on behalf of the parish or school. Financial operations of the PTO are governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws.

Every parent is member of the PTO and eligible for nomination to a Board position. Nominations take place each spring. Board membership is determined by the principal in consultation with the existing board.

Consultative School Board

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

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

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Board.

"ZERO TOLERANCE POLICY"

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

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

- **May not have any paid or volunteer assignment in any "ministry" in the Archdiocese,**

and

- **May not volunteer in any "non-ministerial" activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy. As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

CHILD ABUSE REPORTING OBLIGATIONS

In accordance with Archdiocesan policy and California law, all school personnel are obligated under penalty of fine and jail term to report any reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and/or exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to the legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, mandates that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH

Each school and religious education program must establish an ongoing safe environment-training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Empowering God's Children & Young People® (Mandated February 25, 2019)** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

Empowering God's Children & Young People® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support children in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® Teaching Touching Safety is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them. The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning this program can be forwarded to Chancellor, Coordinator of Children's Programs at (213) 637-7460.

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

Revised August 20, 2007

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or

volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge

of the minor's parent or guardian.

- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent or guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH

Revised August 20, 2007

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify that they understand their obligations.

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer I will:

- Respect the adults and supervisors with whom I interact
- Safeguard at all times children or other youth entrusted to my care
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth
- Avoid situations where I am alone with a child/youth
- Use positive reinforcement rather than criticism or comparison when working with children/youth
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it

so that the supervisor can resolve the matter, including reassigning me to other activities.

- Maintain appropriate physical and emotional boundaries with the children/youth
- Dress appropriately and not wear any clothing with offensive messages or pictures

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Place myself in a situation where my interaction with a child/youth cannot be witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternize with minors over the internet or through other forms of communication

We, the undersigned, have read and understand the Archdiocese of Los Angeles *Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth* and will abide by them at all times. We also understand and agree the parent or guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he/she will be sent home at the expense of his or her parent or guardian.

Print Name of Youth: _____

Work or Volunteer Position: _____

School or Parish: _____

Signature of Youth Volunteer: _____

Date: _____

Signature of Parent or guardian: _____

Date: _____

Signature and Title of Witness: _____

Date: _____

RESEARCH PROJECTS AND RIGHTS OF PARENTS

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

PARENT/STUDENT COMPLAINT REVIEW PROCESS

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

School Level

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if

the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools Level

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

B. ADMISSION AND ATTENDANCE

GUIDELINES FOR ADMISSION TO ELEMENTARY SCHOOLS

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

- Each school shall establish procedures for admission and enrollment

ADMISSION REQUIREMENTS

- 1) Applications for new students are available from the school office throughout the school year. Information and registration packets for incoming transitional kindergarten/kindergarten students are distributed at Kindergarten Information Night typically held in January. Notice is published in the school website and parish bulletin regarding registration dates.
- 2) The following are required for application:
 - Completed application and family information sheet
 - Copy of Baptismal certificate
 - Copy of First Communion certificate, if applicable
 - Previous report cards (two years) or progress reports, if applicable
 - Copy of previous two years' test scores, if applicable
 - Verification of required immunizations
 - Testing fee (if required)

2) Admission: The principal and pastor decide all student admissions. Upon verification of report cards, above average effort and behavior grades from the previous school, and acceptance of OLG philosophy and rules, students will be admitted as space is available.

3) Requirements:

A) Parent Requirements:

- 1) Family support of the religious instruction by regular and active participation in parish Sunday Mass.
- 2) Active participation in parish activities.
- 3) Financial support of the church by regular envelope use or Parish Pay. (The parish subsidizes the school with these contributions.)
- 4) Parental support of the school and its policies.
- 5) Required participation in the OLG parent service program as outlined in the parent agreement.
- 6) Financial support of school by payment of fees/tuition and purchase of scrip.

B) Student Requirements:

- 1) All students: Evidence of a good Christian attitude and conformity of the school discipline policy; satisfactory completion of readiness screenings.
- 2) All new students are admitted on probationary status for one year. Their progress is monitored and reviewed at the end of each trimester for continued attendance.
- 3) Re-registration and Re-admission:

Re-registration/re-admission of students currently enrolled is based on satisfactory grades, conduct, parental support of Our Lady of Guadalupe School philosophy, academic and disciplinary policies, financial responsibility, and approval by the pastor and principal

SCHOOL STUDENT NON-DISCRIMINATION POLICY

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

activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

INCLUSION PROCEDURES

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

SCHOOL DAY

School begins at 8:00 AM with morning assembly where students recite the pledge of allegiance, prayer, our school pledge, and announcements. Students arriving to school after 8:00am must report to the front office for a tardy slip. For safety reasons, children may not be dropped off at the Fifth Street gate or on Massey Street.

School is dismissed at 3:00 PM on regularly scheduled Mondays-Thursdays. Children not picked up by 3:15 PM will be escorted to Extended Care unless they are signed up for after school programs. Every Friday, school will be dismissed at 12:30pm for monthly faculty meetings, professional development, curriculum planning, collaboration, etc. Please check the calendar on the school website for updated information.

SCHOOL SCHEDULE

Schoolyard supervision begins when the drive-thru car lines begin at 7:45am. For safety reasons, students must not arrive at school before this time. Students arriving before 7:45am or not picked up by 3:15pm must check in at Extended Care. Parents may be billed for any time spent in Extended Care, either before or after school

Transitional Kindergarten:	
Class begins	8:00 A.M.
Dismissal	11:45 A.M.

Grades K-8 (Monday -Thursday)
Class begins 8:00 A.M.
Dismissal 3:00 P.M.

Minimum Days

Students in grades K-8 are dismissed at 12:30pm on Fridays, as well as several other days throughout the year (parent/teacher conferences, Holy Thursday, etc.). Extended Care is available on those days for parents' convenience.

After School Play

Students may not remain after school unless they are participating in an adult-supervised activity. No faculty member is on duty after 3:15pm. Any student on the campus at that time will be escorted to Extended Care and parents may be billed.

Recess

Grades TK-4 10:00-10:20am
Grades 5-8 9:45-10:00am

Lunch Periods

Grades K-4 11:40-12:20pm
Grades 5-8 12:30-1:10pm

Students may bring their lunch to school or purchase lunch through Choice Lunch. Information on how to sign your child up for Choice Lunch is provided at the beginning of each school year and available on the school website.

If it is necessary to bring a forgotten lunch to school, it must be brought to the school office rather than the classroom or playground. Students are instructed to check in the school office at recess or lunchtime for forgotten lunches. **Parents are urged not to bring fast food lunches to school.**

Due to issues of liability and supervision, unauthorized adults are not to be on the playground during the recess or lunch periods without prior permission from the principal.

ATTENDANCE

Prompt and regular attendance is essential to your child's success at Our Lady of Guadalupe School. Please call the school office at (310) 372-7486 by 9:00 AM if your child not be in school or will need to leave early. Please leave your child's name, grade, and the reason for the absence or early dismissal. It is not sufficient to notify the child's teacher or aide of an absence. Parents must notify the school office directly.

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences according to the instructions on the Student Attendance Register.

Absences with Acceptable Excuse

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

Extended Absences

In the event that a child is out of school for an extended period of time, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent 13 or more days in a trimester, official grades may be withheld. Homework/classwork/notes will not be given in advance to students without administrative approval.

Leaving School Early

A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal. When picking up your child, please sign the release book in the school office. Students will be dismissed only through the school office.

Tardiness

A student is tardy if (s)he arrives after 8:00am. If the student comes after 11:00am(s)he is marked as a half-day absence. A record of all tardiness is kept in the attendance register and student cumulative records.

Truancy

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

HEALTH PROCEDURES

Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

Medication

The school will not furnish medications. All medication administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container and kept in the school/nurse's office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.

- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

Students carrying inhalers must have a health care provider's release on file stating that he/she may have it with him/her at school or at a school activity. Please refer to the forms at the back of this handbook.

Only under these conditions may any medicine be given at school.

Communicable Diseases

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a).

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

Student Sexual Conduct and Pregnancy

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

SECURITY PROCEDURES

Closed Campus

To preserve the academic environment, minimize disruptions to the learning process, and maintain school security, archdiocesan and parish schools are designated as “closed campuses.” No person may enter the campus unless authorized by the school administration. All visitors must present themselves at the school office if they are seeking information or have business to conduct with the school. Classroom visits, observations, and/or tours are scheduled at the principal’s discretion. All visitors must sign in with the school office and wear a Visitor’s Badge.

Emergency Plan

In the event of an emergency during school hours, please do not telephone the school. Phone lines must be kept open for emergency use. School gates will be closed to keep all non-essential persons outside the school grounds. During any initial evacuation of the building, students will assemble with their appropriate class on the school playground. All students will be cared for in the supervised areas until they are properly checked out.

According to the State Law, a student will be released only to a parent or other specifically designated person on the emergency card. Please be sure that your child knows the person you have designated, and that his/her name is on record here at school.

The following instructions will help us to most effectively deal with an emergency situation and provide for the safety of all students:

1. REMAIN CALM
2. Do not telephone the school office

3. If possible, email updates will be sent via school-wide communication system.
4. Tune in to local broadcasts for updates
5. Upon arrival at school, report to the adult in charge to properly check out your child/ren

If an emergency occurs outside school hours, please watch for email notification via email and check local broadcasts for instructions on school closures. As a general rule, Our Lady of Guadalupe School will follow the same procedures as those designated for area public schools.

Emergency drills are conducted regularly during school hours so that students/faculty are prepared to respond confidently and calmly in the event of a true emergency.

Arrival and Dismissal Safety Procedures

For the safety of our students, faculty, and families, all parents are requested to follow the traffic pattern when dropping off and picking up students. We require your attention and cooperation in following these traffic regulations to provide a safe environment:

1. **For safety reasons, students should only be dropped off and picked up at the front of the drive-through car line in the schoolyard.** If you need to drop off or pick up a student early, you must park at the curb on the school side of Massey Street. No student should be crossing Massey Street in the middle of the block. Hermosa Beach Police will cite offenders.
2. Do not use your cell phone or other mobile device while driving.
3. Do not block the school driveways or double-park in front of the school or church.
4. When driving into the schoolyard, please use extreme caution, observe the cones, and follow the directions of the yard duty personnel
5. During school hours, you may not drive or park on the schoolyard, unless special arrangements have been made with school administration (funerals, field trip transportation, etc.)

Parents who allow students to ride bicycles and skateboards to school must review safety rules with their children. Students must wear a helmet at all times. Students are not allowed to ride bicycles on the school grounds or on the sidewalks bordering the school grounds. If a student fails to comply with these rules of safety, the privilege of riding a bicycle to school may be suspended, and the bicycle may be impounded. Skateboards and roller skates/blades are not permitted at school unless prior arrangements have been made with the principal.

Students who have permission from their parents to walk home, ride a bicycle home, or use public transportation must have a completed and signed authorization form on file in the school office.

Be sure to return the authorization form found at the back of the handbook.

Missing Child Procedures

In the event of a missing child, the school staff will:

1. Make note of the time the child is first missed.
2. Make a brief but thorough check of school grounds.
3. Call parents/guardians and anyone whose name appears on the emergency pick up card to check if they picked up the child.

4. If the first three steps fail to locate the child, the police will immediately be called. A picture and the age of the child will be made available to them.
5. An accident reporting form/personal incident form will be completed and sent to the appropriate office or department.

COMMUNICATION PROCEDURES

Back to School Night

Annual Back to School Night is held within the first two weeks of school. Parents have an opportunity to visit classrooms and receive classroom policies, procedures and curriculum. At least one parent/guardian is expected to attend.

Weekly Communication

Each Tuesday, a large white envelope is sent home with the oldest child of each family. This family envelope contains communication from the school and other community organizations. A weekly Principal's Message will also be available on the school website and sent home via email blast each Tuesday. After you have read the contents of the envelope, please return it to school with your child on Wednesday. Any information to be sent home in the school envelope or posted on the school website, must have approval by the school principal. Lost envelopes will be replaced for a nominal \$2.00 fee.

Principal Coffees

In addition to the Back to School night, the principal conducts Principal Coffee Meetings with the parent community during the winter and spring. These meetings are informal opportunities for the principal to share updates, advances in curriculum, and answer questions. These meetings are not the appropriate forum for discussing concerns regarding individual faculty members and/or student progress. Parents are urged to contact their child's teacher directly with such concerns or questions.

Faculty Communication/Appointments

Parents are encouraged to consult with their child's teacher directly with any questions or concerns. Prompt communication between home and school is essential to student success. Your child's education is the faculty's primary concern from 8:00am-3:00pm and it is vital that classroom disruptions be held to a minimum. If there is a family emergency, parents can call the office directly and all appropriate personnel will be notified immediately.

All teachers/aides will check their phone messages, mailboxes, and email daily and respond to all parent communication within 24 hours. Appointments, as needed, will be made at a mutually convenient time and parents are asked to avoid impromptu conferences at morning assembly, in the car lines, class parties, etc. In an effort to maintain effective communication, two household families should schedule a single conference with their child's teacher.

Cell Phones/Mobile Devices

Students may not take out or use cell phones/mobile devices on campus between the hours of 7:45am and 3:15pm Monday-Thursdays, or 7:45am – 12:45pm on Fridays unless they have explicit permission from an OLG faculty or staff member. If a student needs to call a parent within those hours, they may use the phone in the front office. Cell phones/mobile devices may be confiscated

without prior warning, if they are observed out or in use during the times stated above and without permission from an OLG faculty or staff member. Parents, not students, may retrieve confiscated cell phones/mobile devices from the front office. Students who continue to violate this policy may be subject to further disciplinary action.

After school activities such as ECP, sports, etc. have their own rules for the use of cell phones/mobile devices and any questions regarding these should be directed to the program directors.

For safety reasons, parents are restricted from cell phone/mobile device use while in the carpool line during drop off and pick up.

EXTENDED SCHOOL DAY PROGRAMS

The decision to provide an extended school day program shall be made jointly by the principal and, and, in the case of parish schools, the pastor, after careful and thorough consideration of the responsibilities, liabilities, and long-term consequences. If the school decides to offer an extended school day program, the school must consider the following points:

- The program must be consistent with the school's philosophy and mission
- The principal is the administrator responsible for the managerial aspects of the program, including financial management, and the recruitment, employment and, if required, termination of supervising personnel
- Archdiocesan student insurance covers students during the time of the program
- The school requires an extended school day agreement with participating parents
- Fees charged to parents must be adequate to cover the total cost of the extended school day program
- Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program
- Adequate space shall be provided for activities detailed in the program, and this space shall be clean, safe, well maintained, and provide a pleasant, child-centered environment. The facility must have access to a telephone
- Extended school day staff must be at least eighteen years of age and have undergone a tuberculosis check and must comply with the Safe Environment Policy and Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events. It is recommended that they have formal training in child development, recreation, or education, possess prior experience working with school-age children, and are familiar with age-appropriate behaviors and abilities of children
- Staff shall supervise children appropriately at all times, and a written job description detailing work duties shall be given to all staff members. It is recommended that there be no more than 14 children per one adult staff member. It is also recommended that two staff employees be available at all times in the event of an emergency. At no time should a child be

left unattended

- Staff members shall be in-serviced regarding signs of child abuse and neglect, and appropriate reporting procedures. Workers shall be given opportunities to attend workshops in child development, and individual staff members shall meet on a regular basis with supervisory personnel for on-going support and feedback
- Staff members shall carefully maintain appropriate records regarding family information, emergency contact, arrivals, and departures

A school may arrange with independent contractors or entities to provide extended school day programs on a fee basis. Independent contractors and entities must have appropriate licenses, agreements for use of the premises and insurance. All individuals and entities providing extended school day programs must comply with the procedures and policies of the extended day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

WORK PERMITS

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

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit. A copy of the signed work permit must be kept in the student's file. For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

PRIVACY AND ACCESS TO RECORDS

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

Pupil Records

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

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

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

Directory Information

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

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

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

Verbal/Written Confidences

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

TRANSFER OF RECORDS

Student Transfers, Withdrawals and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative

Student Report will remain at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

Withholding of Records

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

STUDENT ACCIDENT INSURANCE

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

C. ACADEMICS AND CO-CURRICULAR ACTIVITIES

ALTAR SERVERS

Students in Grades 5-8 have the privilege of being altar servers. Training is scheduled by the parish.

CARE OF BOOKS AND PROPERTY

Students are responsible for school textbooks loaned to them. Books should always be neatly covered and free of writing and logos. Students will be held accountable for lost books, damaged books, damage resulting from intentional misuse and/or excessive carelessness to the property of others or to school property, including desks, laptops, tablets, etc. Lost books must be paid for before replacements are given. All sweatshirts, sweaters, jackets, coats, lunch boxes, and other personal property should be marked with the family name and grade.

CURRICULUM

Our Lady of Guadalupe School adheres to the curriculum adopted by the Department of Catholic Schools as well as the Common Core Academic Standards for mathematics and language arts. The curriculum prescribed for the elementary school includes Religion/Family Life, Reading, Language

Arts, Spelling, Handwriting, Science, Health & Safety, Social Studies, Art and Music, Physical Education and Computer Literacy. In addition, Our Lady of Guadalupe School provides Spanish instruction at all grade levels.

WEEKLY LITURGY

As a Catholic school, we recognize that there is no greater opportunity for fostering parent-directed religious education than a family's presence at the weekly community celebration of Liturgy. As a parish school, it is understood that a family's weekly attendance at parish Liturgy provides tremendous opportunity for community building in a Christ centered environment. It is therefore essential to our mission as Catholic educators, in a partnership with parents for the Catholic education of children, that families attend Mass on a regular basis. As the primary religious educators of their children, parents are encouraged to consistently follow through on this most serious obligation.

Students in third grade through eighth grade will attend Mass once a week. The entire student body will celebrate Mass together once a month. These monthly Masses will be planned by the children. Parents and family members are welcome to attend these school Masses. In addition, school families are also encouraged to attend Family Masses with families from the School of Religious Education. These Family Masses occur Saturdays at 5pm and are posted on the school calendar.

Students attend additional prayer services during the school day throughout the year (Lent, Rosary, etc.)

FIELD TRIPS AND TRANSPORTATION

Field Trips

The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon) and trips for school sport teams.

Schools may plan field trips for one or more days including overnight field trips. Schools, at their option, may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal
- Preparation, follow-up, and specific educational goals for students
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents All Permission and Authorization Forms must be in the possession of the supervising adult during the trip
- All participants should have appropriate identification and travel documents
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of

the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students

- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snake bite kit must be included in any area where there may be poisonous snakes.

Transportation

- Transportation may be by personal car, school or chartered bus or van, boat, or airplane.
- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.
- All contracts with bus companies or other transportation vendors must be submitted to the Archdiocesan Legal Department for review prior to signature

Schools may only use buses or vans with valid California State approved licenses or charters. Verification may be obtained on the state Public Utilities website at <http://www.CPUC.ca.gov>. In addition, schools must verify insurance coverage of the transportation company.

GRADING

The purpose of grading is to provide useful feedback for students and their families indicating areas of strength and areas for growth. Recognizing that we are all lifelong learners, the administration and faculty of Our Lady of Guadalupe School seek to measure total student performance in class work, homework, quizzes/tests, class participation, projects, as well as overall conduct.

Report cards are completed each trimester (approximately every 13-14 weeks). Dates are posted on the school website. Report cards may not be distributed early.

If a pupil is absent for fifteen (15) days or more, regardless of cause, during a trimester, official grades may be withheld.

Students in Grades TK-5 are graded on an "E" (Exceeds grade-level standard), "M" (Meets grade-level standard), "AM" (Approaches grade-level standards), and "N" (Does not meet expectations) scale.

The students in Grades 6-8 are graded by percentages. According to the Archdiocese of Los Angeles,

the correlation between letter grades and percentages is the following:

GPA equivalents are:

A 100-96% A- 95-93% B+ 92-90% B 89-87% B- 86-85%
C+ 84-80% C 79-75% C- 74-70 D 69-65% F 64% and below

A diploma will be issued to those students who have satisfactorily completed the course of studies for students attending Our Lady of Guadalupe School as prescribed by the Archdiocese of Los Angeles. A student must receive an "A" through "D" average in academic subjects to qualify to receive a diploma.

PROGRESS REPORTS

Mid-way through each trimester, individual student progress is updated online. Progress report dates are noted on the school calendar. This progress reporting helps both students and parents determine areas of strength and for growth throughout the reporting period. Regular home-school communication is an essential part of every student's success.

Effort is the key to a student's academic success. Clear and frequent communication between home and school is also vital. Any matter involving a student's work or behavior should be addressed directly with the teacher first, and then with the teacher and principal, as necessary.

HONORS/AWARDS

At the end of each trimester, students may be eligible for honorary recognition.

Academic Honor Roll – 5th – 8th

Students must have a 3.5 average in the six (6) core subjects and maintain at least a B average in conduct.

California Junior Scholarship Federation (CJSF)

The California Junior Scholarship Federation was founded in 1967 to recognize outstanding 7th/8th grade students. CJSF exists to promote and recognize high standards of scholarship, service, and citizenship on the part of students in California schools. Candidates for CJSF are required to demonstrate excellence in academics and service to others. Candidates must apply for admission each trimester and fulfill the following standards set by the Federation:

- 1) Earn three A's, one B, and no letter lower than a C in literature, English, math, science, and social studies for the trimester
- 2) Earn an A or B in conduct for the trimester.
- 3) Promptly submit completed application showing three hours of service to the school during that trimester. These 3 hours are in addition to and separate from Servant Leadership projects. Forms are available in the 8th grade classroom and due to the principal by the posted due dates. Late and incomplete forms will not be completed.

- 4) Honor Membership will be awarded to those eighth grade students who have been members of CJSF for at least 4 trimesters in junior high, including the last trimester of eighth grade. A gold seal will be placed on the diploma indicating Honor Membership and noted on their cumulative school records.

Saints' Awards

Students from each grade are recognized with these highest honors for demonstrating faith values throughout the trimester. Students receive these awards from the principal during a school-wide mass or assembly.

PROMOTION/RETENTION/GRADUATION POLICIES

The decision to promote a pupil to the next grade or to retain him/her in the present grade should be based upon progress in the present grade, and consideration of the overall welfare of the student.

In the event that retention is under consideration, the following guidelines should be applied:

- a. The teacher is responsible for the consistent evaluation, and attempts to scaffold instruction, use differentiated strategies and offer remediation. If a student continues to struggle, the teacher will immediately consult the principal to determine the next step.
- b. The teacher will make the principal aware of any significant concerns regarding individual student's performance as soon as possible. Special assessment and/or testing may be suggested.
- c. If retention is a possibility, the teacher should consult with the principal as soon as possible. A conference will be arranged involving the parents/guardians, teacher and principal to discuss both retention and other alternatives.
- d. The teacher will complete and retain copies of appropriate forms and all correspondence with parents/guardians to document their actions.

HOMEWORK POLICY

The time allotment for homework is generally as follows:

TK/Kindergarten	optional
First and Second	not to exceed 30 minutes
Third through Fifth	not to exceed 60 minutes
Sixth through Eighth	not to exceed 90 minutes

This homework allotment is in addition to any reading requirements assigned by individual teachers. If a student is unable to complete his/her homework within the allotted time, parents should notify the teacher so the appropriate steps can be taken (reteach lesson, extend time, etc.).

Assignments are not typically given on holidays or weekends unless a student needs more time to complete missed work, weekly assignments, long-term projects, test preparation, etc,

If a student is absent from school, (s)he has one day per absent day to complete any missed work. For example, if a child is absent for two days, (s)he has two days to complete any missed assignments. This rule does not apply to tests, long-term projects/writing assignments, unless specific arrangements have been made with the teacher. **It is the student's responsibility to check in with the teacher upon their return to verify all missed work and ask for support if necessary.**

STANDARDIZED TESTING

In addition to teacher-designated tests, school-wide assessments are administered each year during four testing windows. Students in Los Angeles Archdiocesan schools take the STAR Assessments from Renaissance Learning. Information relative to individual student growth is shared with parents during conferences and utilized by the classroom teacher throughout the school year. Students in the fifth and eighth grades also take a standardized religion test, the Assessment of Catholic Religious Education (ACRE). Fifth grade students take the Level 1 and eighth grade students take the Level 2 test.

SERVICE PROGRAM

Our junior high Servant Leadership program focuses on leadership development through service to others. The goal was to replace the simple "counting of hours" of hours with opportunities for meaningful service experiences, spiritual growth, personal reflection, leadership development, and rigorous collaboration. Also see CJSF (p.30).

SPORTS PROGRAM

Our Lady of Guadalupe School is a member of the Catholic Youth Organization (CYO) League which is a competitive sports program involving all Catholic schools in the Archdiocese of Los Angeles.

There are three major sports for boys: Flag Football, Basketball, and Volleyball.

There are three major sports for girls: Volleyball, Basketball, and Softball.

Other sports may be available dependent upon student interest and the availability of coaches.

In order to help the students manage their responsibilities and prioritize their time, the following rules apply to all student-athletes:

- Students must have at sign-up time and maintain throughout the season at least a "B" in conduct and no grade lower than a "C-" in any subject areas
- Academic and conduct grades will be monitored by the teachers and administration. Every effort will be made to notify students and parents if a student is in danger of losing eligibility, but it is ultimately the responsibility of the student to be aware of his/her standing.
- Students becoming ineligible during a season, may be suspended from all games/practices for a period of no less than one week or until their grades improve.

STUDENT COUNCIL

Student council elections take place each year during the first week of school. The purpose of the council is to train students in leadership, to encourage a high standard of scholarship, to promote school spirit, to demonstrate the practical application of democracy, and to advance the welfare of the school and its members. In their position as council members, students are expected to be role models for the student body. Members and candidates for Our Lady of Guadalupe Student Council offices must maintain a "B" average in conduct, have no grade lower than a "C" in any subject, and fulfill Student Council responsibilities to the satisfaction of the Student Council Faculty Advisor and Principal. Any student council member unable to meet the requirements may be subject to probation and/or removal from Student Council. Conduct unbecoming to student leaders may be cause for immediate removal from office.

SUMMER PROGRAMS

The principal is responsible for the overall administration of all summer programs. All Archdiocesan policies are applicable to summer programs. The principal may delegate the day-to-day operations of the summer programs.

Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor. Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment, remedial, etc.), and demand for the summer programs. Teachers have no right to employment in the summer program. Teachers employed in past summer programs have no tenure rights.

The following practices shall be observed in all summer programs:

- All summer programs shall have a budget that includes payroll, classroom materials, student activities, school maintenance costs, and utilities
- Students enrolled in the regular school program are automatically covered by school insurance. Prior to the beginning of summer activities, a listing of non-covered students (i.e., students from other schools) shall be sent to the insurance carrier accompanied by the special coverage fee.
- All summer program finances shall be posted in the school ledger
- The summer program staff shall participate in an orientation that includes: the mission of the Catholic school; Child abuse reporting requirements; Safe Environment and the Archdiocesan Guidelines for Adults Interacting with Minors; Field trip policies; Safety and health procedures; i.e., first aid and CPR; supervision of students; Emergency/Disaster plans

ELECTRONIC COMMUNICATIONS POLICY

1. Systems, Devices and Materials

- Electronic communications systems include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be

created in the future.

- Electronic communications devices include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
- Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

2. **Electronic Communications Systems, Devices and Materials and Users Covered**

- All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
- All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
- All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
- All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
- All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

3. **Ownership and Control of Communications**

- All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- Parish, school and archdiocesan systems, devices and materials are not private, and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account

passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.

- Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are "ON."
- Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

4. Guidelines for E-mail correspondence and other electronic communications

- All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- E-mail and other electronic communications are not necessarily secure.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- Postings to "All Employees," "All Parents" "All Parishioners" and the like on intranets or the Internet or the World Wide Web **must be approved** by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.
- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

5. **Prohibited Practices:** Users of parish, school or archdiocesan electronic communication systems, devices or materials **and** users of personal devices and materials on parish, school or archdiocesan premises, during normal business hours or under circumstances when the parish, school or

archdiocese may become implicated in the use, may not:

- Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic

communications systems (e.g. by unauthorized use or disclosure of passwords).

- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- Introduce a virus, attempt to breach system security or tamper with a system.
- Alter, without authorization, a startup screen or the desktop, or install applications that will subvert these functions.
- Allow any minor to access the Internet on school communications devices before a responsible adult has checked to ensure that active filtering of prohibited materials is enabled.
- Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.

6. Consequences of violations of electronic communications policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, or other appropriate disciplinary action.

TUTORING

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.
- A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.
- All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

COUNSELING POLICY

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy. Schools may engage in the following activities in addition to providing classroom

instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense.
- Provide high school and college counseling, including providing information to parents and students about high school and college application procedures, entrance exam tests, scholarships and financial aid. Schools may also provide high school, college, and university catalogs and information sessions.

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

PARENT'S AUTHORIZATION TO USE CHILD'S IMAGE, NAME, VOICE AND/OR WORK FOR NON-COMMERCIAL PURPOSES

This section to be completed by Archdiocese/School/Parish

Archdiocese/School/Parish:

Class/Activity:

The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity:

This section to be completed by Parent/Legal Guardian:

I, (name), am the parent or legal guardian of minor (child's name),

I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

Please initial the applicable boxes

Image/visual likeness: yes no

Voice: yes no

Name: yes no

Work: yes

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the "Materials").

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child's name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish's giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation,

royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature:

Print Name:

Address:

Name of Child:

Date:

Relationship to Child:

Telephone:

Age:

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D. TUITION & FEES

Tuition is payable to Smart Tuition (1-800-SMART-03). Tuition is due on the 5th of each month. Questions dealing with tuition should be directed to the school principal. A late fee of \$25 may be

assessed for payments received after the due date unless prior arrangements have been made with the principal. All fees will be payable to Our Lady of Guadalupe School.

Tuition is considered delinquent when a family has not met their monthly financial obligation for two months or longer. In the case of extenuating circumstances, it is the responsibility of the parents to contact the school office and speak with the principal. The school is unable to extend long-term credit. Any family whose account is delinquent at the conclusion of each trimester must bring their account up to date prior to their child returning to school. Families who leave the school without bringing their account current will be contacted to establish a plan for payment. Families who ignore this responsibility may have their account submitted to collection or Small Claims Court.

Discounted Tuition Rate for Parishioners
Non-Parishioners

*Registered w/parish and actively contributing
 contributing via weekly envelopes or Parish Pay*

1 student	\$4,075
2 students	\$7,300
3 students +	\$9,400

Tuition Rate for

*Not registered w/parish or actively
 via weekly envelopes or Parish Pay*

1 student	\$5,250
2 students	\$9,270
3 students +	\$11,330

Tuition will be collected by SMART Tuition Management Company on the 5th of each month, August-May; Student/Book fees will be collected in March. All Fees will also be collected through SMART Tuition to reduce administrative costs and conserve paper. Families who pay their tuition in full directly to the school by August 5th will receive a 5% discount.

FEE SCHEDULE

Student Fee This \$450 per student fee is an annual fee, which helps cover testing, book rental, health services, student insurance, art supplies, yearbook, Young at Art, and Spanish instruction. This fee is collected during the month of March as part of the reregistration process. Student fees are non-refundable.

Late Fee A \$25 late fee will be added to any tuition payment not received by the due date. This fee will be collected by the SMART Tuition Management Company.

Returned Check Fee A \$25 returned check fee will be assessed to your account by SMART for any tuition checks returned by your bank unpaid. If an automatic tuition deduction is refused by your bank a fee of \$20 will be assessed to your account. This might result in multiple fees being assessed to your account. OLG will charge a \$25 returned check fee for all other checks written to the school.

PARENT SERVICE/FUNDRAISING RESPONSIBILITIES

Tuition alone does not cover the total cost of your child’s education; therefore, every family is required to fulfill 40 hours of service to the school/parish and to participate with the four major fundraising activities of the school/parish. These fundraisers and activities take place throughout the school year. There will be ample opportunities to sign up for parent service opportunities at the beginning of each school year.

Although there is a variety of fundraising opportunities throughout the year that support our school programs, PTO, sports, etc. (Jog-a-thon, Casino Night, Family Nights Out, etc.), **there are only four fundraisers that require your participation and support:**

1. Hawaii Raffle (Buy or sell at least \$100 in raffle tickets)
2. Scrip Program (Generate at least \$200 in profit or buy out)
3. Parish Fiesta (Work at least one 4-hour shift)
4. OLG Fiesta Raffle (Buy or sell at least 2 \$50 tickets)

The fulfillment of these financial and service responsibilities is the basis for your child's re-admission for the following school year, along with your child's academic progress and discipline record.

ADDITIONAL FEES

Sacramental Fee: A \$60 sacramental fee will be charged for those students who will be receiving sacraments during the year. This fee helps defray the costs of retreats, certificates, and materials. This fee will be collected in February via SMART Tuition.

Graduation Fee: A \$250 graduation fee for eighth grade students includes various graduation expenses including their gown rental, yearbook, diploma with cover, retreat, brunch, and class sweatshirt. This fee will be collected in March via SMART Tuition.

Sports Fee: A sports fee of \$60-\$75, covering referee fees, equipment, trophies, and tournament costs is due for each sport in which a student participates. This fee is payable at the start of each sport season directly to the school and will not be collected via SMART Tuition.

Extended Care Program (ECP): ECP fees are billed at \$4.25 per hour for each child. Healthy snacks are provided for \$1.00 a day. After 6:00 PM the fee is \$2.00 per minute! Drop-in use (less than three days per week) of ECP is billed at \$5.25 per hour. A registration fee of \$50 for the first child and \$20 for each additional child in the family will be charged in September for those families using ECP to help cover the cost of supplies and projects. These fees are collected via SMART Tuition on a monthly basis.

Before School Care is also available through ECP

Before school morning care is available at 7:00am for \$4.25/day. These fees will be collected via SMART Tuition.

Application/Testing Fees: A \$75 application fee is due directly to the school for all new students. This will not be collected via SMART Tuition and is non-refundable.

E. DISCIPLINE

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school

objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Each member of Our Lady of Guadalupe School is expected to treat every other person with respect and courtesy and deserves to be treated in a like manner. Adults play a very important role in teaching their children, both actively and by example, to exhibit a positive Christian attitude and to behave in a respectful and peaceful manner. It is our hope that by reinforcing positive behaviors and qualities, we will assist them in dealing with the conflicts that they face, empower them to deal with conflict when necessary, and thus encourage personal accountability, responsibility, and a more positive attitude toward all.

The following are the basic rights, which must be safeguarded by and for each member of the Our Lady of Guadalupe School community.

1. Every student has the right to learn in a safe, positive environment
2. Every teacher has the right to teach and be supported in their efforts
3. Every parent has the right to be supported as the most important person in his/her child's life
4. Every person is entitled to have his/her rights and feelings respected
5. Students, parents, and teachers are entitled to expect others to respect their rights, and for individuals or groups to be responsible and accountable when behavior does not respect the rights of others

Good discipline is important because no group of people can work together successfully without established standards of behavior, mutual respect, and a desirable system of values that leads each person in the group to develop self-control and self-direction. Discipline in a Catholic school is considered an important aspect of moral guidance and development.

The purpose of discipline is to provide a classroom situation conducive to learning by establishing respect for the dignity of each person and promoting responsibility and accountability when a person's choices result in disrespect by violating the rights of others.

Each teacher has an established behavior/discipline plan for his or her classroom, consistent with the overall school approach. A primary aspect of any classroom plan will be the promotion of self-discipline. To the degree that they are able, students will be involved in establishing specific aspects of the classroom plan, as well as consequences to promote responsibility and accountability. Teachers will communicate the classroom plan at Back to School Night. Parents and teacher are to be viewed as partners in this important undertaking and should be in direct contact when either feels the need.

UNIFORMS AND DRESS REGULATIONS

Uniforms are available from Cambridge Uniforms: 220 S. Market St., Inglewood, CA 90301 (310) 673-3131. Gently used, clean uniforms are available for purchase in the front office. All students are expected to arrive at school neatly dressed in uniform.

Students in Grades TK-3 out of uniform will receive an out-of-uniform notification to parents. In Grades 4-8, a student out of uniform will receive a warning. With a second uniform violation, disciplinary action may be taken, including sent home and/or detention. Parents may be contacted in

order to bring uniform clothing should a student arrive at school out of uniform.

Non-uniform sweatshirts and sweaters are not permitted indoors, and will be permitted outdoors only in the case of inclement weather (rain, extreme cold/wind)

Girls: TK-5 Uniform jumper or skort, navy blue uniform walking shorts or pants. White uniform blouse or navy or light blue polo shirt with OLG logo. Plain white short-sleeved crew neck undershirt, or white turtleneck shirts may be worn under the uniform shirt.

Navy blue or black exercise shorts may be worn under the jumpers and must not drop below the hemline. On cooler days, navy blue or white leggings may be worn. **Girls must have a jumper or skort to wear on monthly school Mass days.**

Girls: 6-8 Uniform skirt or skort, navy blue uniform walking shorts or pants. Belts recommended.

Navy or light blue polo shirt with OLG logo. Plain white short-sleeved crew neck undershirt, or white turtleneck shirts may be worn under the uniform shirt.

Navy blue or black exercise shorts may be worn under skirts and must not drop below the hemline. On cooler days, navy blue or white leggings may be worn. **Girls must have a skirt or skort to wear on monthly school Mass days.**

Boys: TK-8 Navy blue walking shorts or navy-blue twill pants.

Navy or light blue polo shirts with OLG logo may be worn. Plain white short-sleeved crew neck undershirt, or white turtleneck shirts may be worn under the uniform shirt.

Outerwear: Plain navy-blue cardigan, plain navy-blue hooded windbreaker, OLG P. E sweatshirts or any OLG approved sweatshirt (i.e. Sports, Class of 2013 etc.) may be worn.

Socks/Shoes: Safe soled, closed toe, well-fitting, traditional children's shoes with shoe laces or Velcro. No slip-ons, clogs, Heelys, boots, slippers, sandals, flip-flops, etc.

White or navy socks, tights, leggings, or knee socks may be worn.

Uniforms must be clean, neat, and fit in a traditional manner. Pants and shorts must be worn at the waist and may not be baggy or sagging. Shirts and blouses must be tucked in at all times during school hours, except during recess and lunchtime. Girls' skirts, skorts, and jumpers must be worn no shorter than 4" above the knee. On days of sporting events the appropriate sports' uniforms may be worn.

Make-Up/Jewelry: Girls may only wear one pair of stud earrings (one earring per ear). Boys may not wear earrings to school. Only religious jewelry and watch may be worn. No make-up or fingernail polish is allowed.

Hair: Hair should be clean, neat, and worn off the face. Hair should be cut in a traditional manner, with no less than #1 razor, no extreme styles, dyes, feathers, etc. Boys' hair should be worn one half inch above the collar, above the eyebrows, and away from the face. Only red, white, blue, black, or matching plaid ribbons/ties/bands may be worn.

PE Uniform Dress

- P.E. uniform is to be worn on P.E. class days, except when attending monthly school Masses.
- Navy mesh uniform shorts and red shirts with logo. Shorts must be of modest length.
- On cooler days, plain navy sweatpants are permitted.

Dolphin Days

Throughout the year, students have opportunities to participate in **three** types of Dolphin Days. Students may lose their privilege to participate in Dolphin Days if they do not follow the below guidelines. *When in doubt, let modesty and common sense be your guide.*

1. **Non-Uniform Days (aka Free Dress)** Shorts or skirts may also be worn, but both must follow the length requirements of the uniform skirts. NO: inappropriate logos/images on clothing, low cut pants, midriff, see through, cut-out, or tight-fitting clothing, no sagging, low riding, ultra-skinny or ripped pants. Baseball hats, hoods or caps must be removed during prayer/pledges and when indoors. Regular shoe requirements still apply.
 2. **Add-On Day** - Students may add-on articles of non-uniform articles of clothing (hair ribbons, shirt, socks, sweaters, sweatshirts, etc.) of a designated color. Examples of designated color are: Red Ribbon Day, St. Patrick's Green Day, etc. These articles of clothing are **added on** to the regular school uniform, or PE uniform if it is their PE day. Regular shoe requirements still apply.
 3. **Theme Day** - Students may wear non-uniform articles of clothing of a designated theme. Examples of themes are Crazy Sock Day, Catholic High School/College Tee Shirt Day, Sports Team Jersey Day, Cat in the Hat Day, etc. These articles of clothing may be **worn in place** of the regular uniform, or PE uniform if it is their PE day, where applicable. Regular shoe requirements still apply.
- **The following applies every day (regular uniform days, Non-uniform days, Dolphin Days, and PE uniform days).** Students must wear clothes in which they can safely and comfortably participate in all school activities that day (in class and on the yard). If a child is dressed inappropriately, (s)he will be sent to the office. Parents will be called to bring the appropriate clothes. If a parent is unable to bring appropriate clothes, the child may be sent home. Depending on the frequency and severity of the uniform infraction, the child may also receive a recess detention. *When in doubt, let modesty and common sense be your guide.*

MAINTENANCE OF EFFECTIVE DISCIPLINE

Effective discipline is maintained when there is

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

DISAPPROVED DISCIPLINARY MEASURES

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping is unacceptable
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

DETENTION

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students shall be required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health
- Detention before or after school hours is considered an appropriate means of discipline
- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who should also be informed of the reason for detention

and the exact time the period of detention will begin and end

SUSPENSION

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

EXPULSION

Reasons for Expulsion

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

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises

- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

Procedure for Expulsion

Except in cases involving grave offenses, the following steps must be taken:

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

Written Record

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

Name of Student:	Offense or situation:	Date:
Parents notified by:	Date:	
First Meeting:	Place:	Time:
Persons present:		
Remarks:	Signature(s):	
Second Meeting:	Place:	Time:
Persons present:		
Remarks:	Outcome:	
Signature(s)		

Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians.

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of an eighth-grade student who has been in the school one or more years be allowed
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth-grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect

- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

Reporting of Expulsions

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within 24 hours. The elementary school written report, Notice of Dismissal, should be mailed promptly to the supervisor.
- The County Office of Education shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

Right to Make Exceptions

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

Home Study

- Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, etc. outside school hours so that grades can be reported.

HARASSMENT, BULLYING AND HAZING POLICY

Our Lady of Guadalupe School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or

blocking movements, or any intimidating interference with normal work or movement.

- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

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

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

Sending inappropriate text, e-mail, or instant messages.

Posting inappropriate pictures or messages about others in blogs or on Web sites.

Using someone else's user name to spread rumors or lies about someone.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

It is the responsibility of the school to:

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

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing,

bullying or hazing.

- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

STUDENT THREATS

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

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

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

SCHOOL SEARCHES

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community.

Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

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

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

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

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

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

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

**Our Lady of Guadalupe School
Junior High Behavior/Work Habits Guidelines**

Behavior

A grade of "O" (Outstanding) in behavior indicates that a student **consistently**:

- Treats others (students, faculty, staff) with kindness and respect
- Abides by school rules/policies
- Serves as a role model for the student body

A grade of "G" (Good) in behavior indicates that a student **often**:

- Treats others (students, faculty, staff) with kindness and respect
- Abides by school rules/policies
- Has received no detentions

A grade of "S" (Satisfactory) in behavior indicates that a student **sometimes**:

- Treats others (students, faculty, staff) with kindness and respect
- Abides by school rules/policies
- Has received no more than 1 detention

A grade of "NI" (Needs Improvement) in behavior indicates that a student **rarely**:

- Treats others (students, faculty, staff) with kindness and respect
- Abides by school rules/policies
- Has received 2 or more detentions and/or a suspension
- Immediate improvement expected in behavior choices in the classroom and/or on the playground

Work Habits

A grade of "O" (Outstanding) in work habits indicates that a student **consistently**:

- Puts forth their best effort in all subject areas/classes
- Meaningfully contributes to class discussions
- Participates in class activities
- Prepares for class each day
- No late/missing assignments

A grade of "G" (Good) in work habits indicates that a student **often**:

- Puts forth their best effort in all subject areas/classes
- Appropriately contributes to class discussions

- Participates in class activities
- Prepares for class each day
- No more than 1 late/missing assignment

A grade of "S" (Satisfactory) in work habits indicates that a student **sometimes**:

- Puts forth their best effort in all subject areas/classes
- Contributes to class discussions
- Participates in class activities
- Prepares for class each day
- 2 or more late/missing assignments

A grade of "NI" (Needs Improvement) in work habits indicates that a student **rarely**:

- Puts forth their best effort in all subject areas/classes
- Contributes to class discussions
- Participates in class activities. Prepares for class each day.
- Immediate improvement expected in study habits, preparedness for class, classroom participation, etc.

Exceptions to these guidelines may be made based upon the nature and severity of the issue. April 2019-2020

STUDENT AND YOUTH ACTIVITY PERMISSION FORM

CHILD'S NAME: _____ GRADE: _____

Activity:

Field Trip

Other(specify) _____ Date: _____ Cost: _____

Educational Purpose: _____

Description of Activity: _____ See Attached

Mode of Transportation: Walk Car Pool Bus Other (specify) _____

Teacher/Adult Leader: _____ Attire: _____

I request that my son/daughter be permitted to participate in the above activity. My child has no medical condition that would render it inappropriate for him/her to participate in this activity. I have returned the Health and Medical Release Form to the school/parish. I agree to direct my child to cooperate and conform to directions and instructions of the parish, school or Archdiocesan personnel responsible for this activity.

As a condition of participating in this activity, I hereby release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation and the school and parish, their respective employees and any parent/volunteer chaperone, from any and all claims for personal injuries, wrongful death or property damage that my son/daughter may suffer as a result of participation in the activity described above, whether or not such injuries or damage are caused by the negligence (active or passive) of the Archdiocese, the parish, the school or their employees or chaperones.

Should it be necessary for my son/daughter to have medical treatment while participating in this

trip, I hereby give the responsible personnel or chaperones permission to use their judgment in obtaining medical service, and I give permission to the physician selected by the school personnel or chaperone to render medical treatment deemed necessary and appropriate by the physician. I agree to relieve the school and other participating adults from any liability in connection with this request.

I understand that the insurance benefits through the school or parish, if any, may have limited application, and that I am entirely responsible for the cost of all medical treatment provided to my child. I agree to indemnify and hold the school harmless from the cost of any medical treatment and related expense and cost incurred.

Parent/Guardian: _____ Date: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Person to Notify in case of Emergency if Parent or Guardian is unavailable:

Name: _____ Day phone: _____ Cell: _____

MEDICATION AUTHORIZATION AND PERMISSION FORM

Location: _____

Part A to be completed by a licensed physician unless copy of prescription and original prescription bottle is provided containing the information requested in Part A.

I hereby request that my son/daughter be allowed to take the following medication(s) at the Location identified above and/or at a Location sponsored field trip, event or activity.

Last Name of Minor	First Name	Sex	Birth Date
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Name of Medication: _____

A. Physician's Instructions. (Complete where applicable)

Purpose of Medication or Diagnosis

Dosage Prescribed	Date/Time Schedule	Dose Form (tablet/liquid)
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Please notify this office if patient misses medication ____ Yes ____ No

Medication may have adverse effects (explain) _____

Special instructions and/or comments: _____

Print Name of Licensed Physician	Signature of Licensed Physician	Date
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Physician Address and Phone Number

B. Permission for Administration of Medication and/or Testing at Location and/or at Location sponsored Field Trip/Event/Activity: I request that my son/daughter identified above, be permitted to carry and use emergency medication (inhaler, epi-pen, insulin, etc.) and/or test for levels of blood sugar at the Location identified above and/or at a Location sponsored field trip/event/activity as prescribed by the physician above. I acknowledge and understand that no health care professional or other trained adult may be available at the Location or at the field trip/event/activity to assist, monitor or supervise my son/daughter's self-administration of medication or testing unless arrangements have been made in advance. In the event that my son/daughter is unable to self-administer or self-test, I agree that Location staff/chaperones may assist my son/daughter to the extent possible under the circumstances, but neither they nor the Location shall be liable for any adverse consequences or injury. I hereby give the Location staff/chaperones permission to call paramedics to render treatment to my son/daughter should that be necessary and to release medical information to first responders for that purpose. For all other medications, my son/daughter and I will comply with the Location's policies and procedures and will provide the Location with any medication my son/daughter requires in its original prescription bottle.

Parent/Guardian Name: _____ Emergency phone number: _____

Parent/Guardian Signature: _____ Date: _____

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ACCEPTANCE OF 2019-20 PARENT/STUDENT HANDBOOK

Our family is aware of and has reviewed the Our Lady of Guadalupe School Parent/Student Handbook. We realize that the Parent/Student Handbook is posted on the school website, with hard copies available in the school office, every classroom, Extended Care office, and limited copies available for purchase. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date: _____

Print student names and grades:

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Please return this signed form promptly to the School Office.

In addition to the policies listed in this handbook, Our Lady of Guadalupe School follows all State and Archdiocesan regulations as detailed in The Administrative Handbook for Elementary Schools.

The principal, in consultation with the pastor, is the final recourse and reserves the right for final appeal in all handbook policies and can make amendments for just cause. Parents will be notified promptly of amendments.