

OUR LADY OF THE
ASSUMPTION SCHOOL

PARENT/STUDENT HANDBOOK
2017 – 2018



FATHER EDUINO SILVEIRA, PASTOR
MS. NICOLE GRANT, PRINCIPAL
2141 WALNUT AVENUE
CARMICHAEL, CA 95608

SCHOOL OFFICE 489-8958

(7:30 A.M. – 3:30 P.M. CLOSED 12:15 – 12:45 P.M.)

SCHOOL FAX MACHINE 489-3237

EXTENDED CARE 489-5427 (7:00 A.M. – 6:00 P.M.)

FAITH FORMATION OFFICE 488-4626

RECTORY OFFICE 481-5115 (8:30 A.M. – 4:30 P.M.)

OUR LADY OF THE ASSUMPTION SCHOOL

PARENT / STUDENT HANDBOOK

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

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

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

MISSION STATEMENT

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

STATEMENT OF PHILOSOPHY

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

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

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics . . . an environment permeated with the Gospel spirit of love and freedom.”

The Religious Dimension of Education in a Catholic School, par. 25, The Congregation for Catholic Education, 1988.

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

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

Diocesan School Board Policy #5700

SCHOOLWIDE LEARNING EXPECTATIONS
K-3

OLA students strive to be:

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

SCHOOLWIDE LEARNING EXPECTATIONS
Grades 4-8

OLA students strive to be:

1. Active Catholic Christians who:
 - A. Maintain a loving relationship with God, others, and self
 - B. Attain knowledge of Catholic *teachings*
 - C. Participate fully in the Eucharist
 - D. Make moral decisions consistent with the Catholic Faith
 - E. Demonstrate the Gospel message of love and service
2. Active Learners who:
 - A. Develop their talents to the fullest
 - B. Master the academic standards
 - C. Are enthusiastic, self-directed, reflective, life-long learners
 - D. Are critical thinkers and problem-solvers
 - E. Effectively write, speak, and listen
 - F. Utilize technology effectively and responsibly
3. Responsible and respectful citizens who:
 - A. Recognize all individuals as God's creation
 - B. Are peacemakers and show empathy for others
 - C. Demonstrate patriotism
4. Self-aware individuals who:
 - A. Respect life
 - B. Make healthy life choices
 - C. Demonstrate an attitude of fair play and cooperation
 - D. Appreciate art, music, and literature

OUR LADY OF THE ASSUMPTION CHURCH AND SCHOOL SCHEDULE

Mass Schedule

Saturdays & Holy Day Vigil: 5:00 p.m.
Sunday Masses: 8:00, 9:30, & 11:00 a.m.; 7:30 p.m.
Monday-Friday Mass: 8:00 a.m.
Holy Days: 5:30 p.m. (Vigil), 8:00 & 10:00 a.m. (During School year); 5:30 p.m.
First Saturday: 8:00 a.m.

School Hours

Regular School Days

Kindergarten/KinderRich (Kindergarten and KinderRich Sessions switch)

Morning Session 8:00 a.m. – 11:05 a.m.
Lunch 11:05-11:55
Afternoon Session 11:55 a.m. -3:00 p.m.
Grades 1 – 8 8:00 a.m. – 3:00 p.m.

Minimum Days

Kindergarten/KinderRich 8:00 a.m. – 12:00 p.m.
(Combined Sessions on Minimum Days)
Grades 1 – 8 8:00 a.m. – 12:00 p.m.

School Office Hours: 7:30 a.m. – 3:30 p.m.
Closed 12:15 – 12:45 p.m.
Minimum Days: 7:30 a.m. – 12:00 p.m.
(On minimum days, office staff is in faculty meetings from 12:45 to 3:00 p.m.)

Extended Care Hours: 7:00 a.m. – 6:00 p.m.

DAILY SCHEDULE

REGULAR DAY SCHEDULE

7:30 a.m. Campus Opens/Students on Playground until 7:45
7:52 Warning Bell: Students to Class
8:00 Instruction Begins
9:45-10:15 Recess/Snack – Kindergarten a.m.
10:15-10:30 Recess: Grades 1-3
10:30-10:45 Recess: Grades 4-8
11:05 Dismissal – a.m. Kindergarten a.m. transitions to KinderRich
11:55 p.m. Kindergarten session begins
12:15-12:37 Lunch: Grades 1-3
12:37-1:00 p.m. Recess: Grades 1-3
 Lunch: Grades 4-8
1:00-1:20 Recess: Grades 4-8
1:45-2:15 Recess/Snack: Kindergarten p.m.
2:00-2:15 Recess: Grades 1 & 2
2:55 Warning Bell
3:00 Dismissal
3:15 All Students remaining on campus are escorted to Extended Care
3:35 Dismissal from Detention (Mondays and Wednesdays)

THURSDAY 2:20 DISMISSAL

7:30 a.m. Campus Opens/Students on Playground until 7:45
7:52 Warning Bell: Students to Class
8:00 Instruction Begins
9:30-10:00 Recess/Snack: Kindergarten a.m.
10:15-10:30 Recess: Grades 1-3
10:30-10:45 Recess: Grades 4-8
10:45 Dismissal: Kindergarten a.m. transitions to KinderRich
11:35 p.m. Kindergarten begins
12:15-12:37 Lunch: Grades 1-3
12:37-1:00 p.m. Recess: Grades 1-3
 Lunch: Grades 4-8
1:00-1:20 Recess: Grades 4-8
1:30-2:00 Recess/Snack: Kindergarten p.m.
2:00-2:15 Recess: Grades 1 & 2
2:15 Warning Bell
2:20 Dismissal
2:35 All Students remaining on campus are escorted to Extended Care

MINIMUM DAY 12:00 DISMISSAL

7:30 a.m. Campus Opens/Students on Playground until 7:45
7:52 Warning Bell: Students to Class
8:00 Instruction Begins
9:45-10:15 Recess/Snack: Kindergarten a.m.
10:15-10:30 Recess: Grades 1-3
10:30-10:45 Recess: Grades 4-8
11:05 Kindergarten: Transition to Mass or KinderRich
10:50 Grades 1-8: Mass
12:00 Dismissal
12:15 All Students remaining on campus are escorted to Extended Care

Before School: The campus opens at 7:30 a.m. Students may not arrive on campus before 7:30 a.m.. Students arriving in the morning must stay on the supervised areas of the playground. At 7:45 a.m. they may go to their classrooms or continue playing on the playground until the warning bell rings at 7:52. Students must be in their classrooms by 7:55 a.m. and be seated ready for instruction by 8:00 a.m. ***On Friday mornings when students go to Mass, they should be in class by 7:50.*** Students arriving after 8:00 a.m. should have a note to present in the office or be accompanied by a parent. Students must stop at the office for a late slip before entering their classrooms.

After School: Students may not remain on the school grounds after 3:15 unless they are participating in tutoring, detention, or an adult-supervised activity. To ensure the safety of our students, all school gates will be closed by 3:15 p.m. All gates will be locked during school hours except in the morning during drop off (7:30-8:00), in the afternoon during pick up (2:45-3:15) and morning Kindergarten pick-up (11:05-11:15). When entering campus during school hours, please enter through the front office door, sign in at the secretary's counter, and fill out and put on a visitor's badge. This is an essential safety precaution that ALL visitors are expected to follow.

There is no parking lot supervision provided after 3:15 p.m.; therefore, parents must be prompt when they pickup up their child(ren) after a supervised activity such as tutoring or detention. Students not picked up will be sent to Extension and will be required to register for the program after the first occurrence.

MINIMUM DAYS

Minimum days are scheduled for staff meetings, staff development, and curriculum collaboration. This school year the faculty will be collaborating on the following objectives:

- 1) Alignment of Common Core: Identify essential standards and align the curriculum to them.
- 2) Develop and assess writing assessments for the 1st, 2nd, and 3rd trimester.
- 3) Science In-Depth Study
- 4) Review assessment data from ACT Aspire and Renaissance Learning Math and Reading
- 5) Review of in-class assessments
- 6) Professional Development

2017-2018 Progress Reporting Dates

I. First Trimester

August 15 through November 9

End of Trimester
Report Cards

Thursday, November 9
Friday, November 17

II. Second Trimester

November 13 through March 2

End of Trimester
Report Cards

Friday, March 2
Friday, March 9

III. Third Trimester

March 5 through June 1

End of Trimester
Report Cards

Friday, June 1
Friday, June 1

OLA SCHOOL FACULTY AND STAFF CONTACT INFORMATION

Pastor	Rev. Eduino Silveira	pastor@olaparish.net	481-5115
Principal.....	Ms. Nicole Grant	grant@olaparish.net	ext. 160
Assistant Principal	Mrs. Kathy Nichols	nichols@olaparish.net	voice mail *102
Administrative Assistant	Mrs. Carolyn Albers	secretary@olaparish.net	ext. 150
	Ms. Donna Eaddy		
Development Director	Mrs. Jane Ricci	development@olaparish.net	ext. 202
Bookkeeper	Mrs. Theresa Parulan	parulan@olaparish.net	ext. 170
Maintenance.....	Mr. Earl Knight	knight@olaparish.net	ext. 120

Teachers:

Kindergarten.....	Mrs. Terri Sykes	sykes@olaparish.net	voice mail *109
Grade 1	Mrs. Alynn Wright	wright@olaparish.net	voice mail *101
Grade 2	Mrs. Kathy Nichols	nichols@olaparish.net	voice mail *102
Grade 3	Mrs. Laura Smith	lsmith@olaparish.net	voice mail *103
Grade 4	Ms. Taryn Wright	twright@olaparish.net	voice mail *104
Grade 5	Mrs. Kathie Penney	penney@olaparish.net	voice mail *105
Grade 6	Mrs. Linda McKay	mckay@olaparish.net	voice mail *106
Grade 7	Mr. Jeremy Roderick	roderick@olaparish.net	voice mail *107
Grade 8	Mrs. Joan Smith	smith@olaparish.net	voice mail *108
Library.....	Mrs. Alison Koerwitz	koerwitz@olaparish.net	voice mail *115
Science (Grades 5-8)	Mrs. Rodora Antonio	antonio@olaparish.net	voice mail *110
Computer/IT	Mrs. Cathy Rutledge	rutledge@olaparish.net	voice mail *114
Music – Grades K-8.....	Miss Cristina Cibotar	cibotar@olaparish.net	voice mail *111
Math – Grades 5-8	Mrs. Casey McCormick	mccormick@olaparish.net	voice mail *112
Physical Education	Mr. Mike McKenna	mckenna@olaparish.net	voice mail *116
Art – Grades 3-8.....	Mrs. Sheila Jacobs	jacobs@olaparish.net	voice mail *113
Resource Teacher.....	Mrs. Teri d'Artenay	resource@olaparish.net	voice mail *117
Spanish	Mrs. Esther Gamache	gamache@olaparish.net	voice mail *402

Teacher Assistants:

Melinda Borg: Kindergarten/Playground Supervision on call
Tania Huerta: Grade 1/Playground Supervision
Yvonne Titherington: Grade 2/Playground Supervision/ Morning Supervision
Vina Busch: Grade 3/Playground Supervision/Morning Supervision
Lacey Ward: Grade 4/Playground Supervision

Preschool Program

Preschool Program (Direct Line)			485-1504
Director/TK Teacher	Mrs. Patty Jones	jones@olaparish.net	voice mail *401
2 Day/3 Day Teacher	Mrs. Esther Gamache	gamache@olaparish.net	voice mail *402
Instructional Assistant	Mrs. Kristy Wood		
Instructional Assistant	Andrea McDaniel		
Instructional Assistant	Alisia Ocon		

Extension Program and KinderRich Program (Direct Line)

Director.....	Mrs. Lynn Sweeney	olaextension@att.net	489-5427
Assistants			voice mail *300
Mrs. Cori Llopis: KinderRich Aide a.m.			voice mail *300
Mr. Bradley Winkleman: Extension Staff/After School			
Virginia DeSouza Morrison: Extension Staff/After School			

THE PARENT-SCHOOL PARTNERSHIP

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

What Parents Should Expect of Teachers

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

What Teachers Should Expect of Parents

- Support for school and classroom policies and rules
- Support for the teacher's decisions
- An understanding that "fair" does NOT mean "equal"
- Help with homework and assignments
- Regularly checking e-mails from teachers, student progress, and report cards.
- Reading daily school e-blasts, Tuesday Bulletins, and other forms of School communication.
- Response to communications
- Presence at school functions
- Accountability for the child's whereabouts
- Provision of up-to-date emergency information
- Religious instruction including attendance at Mass

PROCESS FOR CONFLICT RESOLUTION

When a serious conflict between school authority and an individual student and his or her family occurs, a conflict resolution process shall be followed to ensure the rights of all. (DSB Policy #5610)

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

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

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

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

Condition of Enrollment for Students:

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

Condition of Enrollment for Parents/Guardians:

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

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

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not establish personal web sites or participation in blogs containing material or connections to material contrary to the mission and philosophy of the Roman Catholic Diocese of Sacramento and the Catholic school.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If it impacts the environment of the school, the principal has the authority to intervene and work on a solution.
5. These expectations for students and parents/guardians includes but are not limited to, all school-sponsored programs and events (e.g. extended care, license child care programs, athletics, field trips, etc).

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

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

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

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

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

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

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

Ethics and Responsibility

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

- Never post content that has the potential to be a source of scandal for the Church. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or causes embarrassment to the school, Diocese or the Catholic Church, or to other students, parents, diocesan (school) employees or parishioners.
- If a student or parent regularly identifies him or herself as such in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of Our Lady of the Assumption School or Parish, or the Diocese of Sacramento."
- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the pastor or his designee.

Photographs and Videos

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

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

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

Discipline

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

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

Every student who will be using OLA's internet-accessible computers, tablets, and other forms of technology must sign the following agreement prior to being granted access to the school's computers. Parents must also sign this agreement. The signed forms are kept on file at school.

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

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

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

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

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

What You Promise with this Contract:

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

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

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

SCHOOL POLICIES AND PROCEDURES

Absence and Tardiness:

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

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

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

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

The school strongly discourages family vacations during the school year. Please arrange family vacations around the school holidays and days off. *Teachers cannot give work in advance of an unexcused absence, including vacations during the school calendar.* Students will make up the work upon their return.

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

Allergy Awareness and Food Policy

The Diocese of Sacramento Catholic School Department recognizes that food allergies can in some instances be life-threatening, and therefore encourages all parish schools to take steps to identify and implement reasonable safeguards to protect students who may experience serious allergic reactions during regular school hours. Our Lady of the Assumption School is therefore committed to working with students and parents to implement practices and policies aimed at providing a safe environment for students who are at risk of having serious reactions to certain types of allergens.

Nut allergies pose a particular concern, because of the severe, sudden, and potentially life-threatening nature of nut allergy reactions in children. It is the policy of Our Lady of the Assumption School, therefore, to take reasonable steps to be a nut-free school. In particular, this means that peanuts and all tree nuts (including, but not limited to, pistachios, macadamia, walnuts, almonds, and cashews), as well as food items on which the label indicates that the item "may contain peanuts or tree nuts," will not be served by the school, nor will students or parents be permitted to bring such food items on campus. Food items that are made in a facility that processes nuts or peanuts may be consumed by students at their parent's discretion, but are not to be shared with other students and may not be chosen as a treat for class parties.

This policy applies to snacks, lunches, birthday celebrations, and all food brought in for school events, and extends to off-campus, school-sponsored events during school hours such as field trips and outings.

Please see the decision tree sidebar on the following page that further explains what foods can and cannot be brought on campus.

OLA Allergy Awareness and Food Policy “The Basics” Decision Tree

Items containing peanuts and or tree nuts



Not allowed on campus

Items labeled “May contain peanuts and or tree nuts.”



Not allowed on campus

Items labeled “Processed on shared equipment or in a facility with peanuts/tree nuts.”



Ok for individual child’s lunch/snack foods



NOT allowed for shared events during school hours (classroom parties)

Homemade nut free baked goods



Ok for individual child’s lunch



NOT allowed for shared events during school hours (classroom parties)



Ok for adult only events



Ok for after hour events on campus with children/adults present with parental discretion and supervision (at this point only the Santa Breakfast and the 8th grade crab feed fundraiser allow nut free baked goods, for the purpose of the country fair cake walk nut free baked goods are prepared on

This policy is intended as a preventative strategy to decrease the likelihood of exposing those with severe allergies to nuts and nut products. In addition to the nut-free policy, Our Lady of the Assumption School also has emergency procedures and protocols in place in the event of unforeseen exposure and/or inadvertent contact with nuts or other allergens. Our goal is to protect both children who have known allergies as well as children who have latent, unknown, or undiagnosed allergies. ***Parents must always be aware, however, that while the school will do what it reasonably can implement and educate the school community on this policy, we cannot guarantee that students will never be exposed to nuts or nut products on school grounds or during school activities.***

Food Allergy and Anaphylaxis Emergency Care Plan

- By the first day of school, parents are to provide written notification to the school of an at-risk student’s allergies that pose a serious threat to the student. Parents of students who have any kind of life-threatening allergy (e.g., peanuts, tree nuts, shellfish, bee stings, etc.) must fill out and complete a Food Allergy and Anaphylaxis Emergency Care Plan (*available through your primary care provider or allergy specialist*), and have it signed by a physician or health care professional. The plan will be reviewed by designated school staff, and copies will be kept in the office and with classroom teachers.
- At the beginning of the school year, parents of students with diagnosed food allergies or other pertinent medical conditions should initiate a meeting with their child’s teachers to determine how the student’s allergies might affect his or her classroom participation, and to review care plans in the event of an emergency.
- At the beginning of each school year, the school will provide allergy education training to all staff to (a) understand food allergies, (b) recognize symptoms of a reaction, and (c) know what actions to take in an anaphylactic emergency, including administering an Epi Pen injection and calling appropriate emergency medical assistance.
- It is recommended that all students with life-threatening allergies or other life threatening issues (e.g., asthma, diabetes) should wear a medical alert bracelet (available for purchase at www.medicalert.org).
- Every child with a life threatening allergy is required to have two Epinephrine Auto Injectors (Epi Pen) at school, which will be stored in the child’s classroom and at the school office. Please be aware of the expiration dates on your Epi Pens so they can be replaced when necessary. Our

Lady of the Assumption School will also stock undesignated Epi Pens and Epi Jr. Pens in the event of a life threatening allergic reaction requiring epinephrine.

- The school will ensure that there is a staff member available on school grounds during each school day who is properly trained to administer medications in the event of allergic reaction by a student.

Partnership Between School and Families

Critical to the success of this food allergy policy is the ongoing cooperation between the school, parents, and students in taking steps to ensure food safety.

Education at Home

Parents are asked to talk with their children about food allergies and the need for awareness of how something as seemingly harmless as a peanut can cause serious harm to someone with a food allergy. Parents of children with such allergies should take steps to educate the child on self-management of his/her food allergy, including:

- Awareness of safe and unsafe foods;
- Strategies for avoiding exposure to unsafe foods;
- Knowing symptoms of allergic reactions;
- How and when to tell an adult they may have an allergy related problem;
- How to read food labels (if age-appropriate)

Responsibility of Students With Allergies

Students that have food allergies:

- Shall not exchange, share, or trade food. (This applies to all students.)
- Shall not consume any food, drink, or other substance containing ingredients unknown to the student, or known by the student, to contain any allergen that is a threat to the student.
- Shall be proactive in the care and management of his or her food allergies and reactions based on his/her maturity, experience or training.
- If allowed to carry his or her own medication, that student will do so in a safe and responsible manner.
- Shall notify an adult school representative immediately if he or she consumes or comes in contact with, in any way, any item that may contain a substance to which he or she may have a serious allergic reaction.

Lunch and Snack Policy:

For reasons of safety and/or cleanliness, students are not allowed to have the following on school grounds:

- ***NO foods containing peanuts or tree nuts of any kind are allowed. If the food label says, "May contain peanuts or tree nuts," that item is not allowed. This includes, without limitations peanut butter, granola bars, trail mix, Nutella, Almond butter etc. Alternatives like Soybean or Sunflower butter can be sent to school, but must be clearly labeled.***
- Glass containers; and
- Gum
- Caffeine/Energy Drink

Lunch Procedures

Late lunches may be dropped in the lunch tub in the office. No parent is permitted to deliver a lunch to the classroom directly. If needed, the office will walk a late lunch to the student. To ensure safety of our children, students must wash their hands upon arrival to school and before/after lunch or snack. Students may NOT share lunch. Students who are in need of food can get an alternate from our lunch provider. Lunch surfaces will be sanitized before, between, and after lunch groups.

Delivering Food

Do not bring any fast food or take-out items to school for your child.

Hot Lunch Program

There is a hot lunch program offered by Darling Catering; lunch can be purchased on a monthly system. It must be pre-ordered. Lunch order forms will be online on the OLA School Web site and also sent to families by e-mail each month.

Milk may be purchased through the front office for the entire year.

Birthday/Holiday Celebrations – Classroom Treats

We allow a simple celebration in the classroom for students' birthdays. If a family wishes to bring food to share with the class, ***it is required to*** email or speak with the teacher in advance. Approval must be obtained, and the food must adhere to the OLA Food Policy. Please note that home-baked foods are NOT allowed. ***In addition to foods being nut free for shared events, the food must also NOT be labeled as having been processed in a facility with nuts. Due to dangers of cross-contamination, home baked goods are not allowed. Food from stores and bakeries that use nuts and/or are not able to guarantee a nut free product are also not allowed. Nut free food items that are baked in the school gym kitchen or Kinder-rich/extension are acceptable.***

Liability of overnight field trips-Sly Park, Marin Headlands, Washington DC

Teachers will review their class party policy at Back to School Night.

On and off campus events involving students during school hours must adhere to this policy as stated above. This includes, but is not limited to, field trips and end of the year class parties held at parks and school families' homes. School families or room reps planning parties are asked to review the OLA school approved food list.

On Campus School Events Including Adults and Student During School Hours

This includes, but is not limited to, the HOLA coffee, 2nd grade Christmas Around the World, 3rd grade Mother's Day Tea, 7th Grade Mass and Luncheon, and 8th Grade Graduation Breakfast. These events must adhere to the class party guidelines.

On Campus School Events Including Adults And Students During Non-School Hours

This category includes, but is not limited to, the annual Country Fair, 8th Grade Crab Feed, Movie Night, and Santa's Breakfast. Every effort will be made to keep the campus nut-free during the event. We will ask all vendors and volunteers to abide by the Our Lady of the Assumption Allergy awareness and Food Policy. However, though all of the foods brought in will be peanut free and tree nut free, some may be homemade. Therefore, all parents are asked to exercise the appropriate level of supervision and discretion as they would for any public event.

Adult Only on Campus Events

This includes, but is not limited to, Back-to-School Night, the Auction, Spring Gathering, and faculty luncheons. Nut free home baked goods are allowed for adult consumption. Nut free catered foods may be served, and all efforts will be made with vendors to ensure no cross contamination with nuts. Adults are asked not to bring food into the classroom at these events. Proper cleaning techniques of the school surfaces will be done after an adult only event, prior to children arriving on campus.

At this point the only events that allow nut free home baked goods are the Santa Breakfast and the 8th grade crab feed fundraiser. The sale of home baked goods at these events must be done between 2 adults. For the purpose of the Country Fair Cake Walk, baked goods will be baked by a volunteer staff in the gym or extension kitchen. Faculty lunches are nut free, and nut free baked goods are allowed. For restaurant information please see the OLA School Approved Food List.

Fundraising Food Sale Guidelines

Fundraising food sales will be addressed on a case-by-case basis. As an allergy aware, peanut free, tree nut free school zone, this policy is meant as a preventative strategy to decrease the likelihood of exposure to an allergen that may result in a life-threatening reaction. This will protect both children who have known allergies as well as children who have latent, unknown or undiagnosed allergies. Emergency procedures and protocols are in place in the event of unforeseen exposure.

OLA School Approved Food List

This is a list derived from local grocery stores. It is not comprehensive, so please check food labels of all foods you are sending to school. If you find other foods that are peanut/nut free (or foods that present a risk) we are happy to amend the list.

BREADS

Earth Grains
Milton's
Rainbow
Raley's Brand
Sara Lee breads and bagels
Sun maid Raisin Bread
Thomas English muffins and bagels

LUNCH ITEMS

Lunchables – Be mindful that some lunchables contain non-approved candy items. There are many other lunchable choices that are peanut/tree nut free.
Hot Dogs
Corn Dogs
Lunch Meats
Chicken Nuggets
SunButter/Soybean Butter – Must be clearly labeled

DOUGHNUTS/BREAKFAST ITEMS

Entenmann's Classic Rich Frosted Doughnuts (chocolate)
Entenmann's Classic Rich Buttermilk Doughnuts
Entenmann's Classic Rich Powdered Doughnuts
PopTarts
Kellogg's Nutrigrain Bars
Kellogg's Special K Raspberry Cheesecake Cereal Bars
Fat Cat Brand Scones - local bakery
*NOT ALLOWED: Doughnuts purchased in doughnut stores- due to concerns of cross contamination

CHIPS

Baked Lay's – Salt & Vinegar, Limon, Hickory BBQ, Sour Cream & Onion, Lightly Salted, Cheddar & Sour Cream, Classic, Stax,
Baked Ruffles - Original, Cheddar & Sour Cream
Ruffles - Original & Cheddar
Pringles – ALL FLAVORS
Munchies – Totally Ranch
Traditional Chex Mix (*NOT ALLOWED -Chex Mix Honey Nut)
Sun Chips – ALL FLAVORS
Baked Cheetos
Cheetos – Puffs, Mix Ups, Crunchy
Pop Chips – Salsa Tortilla, Ranch, Chile Limon, Nacho Cheese
Fritos – Original Corn Chips
Tostitos – ALL FLAVORS
Doritos – Nacho Cheese, Jacked, Taco Flavor, Ranch
Mission – Tortilla Rounds, Tortilla Triangles
Santitas Tortilla Chips
Rold Gold Pretzels
365 Brand (Whole Foods)
Kettle Brand Chips – ALL FLAVORS

CRACKERS

Gold Fish Baked Snack Crackers

Cheez- Its

Cheez-Its Snack Mix

Keebler Club Original Crackers

Nabisco Premium Saltine Crackers

Wheat Thins

Triscuit Crackers

Cheese Nips

Ritz Crackers Rounds (*NOT ALLOWED – Ritz Bitz Cracker Sandwiches)

Honey Maid Graham Crackers

Annie's Homegrown Brand – ALL FLAVORS

COOKIES

Fat Cat Brand Cookies - local bakery

Newton's Original Fig

EL Fudge Keebler Double Stuffed & Original

Chips A'Hoy

Nabisco Oreos – Original, Chocolate, Birthday Cake, Heads or Tails, Berry Burst, Triple Double, Grab & Go Double, Golden Oreo, Golden Double Stuf, Golden Chocolate Crème (*NOT ALLOWED – Peanut Butter)

Back to Nature (Whole Foods) – California Lemon Cookies, Madagascar Vanilla, Triple Ginger, Classic Crème Cookies, Crispy Oatmeal Cookies, Fudge Mint, Fudge Striped Cookies, Chocolate Chunk Cookies

365 Brand (Whole Foods) – Vanilla Sandwich Cremes, Chocolate Sandwich Cremes, Mismatched Cremes, Organic Oatmeal Cookies, Organic Sugar Cookies, Organic Lemon Wafers, Organic Vanilla Wafers, Organic Chocolate Chip Cookies, Organic Chocolate Chip Cookies Double Chocolate Recipe, Ginger Snaps, Animal Cookies, Honey Graham Bear Cookies, Chocolate Graham Bear Cookies

Annie's Bunny Grahams – Honey, Cinnamon, Chocolate Chip, Cinnamon's Sugar, Chocolate, Snicker Doodle, Cocoa & Vanilla, Friends

DAIRY

Danimals

Go Gurt Yogurt

Chobani Champions Tubes

Jello Pudding Snacks – Chocolate Vanilla Swirls, Tapioca, Original, Butterscotch, Boston Cream Pie, Dulce De Leche, Chocolate, Dark Chocolate

Yoplait Yogurts

Most Yogurts (Be mindful of yogurts which include toppings)

String Cheese or Stringsters Sticks

POPCICLES/ICE CREAM

The Original Brand (Yellow Box) – Popsicle, Fudgsicle, Creamsicle

Sunnyside Farms – Ice Cream Sandwiches, Neapolitan Sandwiches, Ice Cream Bars, Krunch Bars, Root Beer Float Bars

Nestle Vanilla Sandwiches

CANDY

Jolly Ranchers

Charleston Chews

Junior Mints

Dots

Swedish Fish

Air Heads

Life Saver Gummies

Sour Patch Bits
Sour Patch Kids
Rolo's
Tootsie Rolls
York Peppermint Patties
Trolli Peachie-O's
Haribo Peaches, Gold Bears, Twin Cherries, Sour Sghetti
Red Vines
Wonka Nerds
Nerd Ropes
Sour Punch Straws
Wonka Laffy Taffy
Wonka Sweet Tarts
Wonka Spree
Wonka Runts
Wonka Gobstoppers
Wonka Bottle Caps
Mike & Ike's
Hot Tamales
Hershey's Kisses
Hershey's Special Dark Chocolate Kisses
Milk Duds
Junior Mints
Twizzlers
Good & Plenty Licorice Candy
Skittles
Sugar Babies
Whoppers
Tootsie Pops

NOT ALLOWED CANDY

Raisinets
Twix
Boston Baked Beans
Lemon Heads
Hershey's Brand with nuts
M&M's
Reeses Peanut Butter Cups
Snickers
Reeses Pieces
Butterfingers
Nestle Goobers

AWARDS AND HONORS:

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

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

Before School

Yard supervision begins at 7:30 a.m. If a student (K-8) must be here before that time, he or she must have made special arrangements with a teacher. Students are to stay in the middle play area behind OLA Hall only. *They may not be in in the hallways until 7:45.* Parking lot drop off and pick up procedures are explained in the pick-up/drop off section that follows the “After School” section of the handbook.

After School

There is supervision in the Cottage Way and Walnut Avenue parking lots after school until 3:15 p.m. **If a student must be at school after 3:15 p.m., he or she must be enrolled in the Extension Program.** The teacher supervising dismissal will escort students not picked up by 3:15 p.m. to the Extension Cottage. Parents will be expected to pay the per student hourly rate or any portion thereof when they arrive to pick up their student(s). After the **first** time a parent has had to pick up his or her student(s) at the Extension Cottage, he or she will be expected to formally register the student(s) for Extended Care. If a student has a reason to remain at school such as tutoring, detention, scout meeting, student council meeting, sports practice, or some sort of supervised activity, his or her sibling(s) may not remain at school after 3:15 p.m. unless they are part of the Extension Program. No parking lot supervision is provided after 3:15 p.m.; therefore, parents must be prompt when picking up their child(ren) after a supervised activity such as tutoring or detention.

Students will not be allowed to leave school grounds without a walking pass unless accompanied by an adult. Students may not leave the school grounds for lunch and return to Extension on minimum days. The purpose of the walking pass is to allow students to walk to their destination – not to allow students to wait on school or parish grounds for their ride or walk across campus/parking lot to their car. When parents sign for a walking pass, they are assuming the responsibility for their child(ren) once they leave the school grounds.

If a parent is in a teacher conference during a regular school day, his or her OLA School child(ren) may play out on the playground if there is supervision by extension employees. This exception does not apply to parents standing and visiting in the classrooms, parking lot, etc. If there are any problems involving the student(s) during that time, they will be escorted to the parent and will lose the privilege of being out on the playground.

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

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

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

- Students and parents must always use the crosswalk when walking to or from a car in the parking lot.
- Parents should be in very close proximity of their children when walking them to and from the parking lot. Hold the hands of small children and supervise at all times.
- Children may not be left unattended in a car. This includes parents conducting business in the office and dropping off or picking up siblings.
- Drive slowly coming in and leaving the parking lot. Do not exceed 5 mph, and be aware of small children and cars that are backing out.
- When backing out of a parking space use the highest precaution. Small children are hard to see. Back out slowly.
- Cell phone use is prohibited in the school parking lots.

- Do not park your car on the curb by the front entrance of the school between the hours of 7:30 and 8:15 and 2:30 and 3:30.
- Do not leave your car idling unattended.

Kindergarten Drop-off & Pick-up

Kindergartners should be dropped off and picked up from the Cottage Way lot during school hours. This minimizes the disruption to our other classes. Children in the Kindergarten class should be dropped off and picked up at the Cottage Way parking lot. The gate in the Cottage Way parking lot will be locked during the school day, except for pick-up and drop-off times, which are 7:30-8:00 (drop-off) and 11:05-11:15 (Kindergarten pick-up). Please do not use the front entrance of the school unless students are coming to class late. Parents may wait for dismissal in the Cottage parking lot.

Preschool Drop-off & Pick-up

Preschool parents are to follow the same Do's and Don'ts listed above. Preschool parents are to escort their children to the preschool from the parking lot. Children should never walk unattended in the parking lot. Hold your child's hand. The parking lot is busy, especially during drop off since morning Mass coincides with the start of the school day. Be aware of cars backing up and of cars entering the parking lot or making turns.

Walnut Avenue Parking Lot Drop-off & Pick-up

- Drivers should enter the lot using the driveway nearest Extension and exit using the driveway nearest the rectory.
- When entering the parking lot, drive slowly (5 mph or less) and do not cut through striping.

MORNING

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

AFTERNOON

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

Cottage Way Parking Lot Drop-off & Pick-up

MORNING

- Parents should enter the lot using the driveway nearest the church and exit using the driveway farthest from the church.
- Parents and students should wait for the yard supervisor to signal when it is okay to cross in the crosswalk.
- Do not park in the Cone Zone (slots directly across from the cross walk).
- **Follow the arrows and do not pull through parking spaces.**

A) To drop off your child(ren) without exiting your car:

- **Proceed to the crosswalk, stop your vehicle, and let your child exit by the gate on the passenger side of the vehicle.** Please make sure your child is ready to exit when you make your stop.
- You may also park your vehicle in the striped semicircle to the right of the cone zone. Your child should enter the cone zone and use the crosswalk to enter campus.
- Students should wait for the yard supervisor to signal when it is okay to cross in the crosswalk.

B) To walk your child(ren) into school:

- Please park in the second row of parking slots or on the side so as not to disrupt the flow of cars moving through the first row as defined above. Parents must be in very close proximity of their children when escorting them through the parking lot.

AFTERNOON

- Drivers should enter the lot using the driveway nearest the church and exit using the driveway furthest from the church.
- Proceed to the designated parking slots nearest the playground, and pull into a slot. Do not park in the Cone Zone (slots directly across from the cross walk). **No parking is permitted in the row closest to the fenced area.** This eliminates the need for cars to back up into the crosswalk area.
- Parents should wait for the crossing guard to signal when it is ok to cross on the crosswalk.
- Parents must be in very close proximity to their children when escorting them through the parking lot.
- Once in the car, drive forward (do not back out) and exit via the driveway farthest from the church. (This eliminates the need for cars to back-up in the area where children are walking.)
- Parents who wish to pick up their child(ren) without exiting the car should use the Walnut Avenue lot.)
- The gates will be locked by the faculty supervisor at 3:00 p.m. Anyone who must exit after 3:15 will need to proceed to the front of the school or through the side gates under the breezeway that exit to west side of the church.

BICYCLES / SKATEBOARDS / ROLLER BLADES / SCOOTERS:

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

BIRTHDAYS/CLASS PARTIES

Birthday celebrations are fun and they recognize each student's special day. Keep school birthday celebrations for your children simple and healthy. No more than one item should be brought, and that item must conform to the Allergy Awareness and Food Policy guidelines. No baked goods, items that contain nuts or peanuts, or items made in a factory that processes nuts or peanuts are allowed for a class treat. This includes items made at restaurants, fast food places, or any other place outside of the school where food is prepared. Only venues that do not use nuts or peanuts in the facility are allowed to be brought in for treat that is shared.

Balloons, flowers, and other gifts should not be sent to school and will not be delivered to the classrooms.

Funds used for the end-of-the-year party are collected by the school through the Miscellaneous Expense Worksheet. Any funds that are collected for other class activities must be approved by the teacher and administration in advance.

CELL PHONES AND OTHER PROHIBITED AND/OR INAPPROPRIATE ITEMS:

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

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

CHILD ABUSE (DIOCESAN BOARD POLICY 5560)

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

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

Regulations

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

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

CLASS PARTIES—See Birthdays

COUGAR CREW DRESS—See "SPIRIT WEAR"

CROSSWALKS:

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

CUSTODY OF MINORS (DIOCESAN BOARD POLICY 5520)

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

NON-CUSTODIAL PARENTS (DIOCESAN BOARD POLICY 5520)

"In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial with equal access to the child and equal access to academic records and other

school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.”

Regulations

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

DANGEROUS OBJECTS:

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

DELIVERIES TO CHILDREN:

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

DRESS AND PERSONAL APPEARANCE:

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

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

EARLY DEPARTURES:

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

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

E-MAIL

Teachers, classroom representatives, and other PTG groups will use e-mail as a means of quick communication to OLA families. Follow the guidelines below when communicating with the school or OLA families:

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

EMERGENCY FORMS AND UPDATES

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

EMERGENCY AND SAFETY

An Emergency/Safety plan is in place at the school, which has been reviewed by local fire and law enforcement agencies. Procedures are in place in the event of an emergency on campus that would require a lockdown, extended lockdown, and/or evacuation of the property. Parents will be notified by e-mail and text message of such an event. Parents are to comply with the procedures that are in place. In the event of a lockdown or shelter in place, the campus is closed to all visitors and parents. A child cannot be allowed to leave campus and parents won't be allowed on the locked campus for any reason until the lockdown is lifted.

ENTERING THE CAMPUS

When entering campus during school hours, please enter through the front office door, sign-in at the secretary's counter, and fill out and put on a visitor's badge. This is an essential safety precaution that all visitors are expected to follow. To ensure the safety of our students, all school gates will be closed by 3:15 p.m. All gates will be locked during school hours except in the morning during drop off (7:30-8:00), in the afternoon during pick up (3:00-3:15), morning Kindergarten pick-up (11:05-11:15), and afternoon Kindergarten drop-off (11:55).

FACULTY MEETINGS:

The teachers and administration meet regularly throughout the school year. The third Friday of each month is set aside for faculty meetings and students are released at noon. All Thursdays have a 2:20 p.m. release time for instructional data team collaboration. Please consult the School Calendar at the back of this handbook for a list of minimum days.

FIELD TRIPS:

Field trips are an important part of the curriculum, and they enrich the learning experiences of all OLA students. Teachers determine carpool arrangements for field trips. It is very difficult to accept parent requests for certain drivers. Please do not ask teachers for special arrangements. Under no circumstances should a driver use a cell phone while driving. Siblings may not participate in school-

sponsored field trips. **Because of food allergies, treats are not to be provided for individual carpools.** Drivers are not authorized to stop for treats or make any other unauthorized stops or detours as this would be a departure from school-sponsored activity. Parents not adhering to this policy assume liability for students **and will be ineligible to chaperone future field trips. Child passengers under the age of eight or under 4 feet, 9 inches tall must be placed in a child passenger restraint system.** The individual who installs the restraint system must be knowledgeable in the proper procedures of the installation of the unit. The following source provides guidance: http://www.ucdmc.ucdavis.edu/injuryprevention/documents/pdfs/Booster_seat_handout_web.pdf

All drivers and chaperones must have fingerprint clearance on file with the Catholic School Department prior to the field trip. **Volunteers working with children must also have completed the online Shield the Vulnerable course.** At no time during a field trip are students to be left unsupervised by the teacher or chaperone.

GRADING, ACADEMIC STANDING, AND PROMOTION:

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

GRADING SCALE:

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

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

Grades from each trimester are averaged over three trimesters by percentage to determine the final year-end grade for each subject.

GUM:

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

HANDS TO SERVE; HEARTS TO LOVE AWARDS

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

HOMEWORK

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

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

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

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

Amount of Homework

Grades 1-2 20-30 minutes

Grades 3-4 30-45 minutes

Grades 5-6 45-90 minutes

Grades 7-8 60-120 minutes

These guidelines should not be considered strict maximums or minimums, as major projects or tests will add to the time needed to complete a night's homework on occasion. But they serve as a guideline for most nights. Teachers and parents may use these guidelines to monitor the amount of time spent on homework. Homework is not given on the weekend, except for math in the upper grades. However, students will need to work on homework over weekends occasionally when a long term project is assigned.

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

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

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

Teachers will help by:

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

Homework Guidelines:

- All homework is due at the beginning of the class period.

- It must be on white binder paper and written with pencil, pen, or done on a word processor as instructed by the individual teacher.
- Homework must be neat. Paper torn out of a spiral notebook or that is wrinkled or torn is not acceptable.
- Homework must be in the student's best handwriting and free of doodles, drawings, smiley faces, etc. unless permission is given by the teacher on a specific assignment.
- If a child is absent, the parent should notify the school. Assignments will be left at the front desk for pick up after 3:15 p.m. If a parent cannot pick up the work for his or her child, they may arrange for a friend at school to pick it up and deliver. Please do not expect the homework assignments to be ready for you before 3:15 p.m. You may not interrupt a class to pick up homework. **Students may only enter the classroom after school if the teacher is present.**
- If the child is absent on the day work is due, he or she will turn the work in upon returning.
- If the child is absent when work is assigned due to illness, he or she will be given as many days to complete the work as he or she was away from school. Students away because of detention or non-illness should complete the work upon their return to school.
- Students must always use the proper heading on their papers as determined by the individual teacher.

Incomplete Homework

Homework completion is critical to a student's academic success as well as our expectation that he or she will be an "enthusiastic, self-directed, reflective, life-long learner." (SLE 2C) Students who do not complete their homework will receive formal academic grade consequences as outlined by the student's teacher.

HONOR ROLL

The junior high program has an honor role, which is calculated based on grade averages. Each of the following classes count as a full point in the average:

Religion (1)
 Science (1)
 Math (1)
 Social Studies (1)

The following classes are calculated at fraction of a point, when calculating the honor rolle.

Reading (0.9)
 English (0.9)
 Spelling (0.2)

Note that Fine Arts classes, which do not meet every day are calculated as on full point combined, but break down as: 1/3 PE, 1/3 Art, 1/3 Elective.

Averages are rounded to the nearest hundredth. Grades over 100 are adjusted to a maximum of 100. Students who earn 90.00 or higher make Honors. Students who earn 96.00 or higher make High Honors.

IMMUNIZATIONS

All persons under 18 years of age shall be immunized against diphtheria; Hemophilus influenza type b (except for children who have reached the age of 7 years); pertussis (except for children who have reached the age of 7 years); poliomyelitis; rubella; tetanus; hepatitis; and any other disease deemed appropriate by the California Department of Health Service prior to admission into school. The number of doses required is dependent upon when previous doses were given.

All students entering Kindergarten must receive varicella (chickenpox) immunization, or present proof of immunity, before entering Kindergarten. (Effective 7/1/01) Pupils out of compliance with the immunization law shall be excluded from further attendance unless they come into compliance within 10 school days.

The California School Immunization Record (CSIR) shall be completed for school enrollment. This record is part of the permanent pupil record and shall be transferred with the pupil. Tdap is required

for students entering 7th grade. (DSB 5147)

Exemptions: California law describes two exemptions to student immunization requirements:

- Personal Beliefs Exemption: A parent or guardian may have a child exempted from required immunizations if immunization is contrary to his/her beliefs. Schools have standardized procedures for parents and guardians who request a personal beliefs exemption. Exemptions to immunization should not be taken because of convenience. Unimmunized students are at greater risk of contracting diseases and spreading them to their families, schools and communities. Schools should maintain an up-to-date list of students with exemptions, so that these students can be excluded from school quickly if an outbreak occurs.
- Medical exemptions: Physicians (MD or DO) may grant in writing an exemption for students for whom immunizations are not medically indicated, which occurs infrequently.

If a child is to be exempted for medical reasons, a doctor's written statement is required; the statement must include which immunization(s) is to be exempted and the specific nature and probable duration of the medical condition. If a child is to be exempted for reasons of personal beliefs, the parent or guardian must sign and date the affidavit found on the bottom of the official county Immunization Card. No other parents should sign this affidavit.

INTERRUPTIONS:

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

KINDERICH STUDENT CHECK-OUT AND OFF-CAMPUS PARTIES

If you check your child out of school during KinderRich, and they are going to return before the school day is over, inform the KinderRich staff of the time the child will return. Students must be checked out and back in by a parent or an adult authorized on the emergency card to pick up the child.

If students leave KinderRich for an off-campus party, they should not return for the rest of the school day. Students returning from a party where other children were invited creates hurt feelings. Parties where not all classmates are invited are better planned after 3:00 p.m.

LANGUAGE/DEFIANCE:

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

LITURGIES:

Our school community comes together in fellowship on first Fridays once a month to celebrate the Liturgy. The class that organizes the monthly school Mass also performs as the choir on the following Sunday at the 9:30 a.m. parish Mass. The children and their teacher actively prepare and participate in the Liturgy. Students are required to wear their dress uniforms to school on Mass days.

Classes also attend the 8:00 a.m. Parish Mass every Friday. Parents and the OLA community are invited to attend and be a part of all of our Eucharistic celebrations.

LOST ARTICLES:

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

LUNCHES:

Students may either bring a lunch or purchase a school lunch. If buying lunch, students must order their lunch in advance through the OLA hot lunch program. Lunches from fast food restaurants are not allowed.

LUNCHTIME PROCEDURES & RULES

In order for students to enjoy a safe and orderly lunch and recess experience, the following rules are in place:

1. Students are to walk in the gym in order and quietly in single file behind teacher.
2. Those waiting for hot lunch need to line up and remain quiet. No jumping on the stage.
3. Students must stay seated at the table of your choice until excused.
4. Students need to bring a drink from home or purchase milk.
5. Trash will be thrown away as each table is excused. If there is any trash remaining on or under table, that table will be called out of line to pick up trash.
6. When a table is excused students must line up single file by class.
7. Anyone caught throwing food will have to clean up the mess. In addition, parents will be notified and the student will spend the lunch recess picking up trash.
8. Lunch containers need to be placed in the carts or bins assigned to the students' class.
9. Students may not go back to your classroom to put lunches away.
10. When the warning bell rings, students are to line up. All games must end immediately and balls or athletic equipment put away.
11. Students not lined up by the final bell are considered tardy and may have a card pulled.

MEDICINE:

Children may not bring any medication to school to be self-administered, ***except for Epi Pens and inhalers for older students who are properly trained and have a note from the parent.*** Please fill out the Medication Permission Form and send it with any medicine that is to be taken at school. Medicine will be kept in the school office and administered there by the office staff only. This includes Tylenol, Advil, and cough drops. Inhalers and Epi Pens will be stored in the office and in classrooms in a designated spot. No medications, with the possible exception of Epi pens and inhalers, are allowed in the classrooms or kept in students' backpacks. ***"Undesignated" Epi pens are stored in the school office and the kitchen in case of an emergency.***

OFFICE TRAFFIC:

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

PARENT-TEACHER CONFERENCES:

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

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

PARKING

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

PRIVATE PARTY INVITATIONS

Private party invitations are not allowed to be distributed on the school grounds (to prevent excluded children's feelings from being hurt) unless the entire class or all the boys or all the girls are invited. Distribution of flyers or advertisements of any kind is prohibited unless approved by the principal.

P.E. UNIFORM:

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

PLAGIARISM:

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

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

PROMOTIONAL FLYERS

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

SAFETY DRILLS AND EVACUATION

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

SCHOOL ACTIVITIES AND SIBLINGS:

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

SCHOOL OFFICE HOURS

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

"SPIRIT DAYS"

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

SPIRIT WEAR AND COUGAR CREW WEAR

Every Thursday is Cougar Crew Day. Students may wear Cougar Crew Wear or OLA Spirit Wear top on Thursdays with an OLA uniform bottom.

TEAM SPORTS:

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

TELEPHONE:

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

TEXTBOOKS

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

VACCINATIONS:

See "Immunizations."

VISITORS:

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

VOLUNTEERS:

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

--Diocesan School Board Policy #4410

WEEKLY BULLETIN:

A weekly bulletin will be e-mailed to each family every Tuesday.

OUR LADY OF THE ASSUMPTION SCHOOL ACADEMIC HONESTY CODE

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

Academic Dishonesty:

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

- Cheating on examinations and quizzes, including:
 - Looking at other students' papers during an examination
 - Communicating or receiving answers during an examination
 - Using unapproved notes, materials, or calculators during an exam
- Plagiarism (whether intentional or unintentional), including:
 - Directly copying the spoken or written words or ideas of another person without giving him/her credit
 - Paraphrasing the spoken or written words or ideas of another person without giving him/her credit
- Turning in an assignment which was completed by another person
(including parents, siblings, classmates or commercial essay companies)
- Turning in the same assignment or paper in two different classes without permission
- Copying homework from another student
- Knowingly allowing another student to copy one's work
- Sharing information with students who have not yet taken an exam, including:
 - Talking to students who took an assignment at an earlier time
 - Keeping unauthorized copies of assignments and tests to pass on to other students
- Denying others access to information or materials

SCHOOL DISCIPLINE

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

Diocesan School Board Policy #5600

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

OLA SCHOOL DISCIPLINE PLAN

The primary purpose of the discipline plan is protect every child's right to learn and to provide a clear and direct process regarding discipline for the staff, students, and parents of OLA School.

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

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

Accountability: Students are held answerable to reasonable expectations

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

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

Our Lady of the Assumption School Class Rules

1. Respect others.
2. Keep your hands and feet to yourself.
3. Raise your hand to speak.
4. Think before you speak.
5. Be prepared for class.
6. Be polite.

Conduct grades are based on a classroom card system posted in the classroom.

Conduct Card Chart

Per trimester:

A	0-3
A-	4-6
B+	7-9
B	10-12
B-	13-16
C+	17-20
C	21-24
C-	25-28

- If a behavioral detention is issued, 2 cards are pulled in the classroom.
- If a suspension is given, the student's conduct grade drops one full letter grade.
- The final conduct grade is the average number of cards pulled for the three trimesters.

The following discipline procedures are in place in addition to the card system:

Grades K-3

1. If a student's behavior, attitude, effort, or sense of responsibility is not up to standard on a certain day, the teacher will notify the parent that day through the use of a disciplinary form. This form must be signed by the parent and returned to school the next day.
2. A copy of the disciplinary form is to be sent to the office.
3. A copy of the disciplinary form is to be kept by the classroom teacher after a parent has signed it.
4. Other forms of discipline may be used to correct a situation as per Parent/Student and Diocese Administrative Handbooks.

Grades 4-8

1. Students who do not complete homework or who do not bring back assignments that require a parent signature will receive a S.A.M. and will lose points on the missing assignment based on their teacher's late work policy.
2. Discipline Referral forms will be given out to students when a detention is given. A carbon copy will be sent to the office.
3. Others forms of discipline may be used to correct a situation as per Parent/Student and Diocese Administrative Handbooks. Serious actions may result in an automatic detention with principal review.

DETENTION GUIDELINES

- Students in grades four through eight who earned detention will serve it on **Monday or Wednesday**.
- Detentions given for violation of school or classroom rules will be served from **3:05 to 3:35**.
- Teachers are to issue and record all detentions.
- Teachers in grades four through eight will monitor detention on a rotating schedule.
- A copy of the Discipline Referral is to be sent to the office.
- A copy of the Discipline Referral is to be kept by the homeroom teacher after a parent has signed it.
- Discipline Referrals are to be sent home at least one day in advance and returned with a parent signature to the homeroom teacher.
- The teacher who has issued the detention is to provide a special assignment for that student or assign the student to copy an essay pertaining to the behavior that led to the infraction.
- Students who earn a detention on the day of an event they are participating in (e.g., a game or sports practice) are not excused from detention.
- A missed detention will result in an additional detention. Students missing detention three times in a trimester will receive an in-school suspension.
- On occasion students will have the option of performing maintenance tasks around the school in lieu of desk work (must have parent/guardian permission).
- The principal will record all discipline referrals.
- **Three** detentions over one trimester will result in a parent-student-teacher conference or phone call to resolve the issues that have led to the detentions.
- **Four** detentions over one trimester will result in a meeting with the student, parent, and principal and possibly an in-school suspension at the principal's discretion.

SUSPENSION:

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

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

IN-SCHOOL SUSPENSION

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

REASONS FOR IMMEDIATE SUSPENSION LEADING TO EXPULSION:

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

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

DESTRUCTION OF PROPERTY:

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

HARASSMENT AND BULLYING (DIOCESAN BOARD POLICY 5690)

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

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

Regulations

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

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

- a. Verbal Harassment or bullying: Derogatory, demeaning, or inflammatory words whether oral or written;
 - b. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, bullying or intimidating interference with normal work or movement;
 - c. Visual Harassment and Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
 - d. Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct, which includes sexual harassment, but is not limited to, includes: sexually demeaning comments, sexual statements or jokes; suggestive or obscene letters, phone calls, e-mail; deliberate, unlawful physical touching; leering, gesture, display of sexually suggestive objects or pictures.
2. It is the responsibility of Our Lady of the Assumption School to fully implement this policy and to make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward

its strict enforcement. Any individual seeing or hearing about any incident of harassment and bullying is encouraged to follow the procedures below. If the harassment stems from the principal, the person being harassed is to contact the pastor, or superintendent.

3. The following procedures are to be followed for filing and investigating a harassment or bullying claim:
 - a. Persons who feel aggrieved because of conduct that constitutes harassment or bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
 - b. If the person does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he or she shall direct his or her complaint to the principal or a member of the school staff, who will report it directly to the principal. Parents of students involved are to be contacted as soon as possible and involved in the entire process.
 - c. The individual(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
 - d. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations.
 - e. Once the facts of the case have been gathered, the Principal, in consultation with the Pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.
 - f. Any party involved who is not in agreement with the decision has the right to the Appeal Process For Reconciliation found in the Administrative Handbook.
4. If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.

STUDENT THREATS (DIOCESAN BOARD POLICY 5910)

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

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designate.
- If the threat is judged credible and serious, appropriate law enforcement officials will be notified.
- All threats will be reviewed and investigated in a prompt, confidential, and thorough manner.
- Threats that are substantiated may result in disciplinary actions, up to and including dismissal.
- Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated.

TRANSFER OF STUDENTS:

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

Diocesan School Board Policy #5150

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

Diocesan School Board Policy #5152

UNIFORM POLICY

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

A written excuse from a parent must be presented to the teacher if a child is out of uniform for the day. If your child is dressed inappropriately, you will be called to bring them the proper attire. The administration exercises full authority in the interpretation of issues pertaining to uniform regulations. ***If a student is not in proper uniform, he or she will have a card pulled. Repeat violators of the uniform policy will be given a detention for every subsequent violation.***

GIRLS & BOYS

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

Red Sweater Vests (boys) and cardigan sweaters (girls) from True Grits are available for students grades K-6, and Blue Sweater Vests and cardigan sweaters (girls) from True Grits for students in grade 7-8. These are recommended for Mass Days.

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

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

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

Shoes – Athletic shoes must be tied in the traditional manner and in good condition. Velcro is acceptable. Flip-flops, sandals, boots, and moccasins are not permitted. Shoes that have wheels, have only straps for backing, or that expose toes are also not allowed.

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

Students performing for the 9:30 a.m. Sunday Family Mass with their class must perform in school uniform.

BOYS

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

GIRLS

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

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

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

Tights – Plain white or navy tights are an option for girls.

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

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

PE UNIFORMS

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

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

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

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

Shoes – Athletic shoes tied in the traditional manner.

NON-UNIFORM DAYS

The following are not acceptable attire: leggings, jeggings, **yoga pants/tights**, halter-tops, spaghetti straps, bare midriffs, low hanging or baggy pants, baseball caps, jewelry makeup and nail polish. Shorts / skirts / dresses/ shorts cannot be shorter than three inches above the knee (top of the knee). No threadbare material or cutoffs. This is not an exhaustive list and the principal and/or vice principal will have final discretion.

Clothing will not be excessively tight, and must fit properly. Imprints or advertising that is against the philosophy of Our Lady of Assumption School are not permitted at any time.

COUGAR CREW/SPIRIT WEAR DAYS

Every Thursday will be a Cougar Crew/Spirit Wear day. Students may come wearing a “Cougar Crew” t-shirt or sweatshirt or an OLA Spirit Wear t-shirt or sweatshirt with uniform bottom. OLA Spirit Wear may not be worn on any other day of the week.

“SPIRIT DAYS”

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

Cougar Crew and Spirit Wear—See “SPIRIT WEAR”

FAMILY SERVICE PROGRAM

I. WHAT IS FAMILY SERVICE?

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

II. WHY HAVE THIS PROGRAM?

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

III. PARTICIPATION

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

IV. HOW DOES IT OPERATE?

- A. Every family agrees to this responsibility when they sign the Family Registration Form and the "Contract For Our Children".
- B. Every family is required to contribute at least the minimum number of service hours.
- C. Hours are counted between June 16th and June 15th of the following year.
- D. Parents are to submit their completed hours into the *Volunteer Hour Tracking* form found on SchoolSpeak. Please contact the PTG Workforce Chair if assistance is needed.
- E. Hours are tallied in November and May. Families are reminded if they are lacking the required number of service hours.
- F. Every hour of work force time missed and every work force shift that is missed or not completed will result in a \$25.00 per hour increase in tuition fees for the following school year.
- G. Families who do not contribute any of the required service hours will pay an additional "non-participating" amount \$1,000.00 towards their tuition, which will be assessed on the tuition payment after workforce hours have been entered by families and checked by the PTG. This is in line with Diocesan policy.

V. REQUIRED HOURS

	Two Household Family	Single Parent Family	Joint Custody Household
Auction	10 hours/year	5 hours/year	5 hours each/year
Country Fair	10 hours/year	5 hours/year	5 hours each/year
Additional School and/or Parish	20 hours/year	10 hours/year	10 hours each parent/year

VI. SERVICE HOURS BREAKDOWN

This is not an exhaustive list. It is intended to give guidance and direction. If you have a question about service hours you may direct them to the PTG Service Hours Coordinator. Also, we encourage families to offer some of their 40 hours to the service to the parish. Listed below are some of the ways families can serve the parish and earn their school hours at the same time.

Auction Hours: (Minimum 10 Required) Any hours served and approved related to OLA Auction.

Country Fair: (Minimum 10 Required) Any hours served and approved related to Country Fair.

Sporting Events:

Scoreboard Operator, Timekeeper at Track Meet, Referee, Coach, Set Up/ Clean Up At Games, etc.

Scrip Workforce: Sorting, Selling, Distributing Scrip.

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

Library/Literature Circles: Time spent working in OLA library or leading 4th/5th grade literature circles.

Lunch Help: Helping with lunch program or supervising children on playground or in classrooms on cold or rainy days.

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

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

Miscellaneous Church: Altar Serving, Altar Server Assistant, Children's Liturgy of the Word, Extraordinary Ministers of the Eucharist (Eucharistic Ministers), Eucharistic Homebound Ministries, Lectors, Ushers, Greeters, Faith Formation Teacher/Catechist, Faith Formation Committee, Habitat for Humanity, Homebound Ministry, Offertory Counter, St. Vincent de Paul Society, Ministry of Small Things, Offertory Counters, Communications Committee, Charismatic Prayer Group, Advent Giving Tree, Family Promise, Bereavement Committee, Parish Pastoral Council, Parish Finance Council, Parish Clean-up Days, Coordinator for Parish Clean-up Day, Parish Socials (e.g., Lenten Fish Fry, Parish Spaghetti Feed, Oktoberfest, Parish Feast Day Celebration), Lenten Soup/Stations of the Cross on Fridays of Lent, Washing and Ironing the Alter Server Robes, Washing/Ironing Linens for Mass, Weekly Church Clean-up, Vacation Bible School Coordinator and Parent Volunteers, Donut Sunday Helpers

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

CSAC: Time spent on CSAC or a CSAC Committee.

Double Hours Can be Earned by Working the Following:

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

NOT Counted as Service Hours:

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

Clarification for Field Trips and Mass:

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

Logging Hours on SchoolSpeak

Please log your hours onto SchoolSpeak right after you have served them. The school and parish office track the hours, and when families don't log the hours we have an incorrect perception of the hours that are being accrued by our families. Also, verification of hours is problematic when they are logged in months after the service was completed.

Signing up:

On the left hand column of the main SchoolSpeak page, scroll down about halfway to find five sign-up choices: Grade, All school, Parish, Country Fair, and Auction. These options are not all here all year long, so don't panic! Country Fair sign ups won't become available until early next calendar year. There are instructions on those pages for how to find shifts. Here's an example:

1. Search for available shifts by clicking on the "Open" tab below. There are multiple ways to find shifts:
2. Scroll through all of them to see what is available.
3. Use the "From Category" pull down menu to view all shifts available in a specific category, such as Art Docent or Parties.
4. Search by a keyword to find specific shifts, such as "1st Grade".
5. Select the shifts you would like by clicking on "Sign Me Up" in the far right hand column of each listed shift.

Logging your hours:

1. On the left hand column of the main SchoolSpeak page, scroll down to find our four hour tracking choices: Auction, Country Fair, Parish, and Volunteer.
2. Choose the correct link for the event you want to record. Please make sure you input your hours under the correct heading. For example, field trips will be logged under "Volunteer Hour Tracking 17/18".
3. Choose the date of the event you helped with.
4. On the "Task" drop down you'll select the choice that most closely resembles what you did, for example, field trip chaperone. You can just make a short note in the comment section, something like "4th Grade zoo overnigher". No need to write a long explanation.
5. Input your time, click "Add", and you're done.



OUR LADY OF THE ASSUMPTION SCHOOL ATHLETIC PROGRAM GUIDELINES 2016-2017

GENERAL INFORMATION

I. THE ATHLETIC PROGRAM IS PART OF THE PAROCHIAL ATHLETIC LEAGUE

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

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

- A. to build a community which strives to image Christ;
- B. to develop Christian spirit, school spirit, team spirit and personal acceptance;
- C. to instill Christian sportsmanship in the life-styles of the participants;
- D. to teach the participants the proper attitude towards winning, losing and competing with dignity;
- E. to develop acceptance and appreciation of others;
- F. to train, instruct and follow athletic/sport rules;
- G. to develop the students' physical abilities and coordination;
- H. to help form well-rounded students by fostering good health habits;
- I. to provide a Christian environment and outlet for youthful energy;
- J. to teach the positive value of athletic participation;
- K. to show the necessity of practice, hard work and time management.

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

2. The PAL mandates that each principal designate an Athletic Director who will be required to attend designated A.D. meetings. The A.D. will be the contact person for the PAL Directors and will provide communication between school coaches and parents regarding PAL guidelines, scheduling, meetings, etc.
3. OLA students in grades 1 through 4 are able to participate in the Little Dribbles basketball program, which is part of the PAL. Little Dribblers play their games typically on Saturdays in the home gym and at other school sites on Saturdays. PAL basketball games are played throughout the week on a designated schedule for each team. Parents should check the schedule for their teams at the PAL website. <http://school.jesuithighschool.org/PAL/> For more information on Little Dribblers: <http://school.jesuithighschool.org/PAL/documents/NewLDPRules2014.pdf>.

II. SCOPE OF THE OLA ATHLETIC PROGRAM

PAL sponsored teams:

FALL SPORTS

Boys' Flag Football

Varsity Team
(Grades 6-8)

Girls' Volleyball

JV Comp Team
(Grades 5-6)

JV Rec Team
(Grades 5-6)

Varsity Comp Team
(Grades 7-8)

Varsity Rec Team
(Grades 7-8)

Cross Country (Coed)

JV Comp Team
(Grades 5-6)

Varsity Comp Team
(Grades 7-8)

WINTER SPORTS

Girls' Basketball

JV Comp Team
(Grades 5-6)

JV Rec Team
(Grades 5-6)

Varsity Comp Team
(Grades 7-8)

Varsity Rec Team
(Grades 7-8)

Boys' Basketball

JV Comp Team
(Grades 5-6)

JV Rec Team
(Grades 5-6)

Varsity Comp Team
(Grades 7-8)

Varsity Rec Team
(Grades 7-8)

SPRING SPORTS

Track and Field

Varsity (Grades 7-8)

JV (Grades 5-6)

Boys' Volleyball

Varsity (6th-8th)

Golf (Coed)

Varsity (5th-8th eligible)

Girls' Flag Football

Varsity (6th-8th)

III. COACHES' INFORMATION

REQUIREMENTS TO SERVE AS COACHES AND/OR ASSISTANTS

- Willingness to support the mission of Our Lady of the Assumption School and the Parochial Athletic League and to fulfill all commitments to the players, the school, and the PAL.
- Each coach and assistant coach must have fingerprint clearance and must attend all coaching meetings.
- Knowledge of the sport to be coached and a desire to help the athletes improve.
- Willingness to volunteer to serve as a coach/assistant coach.
- Agree to be punctual and present for all scheduled practices and games.
- Potential coaches will have a meeting with the Athletic Director prior to selection.
- Must be certified by the Positive Coaching Alliance (PCA) in order to participate in PAL sponsored sports.

RESPONSIBILITIES OF COACHES

1. Be fully aware of and supportive of the Our Lady of the Assumption School requirements for student participation, for parental involvement, for team members, and for conflict resolution.
Coaches are the first models of good sportsmanship, appropriate conduct, respect for officials, and respect for the players, coaches, and parents of other teams.

2. Attend the mandatory coaches' meeting presented by the PAL
 - A. Be fully aware of all PAL requirements for the sport and agree to observe them
 - B. Observe all PAL mandates and guidelines concerning playing time
 - C. Must be "Play Like a Champion Today" certified
3. Be present for all tryouts (if applicable) for the team and at all meetings for the selection process.
 - A. All coaches of the varsity level will attend all the tryouts for that sport. Each coach will rate players based on sport-specific skills, attitude, ability, willingness to follow directions, and teamwork.
 - B. The Athletic Director will approve the rosters and present them to the principal for final approval.
4. Attend a pre-season meeting with the Athletic Director.
5. Conduct a pre-season meeting with the parents and players.
6. Inform all players and parents of the practice, game, and tournament schedules as soon as they are available.
7. Have copies of every player's emergency cards at every practice and games, as required by the PAL.
8. Coaches must have with them at all times their teams are gathered, including practices and games, a copy of emergency cards, copies of the "Serious Allergic Reaction Plan" that any player on their team has filed with the school, and any inhalers, Epi pens, or other medicine that a child with a medical condition must have with them.
9. Ensure the safe pick-up and drop-off of players by their parents at all games and practices.
10. Consistently promote teamwork and team spirit.
11. Coaches are responsible for maintaining a safe and clean practice facility and the equipment they use. After all practices in the gym, coaches are required to dry mop the floor and make sure that gym was in the same condition it was when they arrived. The coach(es) is responsible for supervising all students in the gym or field of play during practice, including those not on the court or field of play.
12. Uniforms: The athletic director will distribute uniforms to each coach or team. It is the responsibility of the students to return their CLEAN uniforms to the homeroom teacher after the season has ended. **Failure to return uniforms will result in a fee for replacement of lost/unreturned uniform.**
13. Coaches and parents may not buy or require students to buy extra articles of clothing (e.g., sweats, shoes) to go with the uniform that OLA provides as this may put a financial hardship on families.
14. Coaches will notify the team and the athletic director when scheduled practices have been cancelled. Likewise, newly scheduled practices will be requested through the athletic director at least 24 hours in advance.
15. Food products containing peanuts and tree nuts are not permitted at practices, games, or in the vehicles that transport students to games.

PARENTS' AND PLAYERS' INFORMATION

I. REQUIREMENTS FOR STUDENT PARTICIPATION

1. Academic/Conduct Requirements
 - A. **Students must have a C average in all core subjects at the beginning of the season, and this average must be maintained throughout the season to remain eligible to play.**
 - B. If a student does not have this average at the time grades are checked, he/she will receive a probation form. This form must be signed by both the parent and the coach and returned to the homeroom teacher ***within three school days***. During this two-week probation period, the student may still participate in practices and games.
 - C. After the two-week period, if the student has not satisfactorily improved, he/she will receive a temporary suspension form. This form must be signed by both the parent and the coach and returned to the homeroom teacher. During this two-week temporary suspension, the student may not participate in practices or games. At the

end of the two-weeks, faculty members will determine reinstatement or permanent suspension.

- D. Students must maintain satisfactory conduct while at school and at athletic events. Conduct that is not acceptable is cause for dismissal from a team.
- 2. Each player must have a current, signed medical release form on file before that player can participate in any practice or game.
- 3. Students who wish to participate on an OLA sports team may not play on more than two teams in any given season. This includes school or non-school teams.
- 4. Uniforms: The athletic director will distribute uniforms to each coach or team. It is the responsibility of the **STUDENTS** to return their CLEAN uniforms to the homeroom teacher after the season has ended. **Failure to return uniforms will result in a fee for replacement of lost/unreturned uniform.**
- 5. Parents or coaches may not buy or require students to buy extra articles of clothing (e.g., sweats, shoes) to go with the uniform that OLA provides as this may put a financial hardship on families.

II. REQUIREMENTS FOR PARENTS

- 1. **One parent/guardian must attend the pre-season parent meeting held at the beginning of the school year. Failure to attend the meeting will make parent/guardian's athlete(s) ineligible to participate in that sports season.**
- 2. Parents are to provide transportation for their children for all games and practices. Team member's siblings are **NOT** allowed to attend practice.
- 3. Every family is encouraged to work at games or tournaments played at Our Lady of the Assumption School. These hours count toward a family's forty hour obligation
- 4. Parents are to pay the non-refundable sports fee before a student may participate.
- 5. ***Parents must always model good sportsmanship, appropriate conduct, respect for officials, and respect for the players, coaches, and parents of other teams.***

II. REQUIREMENTS OF TEAM MEMBERS

- 1. PRACTICE REQUIREMENTS: All players must meet the requirements set by the coaches and the PAL for practices and games.
 - A. The player must notify the coach in advance if a practice or game will be missed. The player must obtain any information given at the missed event.
 - B. Unexcused absences may result in loss of playing time during next game.
- 2. SCHOOL ATTENDANCE:
 - A. Players may not participate in a game or practice on a day when they have been absent from school.
 - B. If a student is suspended, he or she may not attend or participate in a game or practice on the day of the suspension.
- 3. PLAYING TIME: Players will play in every game unless they are being disciplined for breaking a team or school rule.
 - A. Competitive Teams: The amount of individual playing time is not equal for each player. It is determined by ability, game situations, attitude, and adherence to rules established by the PAL and the coach.
 - B. Recreational Teams: The coaches will attempt to play each team member equally as possible. However, player attendance at games and practices, attitude, and behavior can also determine how much playing time the player gets in games.

4. **QUITTING**—OLA has a no quit policy. The formation of the teams is completely dependent on the number of students who sign up. Therefore, it is important to understand that students will not be allowed to quit if they don't get onto a team they desire. A student who quits forfeits his or her right to play the following year in that sport.

IV. COMMUNICATION AND CONFLICT RESOLUTION POLICIES

1. In the event a player or parent has an issue with a coach, the player and parent(s) will take the following steps after an initial "24 Hour Cooling-Off" period.
 - A. The player and the parent(s) will contact the coach, who will make an appointment to meet with the player and parent(s) to discuss the issue. This meeting will **NOT** take place in front of any other players or parents.
 - B. If the issue is not resolved at this meeting, the player and the parent(s) will ask the Athletic Director to arrange a meeting of all parties plus the Athletic Director.
 - C. Should the issue still not be resolved, all those involved will meet with a school administrator at a time scheduled by the Athletic Director.
2. The following topics are appropriate to discuss with coaches and school administration following the steps listed above:
 - A. The treatment of your child mentally and physically
 - B. Ways to help your child improve and develop
 - C. Concerns about your child's behavior
 - D. Notification of schedule conflict well in advance
 - E. Status of injuries and/or rehabilitation timelines
3. The following topics are to be left to the discretion of the coach and his/her staff, and are **NOT** appropriate to discuss with coaches and school administration.
 - A. Playing Time
 - B. Decisions regarding which athletes are selected to specific teams
 - C. Team Strategies (play calling)
 - D. Other student-athletes
4. Student-athletes (w/ parents) will meet individually with a coach to discuss conflicts/issues. Such meetings should be scheduled at a mutually agreeable time, and should **AVOID** the following:
 - A. Immediately before/after an athletic contest
 - B. During an "active" practice session
 - C. When other student-athletes are present, or is readily visible by others
 - D. When it is apparent that sufficient time is not available to complete the discussion

FINANCIAL GUIDELINES

These FINANCIAL GUIDELINES describe the financial responsibility parents agree to when they enroll a child in Our Lady of the Assumption School. Adopted by the school's Catholic School Advisory Commission, they clarify what is expected of parents so that Our Lady of the Assumption School maintains a strong financial base. While the school has a mission of service to our parents and their children, it also must be able to meet its financial obligations in a timely and responsible manner.

1. General Policy

- Every family must assume financial responsibility for their child/children's education.
- Tuition for the current school year is based upon the actual cost to educate a student during the prior school year. The Catholic School Advisory Commission takes this information and recommends to the Pastor and Principal the rate of tuition for the upcoming school year. Tuition is established for the concurrently enrolled first, second, and third child. A fourth child concurrently enrolled pays no tuition. Current rates are posted on the school website www.olaparish.net/school/.

- Standard tuition rates apply to all families. However, since the parish at large supports the school financially, families meeting the parish requirements may receive the discounted tuition rate.
- Continued enrollment is dependent upon the timely payment of all fees and tuition and the support of fundraising efforts.

2. Tuition Rate Status

A discounted rate of tuition is available for families who meet all of the following criteria:

- Must be a registered Catholic member of Our Lady of the Assumption Parish.
- Must attend weekend Mass regularly and be active in parish life.
- Must contribute a minimum of \$500 annually (approximately \$10 week) to OLA Parish using Parish Pay or the parish envelopes on a monthly or weekly basis.

Families not meeting these criteria will pay the standard rate of tuition. This status will be assessed regularly by the parish staff. Failure to meet these criteria will result in the assignment of the standard rate of tuition. Preschool students pay the same rate of tuition, but once a child is enrolled in Kindergarten, parishioner status will be assessed.

3. Tuition Payment Option & Timeline

- The school offers three tuition payment options: Annual, Semi-Annual and Monthly Payments.
- The annual tuition payment is due on August 20th.
- The semi-annual tuition payment due dates are August 20th and January 20th.
- Annual and semi-annual tuition payers are strongly encouraged (but not required) to pay their tuition via our automated tuition company called FACTS Management. However, families that use the Preschool Extended Care and/or the Extension Program will be required to enroll in FACTS Management to pay for these after school care services. Please see the Extension Program and the Preschool tab for more details.
- Families choosing the monthly payments option are required to pay all their tuition through our automated tuition company called FACTS Management. Tuition is payable on a 10-month basis, starting with the 1st payment due on July 20th through April 20th.
- FACTS will assess a \$30 fee for any rejected payments.
- Late annual or semi-annual payments will incur a \$25 late fee from the school.

4. Tuition Delinquency

- It is the family's responsibility to contact the school to make payment arrangements for all delinquent tuition and/or late fees.
- Tuition delinquent one month requires a meeting with the bookkeeper.
- Tuition delinquent two months requires a meeting with the principal.
- Tuition delinquent beyond two months without payment arrangements will result in removal from the school.
- If tuition is delinquent in a split household family, both parties will be notified once the delinquency reaches two months.
- All tuition payments of graduating families must be paid by the end of April for the graduate to receive a diploma and a report card and to participate in the graduation ceremony.
- Any monies owed after June 20th, without prior payment arrangements, will be submitted to the collection agency and additional late fees will be assessed.

5. Tuition Aid

In supporting the mission of our school and ensuring the affordability of a quality Catholic education, Our Lady of the Assumption Parish offers tuition assistance to qualified families. Those interested in assistance must complete an online application at <https://www.factstuitionaid.com/facts/gaindex>. Once that process has been completed, contact the Parish Business manager at the Parish Office (481-5115) to schedule a private meeting.

Requirements are as follows:

- Complete the online *Tuition Aid Application* at <https://www.factstuitionaid.com/facts/gaindex>.
- You must be a registered parishioner to be eligible to receive tuition assistance.
- Aid applies only to tuition and does not apply to fees.
- Families who receive tuition assistance are required to pay tuition on time. If a family is delinquent, they will become responsible for the full amount.

6. Fees

- The registration fee must accompany the registration form when submitted. Registration forms and fees received past the submission deadline will incur a \$100.00 late fee per child.
- The Miscellaneous Expense Worksheet form and fee must be submitted and paid before the end of the current school year. Forms and fees received after the submission date is subject to the \$25 late fee.
- The Parochial Athletic League (PAL) fee must be paid for participation on a team sport.
- Other fees, such as field trip fees and graduation fees, are assessed to students participating in those activities.
- All of the above fees are NON-REFUNDABLE.
- All returned checks will incur a \$25 returned check fee.

7. Extension and KinderRich Program

- An Extension registration fee is collected in order to use the before and after school care program and is to be paid via check.
- The Extension Program's hourly and daily fee charges are assessed based on the previous month's usage for each student using the program. These charges will be billed as incidentals via FACTS Management and payment for the services rendered must be paid via FACTS. Therefore enrollment in FACTS Management is required to use the Extension Program.
- Families who pay their tuition annually or semi-annually using Extension and Preschool Extended Care must enroll in FACTS. A FACTS Management fee will apply for this incidental billing and payment option.
- A one-time KinderRich registration fee paid by check is required for Kindergarten students participating in the program. There are no additional charges for KinderRich.

8. Preschool and Transitional Kindergarten

- **Tuition** is charged monthly based upon the program enrolled and is paid through FACTS Management. Alternatively, parents may choose to pay annually or semi-annually in lump sums. Tuition is paid in advance of service. Tuition billing begins in July and ends in April. Preschool classes run from 8:00 a.m. until 11:45 a.m., while Transitional Kindergarten runs from 8:00 a.m. until noon. Tuition is separate from Extended Care fees.
- **Extended Care Fees** are charged monthly and are based upon a daily rate of use. Extended Care services run from 12:00. to 3:00 p.m. These charges will be billed as incidentals via FACTS Management and payment for the services rendered must be paid via FACTS. Therefore enrollment in FACTS is required to use the Preschool's Extended Care Program. Families who pay their tuition annually or semi-annually using the Preschool Extended Care must enroll in FACTS. A FACTS Management fee will apply for this incidental billing and payment option.
- **Non-Refundable Fees:** Annual registration fees for TK students are \$300 and \$275 for preschool students.
- **Discounts:** Families registering multiple children *may* qualify for the multiple child discounts if the financially responsible party has legal guardianship of all the children being registered. When more than one child is registered at Our Lady of the Assumption School, there will be a 5% discount toward the youngest student's preschool tuition. A third child enrolled in the preschool is also eligible for a 5% discount. A 4th child of a family concurrently enrolled in preschool pays no tuition. These discounts do not apply to extended care fees or the Parents-In-Participation Program.
- **Returned Check Fee** is \$25 per check. If there are two returned checks in one year, personal checks will no longer be accepted.
- **Absences:** Absences and vacations do not relieve us of financial responsibilities. State law requires student/teacher ratios be based on enrollment. Teachers must be here and paid

whether or not children are present. Therefore, deductions cannot be made for absences, illness or for school closures, including state and school holidays (e.g., Christmas break, tuition for December will be the standard monthly rate).

- **Withdrawal:** A 30-day written notice is required for withdrawal from the program. There will be no refund for tuitions paid.
- **Preschool Family Service Program:** The preschool family service program is modeled after the OLA School Family School Program. The requirements for preschool families are published in the preschool handbook.

9. Fundraising Programs

- Fundraising programs form an integral part of the school budget and are designed to manage tuition rates. Every family is expected to support these programs with their time, talent, and/or financial contributions.
- Major fundraising efforts include the annual Auction and Raffle, Scrip, the Cougar Classic Golf Tournament and the Country Fair. Every family is expected to participate in these fundraisers.
- Each year families are encouraged to make a tax-deductible gift to our school through the Annual Giving Program.

10. Endowment Fund

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

The Catholic School Advisory Commission adopted these **Financial Guidelines** in January 1990 and revised them in April 1994, September 1996, September 1998, June 2000, June 2004, June 2005 and May 2011.

School Crisis Response Plan

(To Interface With National Incident Management System)

Emergency Dispatch: 911

Non-Emergency Dispatch: 916-228-3000

Evacuation Site

Primary: Starr King

(916) 971-7318

Back-up: St. Michael's

(916) 485-3418

2nd Back-up: Maddox Park

Incident Commander: Principal

Back-up Incident Coordinator – Vice Principal

Public Info Spokesperson: Principal

Designated Teacher Leaders: Teachers in Charge of Wings/School Areas

Alynn Wright

Taryn Wright (backup)

Search and Locate: Campus Monitor and/or Instructional Assts.

Jane Ricci

Vina Busch

Lacey Ward (Backup)

Parent Liaisons:

Kathy Nicholas

Christy King, Parent Assistant:

Incident Log Scribe: (Records)

School Secretary

Cathy Rutledge (Back-up)

Campus Safety Liaison:

Mike McKenna

Amy Kuzmich

Anna Ryan

Logistics:

Custodians, Cafeteria Staff, Other Staff

Earl Knight

Paul Narloch

Our Lady of the Assumption School

A Catholic Elementary School in the Sacramento Diocese

SCHOOL YEAR 2017-2018

AGREEMENT TO COMPLY WITH OLA'S:
PHILOSOPHY, POLICIES, RULES, REGULATIONS,
ATHLETIC AND FINANCIAL GUIDELINES.

Students attend Our Lady of the Assumption School by choice. That is, students and/or parents freely choose this school instead of any other. The registration of a student at Our Lady of the Assumption School is deemed to be an agreement on the part of a student and on the part of his/her parents or guardians to be active members of this school community. Their attitudes and actions will demonstrate a respect for and willingness to uphold the philosophy, policies, rules, regulations, athletic and financial guidelines as outlined in the *Parent/Student Handbook* for the current year and as revised or added to during the school year.

The Handbook can be found on our Web site in the "Students" section.

"I understand the above statement and have read or discussed with my child(ren) the current OLA Parent/Student Handbook. We agree to comply with the philosophy, policies, rules, regulations, athletic and financial guidelines of the school at all times." I also acknowledge with my signature below that in the event my child transfers out of OLA, transcripts and/or cum files may be withheld for non-payment or delinquent tuition."

FATHER'S/GUARDIAN'S SIGNATURE
(Please sign legibly)

MOTHER'S/GUARDIAN'S SIGNATURE
(Please sign legibly)

Student Name

Grade

This agreement must have the required signatures and be **returned to school by Friday, November 3, 2017**. It will become part of your family's file in the school office.

2141 Walnut Avenue • Carmichael, CA • 916-489-8958