

OUR LADY OF MIRACLES CATHOLIC SCHOOL
2009-2010 PARENT-STUDENT HANDBOOK

This Parent-Student Handbook contains a summary of many of the policies and procedures regarding students at Our Lady of Miracles Catholic School. The administration of the school reserves the right to amend this handbook at any time. Notification of amendments will be published in the family envelope.

The policies contained in the handbook are in alphabetical order, dictionary style if you will. Please note the Index at the back of the book for a listing of all informational titles found in the handbook.

Thank you in advance for familiarizing yourself and your student with the contents of the handbook. Please sign the enclosed contract, which states that you have read the handbook and have discussed the appropriate policies with your student. Please have your student return the signed contract to his or her homeroom teacher by Monday, September 14, 2009.

As always, prayer is at the center of our spiritual journey and so it is with that in mind, the handbook opens with the School Prayer.

Loving God, guide us at Our Lady of Miracles Catholic School to strive and ensure a quality education that integrates the teaching of Christ. Help us keep in mind that each person is created in Your image, whose spiritual worth must be nurtured and developed here in our Catholic community. With your guidance we, the staff and parents, will develop in each of our students the responsibility for living and promoting a society rooted in love, service, peace and justice. We will work to solidify values within our students to use now and in the future.

Aid us Lord, in providing our students with the tools to make good moral and just decisions in their daily encounters with others based on prayerful considerations.

Give us the power, through your Spirit, so that our hidden selves may grow strong. We ask this through Jesus Christ your Son. Amen

Our Lady of Miracles, Pray for us.

MISSION STATEMENT

We, the Christian community of Our Lady of Miracles Catholic School, strive to provide a quality Catholic education that develops well-rounded individuals. We believe each person is created in the image of God whose spiritual worth must be nurtured and developed in a Catholic community. We aim to develop in each student the responsibility for living and promoting a society rooted in love, service, peace, and justice in a Christ centered environment. We focus on solidifying values to protect our students in adolescence and help them become responsible adults in the future.

PHILOSOPHY OF EDUCATION

Our philosophy is based on the belief that the whole person is to be educated and supported within a Christ-entered atmosphere.

The faculty and staff of Our Lady of Miracles Catholic School acknowledge the parents as the primary educators in the child's life. We strive to work in partnership with the parents to develop each child's God-given potential. We, the educators of Our Lady of Miracles Catholic School, believe that a truly integrated curriculum must include the teachings of Christ. It is through this integration that the faculty and staff foster in each child spiritual and physical growth, social interaction, and academic ability. We are committed to fostering within each student the tools to become Catholic leaders and responsible citizens, active community members, globally aware citizens, and effective communicators and problem solvers.

We encourage each child to strive for excellence and instill in him/her a life-long desire to learn. Our Philosophy empowers the child to accept the challenge of living a Christ-centered life.

"...May He give you the power through His Spirit for you hidden self to grow strong..."
Ephesians 3:16-17

SCHOOL COMMUNITY

Administration

Fr. Leonard Trindade, Pastor/Principal

Miss Adrienne Lopes BA California Polytechnic State University, San Luis Obispo, Professional Clear Teaching Credential, Administrative Credential, MA St. Mary's College of California

Mrs. Barbara Dompe BA from CSU Stanislaus, Professional Clear Single Subject Teaching Credential, Administrative Credential, MA St. Mary's College of California

Teaching Staff

Preschool Director Mrs. Terri Amarante

Preschool Teacher Mrs. Loraine Does

Kindergarten/Grade 1 Mrs. Maria Wigt

Grade 2 Mrs. Theresa Drumonde

Grade 3 Ms. Katie McCarthy

Grades 4/5 Mrs. Melanie Mello

Grades 6-8 Mrs. Isabel Haley

Grades 6-8 Mrs. Robyn Farris

Classified Staff

Ms. Joleen Does, Preschool Aide

Mrs. Tammy Streeter, Preschool Aide

Ms. Tiffany Santos, Technology Coordinator

Ms. Rebecca Moore, Librarian/Director of after school care

Mrs. Kathryn Maffei, Music Director

Mrs. Linda Camboia, Receptionist

Mrs. Durvalina Snoke, Accounting

School Board

Florie Nunes, Natalie Zalinski, Glen Beard, Ingrid Mello, John Menezes, Connie Gomes

OLM Finance Committee

John Lawrence, Joe Martini, Emily Faria, Bob Maffei, Janet Beard

OLM Foundation

Nick VanderPoel, Lucie Lucas, Patsy Freitas, John Lawrence, Karen Martini, Carlotta Azevedo, Janet Maffei, John Borrelli

Parent Teacher Organization

The OLM Parent Club strives to promote a broader appreciation of the mission, goals, and ideals of Catholic education. The members enlist the spiritual, educational and social resources of home and school to provide the best Catholic education possible. The organization plans, coordinates and staffs the fundraising events and social functions. It is responsible for raising over \$130,000 annually to keep tuition affordable.

All registered OLM families are members of the Parent Club. Officers of the Parent Club include president, vice president, treasurer and secretary. The officers for the 2009-2010 school year will be elected at the first meeting.

Meetings are held the second Wednesday of each month in the school library at 7:00 PM. All parents are invited to attend and participate. For every meeting attended, one hour of service is credited.

ADMISSION PROCESS/REQUIREMENTS

Our Lady of Miracles admits students of any race, color, and national and/or ethnic origin. Each student has all the rights and privileges generally accorded to the student body, and can participate in all the programs and activities that are available.

The highest admission priority is given to siblings of current students and to registered active members of The Shrine of Our Lady of Miracles Parish, followed by Catholic families registered in neighboring parishes.

ATTENDANCE POLICY

Excused Absence

- Verified medical appointments, with printed excuse from the office of the medical appointment showing the date and time of the appointment.
- Personal illness verified by parental note.
- An absence of four days may require a doctor's verification
- Serious illness or death in the family, or other similar serious events.
- Funerals
- Any other absence deemed excusable by the school administration.

Unexcused Absence

All absences not classified as excused, will be considered unexcused. The parent/guardian will be contacted when the school feels that an attendance problem exists. The student and/or parent may be required to attend a conference with the teacher or administration to discuss the matter. The student is expected to request missing assignments from the teacher. Because the student is missing valuable instruction, the result of the absences may be a lower grade. **If a child is to be excused from participating in physical education classes for more than 3 days, a doctor's excused will be required.**

Reporting Absences

The school office should be called between 8:00 A.M. and 9:00 A.M. on the first day of absence to notify the school that the student will be absent that day (or may be late to school). The office telephone number is **854-3180**.

A written excuse explaining the absence and signed by a parent or guardian, must be brought to school and given to the classroom teacher the first day the student returns to class.

Absence Limits

If a student is absent for a total of seventeen days or more in one trimester, retention in that grade will be discussed as a possibility and grades may be withheld.

Tardiness

One tardy will deem a student ineligible for a perfect attendance award.

AWARDS

At the end of each trimester, an awards assembly will be held. A student will receive a Perfect Attendance certificate if he or she attends each and every school day for the entire time school is in session. If a student earns a 4.0, he/she will be eligible for the Principal's Award. High Honor awards will be given to students who earn at least a 3.5 with no D's or F's and Honor Awards will be given to students who earn at least a 3.0 with no D's or F's.

APPOINTMENTS – Medical and Dental

Parents should try to schedule appointments after school hours. Dismissal during class time is disruptive for both your child and the entire class. Teacher discretion will be used regarding any make-up work or tests missed during the absence. If a student does need to leave school during school hours, the following procedure must be followed:

1. A request in writing, signed by the parent or guardian, must be given to the classroom teacher.
2. Upon returning to school, the student must report to the school office to sign in before going back to class. It is not necessary for the parent to accompany the student to the school office.

CALENDAR 2009-2010 SCHOOL YEAR

School calendar is located at the end of the handbook.

CELLULAR PHONES

Bringing cellular phones to school is discouraged. If it is necessary for the student to have a cell phone, it will be regarded as private property and will not be the school's responsibility. The cell phone must remain off during school hours.

CHANGE OF ADDRESS/TELEPHONE

Please send a written note immediately in the event of a change in address or telephone number to the school office and the classroom teacher. **This is very important in the event that your child is injured or becomes ill at school.**

CHILD ABUSE REPORTING REQUIREMENTS

Our Lady of Miracles and its employees shall comply with the reporting requirements of the California Child Abuse Reporting Law. The school and its employees will immediately report any known or reasonably suspected incidents of child abuse (including physical abuse, physical neglect, sexual abuse, and emotional maltreatment) to Child Protective Service.

CLASSROOM VISITS

Parents and friends of the school are encouraged to visit their child's classroom and other facets of the school plant during a time that is **pre-arranged**. **All visitors** must first report directly to the school office.

COMMUNICABLE DISEASES

Our Lady of Miracles works cooperatively with state and local health agencies to prevent, control, and contain communicable diseases. Communicable diseases can be a serious concern for both the afflicted person and the school community. Each communicable disease case shall be judged on its own merits following the policies and procedures established by the Diocese of Fresno. Parents/guardians must immediately notify the school office if they suspect or know that their child has been exposed to or has a communicable disease that may present a health threat to their child or others.

COMMUNICATIONS

In keeping with the goals and objectives of the school and the school philosophy, school personnel are available when the need arises. If you have a concern about your child or children, call the office and make an appointment with the appropriate teacher. If the problem is not resolved, make an appointment with the administration. Problems concerning personnel may move from the building level to the pastor. Suggestions for policies and educational programs may be sent to the School Board, after appropriate administrative involvement. For further information concerning disputes, please refer to Diocesan Policy #2400 - Dispute Resolution.

DISCIPLINE

Discipline will be a major focus during the 2009-2010 school year. The school must be a safe place for students to learn. The staff at Our Lady of Miracles will dedicate themselves to building a positive relationship with each and every student in order to foster respect for the rules and regulations of the classroom and school.

Approved Disciplinary Measures

The disciplinary measures may include, but are not limited to, the following:

1. **Isolation of student** within the class or on the schoolyard.
2. **Detention** may be assigned before school, after school, or during recess.
3. **Loss of privileges** such as participation in sports, drama, school dances, or field trips, may be a consequence of unsatisfactory behavior.
4. **Community Service** may be assigned, with parent notification, during school or non-school hours. Such service shall be supervised, and may include, but is not limited to outdoor beautification. This does not count towards service credit hours.

5. **Suspension from school** as a temporary denial of the privilege of attending school and any school related activity.
6. **Recommended Transfer** to another school.
7. **Expulsion** from school.

Behavior Expectations

1. Students are to follow all school and classroom rules, exhibit good manners, be courteous to others, and show respect for members of the school community.
2. It is our belief that students have a right to learn, and teachers have a right to teach.

Approved Disciplinary Procedures

Isolation, detention, loss of privileges, and community service are the usual consequences for the following infractions. However, depending on the number of occurrences, age of student, and severity of infraction the administration may impose stricter consequences such as suspension, recommended transfer, or expulsion.

- Failure to come to class in a prepared fashion ready to complete assignments
- Failure to complete class or homework assignments on time
- Disruption of school activities or disobedience of school authority
- Disruptive behavior including the distraction of students during class
- Bullying behavior, threatening, provoking, taunting, teasing, injuring, degrading, fighting, disgracing any student, member of the staff, or visitor to the school
- Out of uniform
- Gum chewing or eating food in the classroom without permission
- Tardiness at the beginning of the school day or during the day
- Loitering on school grounds
- Being in a classroom without the presence of a teacher
- Writing, reading, or passing of notes in class
- Littering the school grounds
- Play fighting, rough games or behavior, such as playing tackle football, etc
- Running in classroom or hallways
- Possessing permanent markers, sharpies or white out on campus
- **Other infractions as determined by staff.**

Automatic Suspension Pending Expulsion

- Possessing a weapon, explosive or explosive device while on campus or church grounds or during any school sponsored activity.
- Possessing or knowingly ingesting any of the following while on campus or church grounds or on a school sponsored activity: alcohol, tobacco or a tobacco product, marijuana, "hard drugs," "illegal drugs," or any other chemical substance or compound that is not legally possessed by the student under the laws of the State of California.
- Asking an Our Lady of Miracles student at any time or place to sell, loan, give, or otherwise furnish any of the following items: a weapon, explosive, explosive device, alcohol, tobacco or a tobacco product, marijuana, "hard drugs," "illegal drugs," or any other chemical substance or compound that is not legally possessed by the student under the laws of the State of California.
- Agreeing at any time or place to sell, loan, give or otherwise furnish an Our Lady of Miracles student with a weapon, explosive, explosive device, alcohol, tobacco or a tobacco product, marijuana, "hard drugs," "illegal drugs," or any other chemical substance or compound that is not legally possessed under the laws of the State of California.

Prohibited Items

1. Laser pens or other distracting devices that may interrupt instructional time
2. Hard baseballs are not allowed on campus.
3. The use of bicycles, skateboards, roller blades, or roller skates on the school grounds
4. Technology devices such as tapes, radios, recorders, walkmans, ipods, CD players
5. Party invitations or gifts to other students

DISMISSAL/STUDENT PICK UP

Students are to be dropped off and picked up at the church parking lot ONLY. **Students are not to be dropped off or picked up in the front of the school.** Please avoid parking in front of sidewalk that leads through the playground directly to the kindergarten room.

Bus Drop Off and Pick-Up will be in front of the school in the designated yellow lined area.

Any children unsupervised after school will be placed in the Extended Day Child Care Program, and parents will be billed for the service.

DISPUTE RESOLUTION

Disputes often arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, and teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

To Resolve Disputes

Step One: Disputes shall be presented within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for that matter involved in the dispute. For example, a parent complaint regarding a teacher's homework policies should be taken directly by the parent to the teacher for resolution.

Step Two: Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute or within ten (10) calendar days of the presentation described in Step One above to the principal for his/her review and decision. The principal shall conclude his/her decision within ten (10) calendar days of the referral described in this Step.

Step Three: If the dispute cannot be resolved at Step Two, the complaining party within ten (10) calendar days of the principal's decision in Step Two may present the dispute to the pastor for his review and decision. The pastor shall conclude his review of the dispute and render his decision within ten (10) calendar days of the referral to him described in this Step.

Diocesan Review

If the dispute cannot be resolved at Step Three, any party to the dispute, within ten (10) calendar days of the pastor's decision at Step Three, may petition the Superintendent of Catholic Schools in writing for his/her review of the dispute. The Superintendent, at his/her sole discretion, may decide to review or not review the dispute in question. If the Superintendent chooses to review the dispute, he/she shall render an advisory recommendation to the pastor (rector) in writing within ten (10) calendar days of receiving the written petition.

Approved by Bishop: July 26, 1993

EXTENDED DAY CHILD CARE

Extended child-care is available from 6:30 a.m. until 7:40 a.m., and from dismissal until 6:00 p.m. After 3:00 p.m., all children must be in a school-sponsored activity or in the Extended Child Care Program. Registration forms and the fee schedule are available in the office. (No drop-ins allowed.)

EXTRA CURRICULAR ACTIVITIES

Students must maintain at least a 2.0 grade point average, with no failing grades, in order to participate in extra curricular activities such as competitive sports, academic competitions, etc. Students must also exhibit satisfactory behavior as verified by the homeroom teacher.

FAMILY ENVELOPE

In order to inform all parents of upcoming events, the Family Envelope is sent home with the oldest sibling. Communication from the school and the monthly calendar of events notices are included.

FAMILY LIFE INSTRUCTION

All schools in the Fresno Diocese are required to teach Family Life at all grade levels. Parents may request that their children be excused from instruction that involves explicit information. Parents will be notified and informed of unit content prior to unit instruction. Parents desiring this exclusion must notify the teacher about the exemption in writing.

FIELD TRIPS

No child may go on a field trip unless a permission slip is returned and signed by the parent or guardian. Permission for a student to attend a field trip may not be given verbally or over the telephone, however, permission slips may be Faxed to the office @ 854-3961

All drivers for field trips must have a completed form on file, along with a copy of their driver's license, registration, and insurance policy. All volunteer drivers must complete our Safe Environment Program that includes training, fingerprinting and a signature on our Volunteer Statement of Compliance. Please see **Safe Environment Policy** for more information. These requirements guarantee full compliance with the rules and regulations for field trips according to Guidelines for Field Trips as published by the Diocese of Fresno.

HARRASSMENT

Our Lady of Miracles is committed to providing a Christian learning environment that is free from any form of illegal harassment. Our Lady of Miracles will treat allegations of illegal harassment including harassment because of race, religious creed, color, national origin, ancestry, physical handicap, gender or any other form of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

HOURS - SCHOOL AND OFFICE

Our Lady of Miracles School office hours are from 7:30 AM to 3:30 PM.

School Bell Schedule

7:40 AM. Supervision begins
8:00 AM. School Begins
8:05 AM Prayer Assembly
9:50-10:05 K-3 Recess
10:05-10:20 4-8 Recess
11:30-12:05 K-3 Lunch Recess
12:05-12:40 4-8 Lunch Recess
2:40 Dismissal

Minimum Day

7:40 AM. Supervision begins
8:00 AM. School Begins
8:05 AM Prayer Assembly
9:50-10:05 K-3 Recess
10:05-10:20 4-8 Recess
12:00 Dismissal

INSURANCE

The Diocese of Fresno has adopted an insurance policy, which covers every child enrolled in school. When a child is injured at school and needs medical attention, parents may request an insurance form from the school office within 48 hours.

LOST AND FOUND

All articles of clothing, lunches, materials, etc., must be clearly marked with your child's name and grade. At the end of each trimester unclaimed and unmarked articles will be given to St. Vincent DePaul Society or other Catholic charity. Lost and Found items are located in the school office.

LUNCH POLICY

Our Lady of Miracles contracts with Gustine Unified School District to provide a lunch each full school day. A monthly food calendar will be sent home in the Family Envelope. Payment for lunch is made in advance and the cost is \$1.75 per meal (subject to change).

If a sack lunch is being delivered to a student, it is to be delivered to the office before the beginning of the child's lunch time and with the child's name clearly marked on the container.

MEDICAL INFORMATION

Immunization and Medical Exams - All immunizations and medical examinations must be completed in compliance with California State Law. **Students not in compliance will not be allowed to attend school until the necessary examinations and immunizations are completed.**

Medical History - Parents should inform the school of any physical or medical information that affects the health or learning of the student.

Medication - All medication, prescription or non-prescription, must be kept in the office. Students are required to self-administer medications in the office. All medication must be clearly labeled and written authorization for administering the medication must be on file with the office.

NON-SMOKING POLICY

To promote the health and safety of all students and staff, and to model positive health habits for students, the use of tobacco products is banned on school grounds and in vehicles used for school functions. This prohibition applies to all employees, students, parents, and visitor at the school or at any school sponsored activity including athletic events. "No Smoking" signs are posted throughout the school grounds.

PAYMENTS

Tuition is due the first of each month. Payment can be made using a credit card, check or cash. Please talk to office staff before paying for multiple services with one payment.

PHOTOGRAPHING AND VIDEOTAPING OF STUDENTS

While your child is at school, he/she may be photographed or videotaped by members of the school staff, by parents, and by others. If you would like to limit the photographing and videotaping of your child, please ask the school secretary for the "Request to Limit Photography and Videotaping Form."

RELEASE OF STUDENTS

No unauthorized organizations, agency or person may be allowed to visit or assume custody of a student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by parent or guardian. In order to cooperate with student and family needs, the school must be informed of custody arrangements. The school will ask for legal verification of these arrangements.

REPORT CARDS (Reporting to Parents)

Report cards will be sent home the week following the end of each trimester. Parent/Teacher conference appointments will be scheduled in November and the first trimester report card and I.T.B.S. scores will be given out and discussed.

Every two weeks, parents and students will receive grade reports that will indicate grades for each subject and will list any missing assignments.

Parents are welcomed and encouraged to schedule an appointment with the teacher to discuss the student's progress.

RETENTION POLICY

Teachers will notify parents and the administration during the first trimester if retention seems a possibility. By March 15th, a conference will be held to discuss retention. The documentation will be placed in the child's cum file and a copy sent home with parents. The final decision to retain a student rests with the administration and will be made in consultation with the parents and teachers and with the student's best interest at the center of the decision.

SAFE ENVIRONMENT POLICY

In an effort to provide the safest environment for our children, the Diocese of Fresno has implemented a Safe Environment Program for all schools and churches. As parents you entrust your children to our care, and we take every effort to ensure their safety. Every staff member, from the principal to the custodian, must be fingerprinted before they are hired. This provides not only a background check, but also future notification if any staff member commits a crime that makes their relationship with children questionable. Our Safe Environment Program includes mandatory training for all volunteer parents including after school volunteer coaches, parent volunteer drivers for any school activity (fieldtrips or after school sports) and regular classroom volunteers.

It is unfortunate that we live in a society where children are vulnerable. The reality is that little abuse does occur, but a comprehensive approach to the problem and a rigorous program of education will reduce the level even more.

Parents have two options to complete the training requirement for our Safe Environment Program. They may either attend a training session for the Safe Environment protocol or complete the online training module. The Online training can be accessed at (<http://www.sonoma.edu/cihs/mr/>). Please complete the certificate of completion and return to the school office. Each volunteer parent is asked to sign a statement of compliance or volunteer Code of Conduct. This form is on the back of your Our Lady of Miracles Contract found in your Parent-Student Handbook that is returned to the school office. In addition to this training, all after school volunteer coaches, all parents transporting students for any school activity including field trips or after school sports, and all regular classroom volunteers (as identified by classroom teacher) are required to be fingerprinted. LiveScan fingerprint forms are available in the school office.

SCHOOLWIDE LEARNING EXPECTATIONS

An Our Lady of Miracles Student Is:

A Catholic Leader and Responsible Citizen

Who

- Fosters Christian values, justice, and respect for life
- Makes good moral judgments and has the ability to forgive
- Lives Gospel values on a regular basis by attending morning prayer, weekly Mass and rosary
- Participates in his/her faith community and actively prays and works for peace, justice and love

An Active Community Member

Who

- Shares his/her gifts with others and participates in the building of the faith community
- Participates and volunteers willingly in community service
- Works cooperatively and brings a sense of compassion, tolerance, and respect into community groups
- Respects and treats with care all of God's gifts

A Globally Aware Citizen

Who

- Understands modern technology
- Analyzes and organizes materials effectively
- Makes decisions and evaluates their effectiveness
- Assess situations and works towards just solutions
- Appreciates and respects cultural diversity
- Participates in and understands the importance of recycling
- Participates in discussions regarding world events

An Effective Communicator and Problem Solver

Who

- Reads, writes and articulates ideas in an effective and clear manner and meets grade level requirements
- Speaks publicly with confidence
- Listens actively and critically with compassion
- Searches out answers to various problems

STUDENT RECORDS

Parents wishing to see their student's cumulative record must request an appointment so that a qualified person will be available to answer questions and interpret the recorded data.

When a student transfers to another school, his or her records will be mailed to the new school when a written request from the new school is received by Our Lady of Miracles School.

SUSPENSION AND EXPULSION

The school will follow the Diocesan policy Suspension and Expulsion procedures. The following excerpts from Diocesan policy are used for criteria for suspension and expulsion:

- Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of the school personnel, or assault or battery upon a student, upon school premises or while under the authority of the school personnel, assault or battery upon school personnel, or any threat of force or violence directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school. Smoking or having tobacco on school premises constitutes good cause for suspension of pupil.
- The school may suspend or expel a pupil who has been on school premises or elsewhere used, sold, or been in possession of narcotics or other hallucinogenic drugs or substances.
- The school may suspend or expel any student who willfully cuts, defaces, or otherwise injures in any way property, real, or personal, belonging to a school. In addition, the parent or guardian shall be liable for damages so caused by the student.
- The school may suspend or expel pupils for misconduct when other means of correction fail to bring about proper conduct.
- Possession of or knowingly ingesting a substance which is not legally possessed by the student under the laws of the State of California while on campus, church grounds, or on a school sponsored activity will result in the expulsion from Our Lady of Miracles.
- Students are forbidden to use or possess intoxicating liquor while on the school grounds, or elsewhere when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance.
- Possession of a weapon or knowing use of object in a dangerous manner towards another person while on campus or church grounds or during any school sponsored activity will result in expulsion from Our Lady of Miracles.

TELEPHONE POLICY

Students may use the office telephone for emergencies only. (Phone calls home regarding forgotten homework, lunches, school materials, or personal issues are not considered emergencies.) Personal messages may not be left for your child.

TESTING

Diocesan standardized achievement tests are administered in the Fall. Parents will receive a Parent Report printout of the results at the parent-teacher conference. The Iowa Test of Basic Skills is administered to students in grades two through eight during the week of September 21-30th.

UNIFORM POLICY

All children in grades K-8 are expected to be in complete uniform. Uniforms must be purchased from either Blossom Lane located at 495 Fifth Street, Gustine (854-1913) or Dennis Uniform Company located in Fresno at 5186 N. Blythe, Suite 101 (559-276-5621)

Girls' Uniforms

- Uniform plaid jumper for grades K-3
- Uniform plaid skirt for grades 4-8
- Blouse – White with Peter Pan collar, long or short sleeve polo shirt, white turtleneck
- Uniform Skort- Navy blue
- Under Shorts – Solid navy or hunter green shorts may be worn under skirts or jumpers
- Uniform Pants- Solid navy blue, white or hunter green
- Uniform Sweater/Sweatshirt- OLM Navy or Hunter Green
- Socks – Solid white, navy blue or hunter green
- OLM Beanies

Boys' Uniforms

Uniform Pants – Navy blue corduroy or twill.

Uniform Shorts – Navy blue

Shirts – White short or long sleeved polo shirt, white turtleneck

Socks – Solid white, navy blue or hunter green

Uniform Sweater/Sweatshirts - OLM Navy or Hunter Green

OLM Beanies

Uniforms should not be oversized, or baggy. Any clothing that allows excessive space between the clothing and the body will not be allowed for reasons of safety. Students must wear clothing for which it was designed. (i.e. waistband at the waist.)

- Hats are not allowed.
- Dangling earrings are not allowed.
- Boys may not wear earrings.
- Make up that is obvious is not allowed.
- Heavy jackets are NOT to be worn in the classroom or in church.
- Boots or sandals are not allowed.
- Socks are to be worn at all times.
- Jumpers, skirts, skorts and shorts must not exceed three inches above the knee.
- Boys' hair must not touch the collar, or come below the eyebrows or be of an exaggerated style.
- Hair is to be clean at all times and must not be dyed, bleached or frosted
- Shirts are to be tucked in at all times.

VISITORS

All visitors **must** report to the school office when entering the campus. Visitors may not go to a classroom unless there is a pre-arranged appointment with the teacher. If you are delivering a student's lunch, book, homework, etc., please take it to the school office and it will be delivered to the classroom. This minimizes disruptions to the classroom.

