

# Introduction

This Parent/Student Handbook contains a summary of many of the most important school 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.

## School History

OLM Catholic School has gone through many transitions in the five decades since the first students arrived to begin their Catholic education here in Gustine under the direction of the sisters from the Order of Servants of the Immaculate Heart of Mary.

OLM Catholic School was built with \$95,000 in contributions from the parish. Mr. & Mrs. A.P. Medeiros donated the land where the school was built. The original school consisted of four classrooms, an administration building; and the convent. Later four additional classrooms and three portables were added.

The first graduating class consisted of eight girls and ten boys. The largest graduating class was in 1962, when 45 students received their diplomas. Enrollment continued to grow, topping out at 280 students in 1964-65, but by 1968 the rising cost of operating the school forced the parish to close the school's doors.

In the fall of 1979 the school re-opened with an enrollment of 30 students in preschool and a K-1 combination class. The following year the school opened grades 2-6 and grew to an enrollment of nearly 100 students.

In recent years, OLM Catholic School has focused on up-grading curriculum and the facilities to meet the needs of the students. A science lab and computer lab have been added to the campus. This school year (2007-2008) a new portable building was added to accommodate the fifth grade class. The current fifth grade classroom is being upgraded to accommodate the increase in preschool. This facility is expected to be ready at the beginning of the school year (August 21, 2007).

Our Lady of Miracles School has been recognized in the past for many successes. Our current Principal, Mrs. Mary Salvador, received the NCEA Distinguished Teacher Award in 1998. The OLM Parent Club received the NCEA Distinguished Parent Partnership Award in 1999. In 2002, we received a full six-year term accreditation, the longest offered by the Western Association of Schools and Colleges. In March of 2008, the school completed another cycle of accreditation. On August 4, 2008 we received the certificate of accreditation, which states that we are once again, accredited for six-years with a report at the end of three-years. This is the highest term any school can receive and we are very proud of our school. and the efforts that everyone puts forth to make it a great school.

## **School Prayer**

Loving God, guide us at Our Lady of Miracles Catholic School to strive and ensure a quality education that integrates the teachings 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 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.

## **School Mission Statement**

Our Lady of Miracles Catholic School was established in 1952 with the Order of Servants of the Immaculate Heart of Mary as a parish school within the Diocese of Fresno. Our school serves the students from Our Lady of Miracles Parish as well as surrounding Westside communities.

We exist to teach and pass on the traditions of the Roman Catholic faith. We believe each person is created in the image of God, whose spiritual worth must be nurtured and encouraged to grow in a Catholic community. We instill in each student, preschool through grade eight, the responsibility for living and promoting a society rooted in love, service, peace and justice all within a Christ-centered environment. Our comprehensive curriculum is designed to foster a love of life-long learning preparing our students to meet the challenges of an ever-changing world. Within the context of a Christian faith community, the faculty challenges each child to realize his/her fullest academic potential, encourages high standards of academic performance and Christian behavior, and fosters self-discipline and individual responsibility.

## **School Philosophy**

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

The faculty and staff at Our Lady of Miracles Catholic School acknowledge the parents as 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 at 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

learners/leaders, responsible citizens, effective communicators, active community members, problem solvers, and globally aware citizens.

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 your hidden self to grow strong...’

## **Ephesians 3:16-17**

### **School-wide Learning Expectations**

#### **A Catholic Leader and Responsible Citizen**

**Who:**

- Fosters Christian Values, justice and respect for life
- Makes good moral choices 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 making of the community
- Participates and volunteers willingly in community service
- Is able to work cooperatively and brings a sense of compassion, tolerance and respect into community groups
- Seeks to solve family and community problems by peaceful and just means
- Respects and treats with care, all of God’s gifts

#### **Globally Aware Citizen**

**Who:**

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

#### **An Effective Communicator and Problem Solver**

**Who:**

- Is able to read, write and articulate ideas in an effective and clear manner and meets all grade requirements
- Speaks publicly with confidence
- Can listen actively and critically with compassion

- Has the ability to search out answers to various problem

## SCHOOL COMMUNITY

The administration and faculty is made up of a principal, ten teachers and support staff.

### The administration, faculty, and staff include:

- The pastor is the administrative leader responsible for the total mission of the parish. He is the ex-officio head of the parish school board.
- The principal is the administrative officer of the school and is responsible for the education program.
- The teachers guide the student's learning process and support school directives and activities. The teachers are fully qualified to teach in the classroom and continuously strive to grow in their professional and religious knowledge.
- Office manager, receptionist, librarian, aides, all provide the necessary support services that help maintain the quality of the total school operation.

### OLM Catholic School Administration

Pastor	Father Leonard Trindade
Principal	Mrs. Mary Salvador

### OLM Catholic School Faculty/Staff

Preschool Director/Teacher	Mrs. Terri Amarante
Preschool Teacher	Mrs. Loraine Does
Preschool Assistants	Mrs. Tammy Streeter
	Miss Taryn Lucas
	Miss Joleen Does
	Miss Becca Moore
Kindergarten	Mrs. Melanie Mello
Kindergarten Aide	Mrs. Laura Souza
First Grade	Miss Azevedo
Second Grade	Mrs. Theresa Drumonde
Third Grade	Miss Katie McCarthy
Fourth Grade	Mr. Jason Spaulding
Fifth Grade	Mrs. Isabel Haley
Sixth Grade	Mrs. Ineke Sousa
Seventh Grade	Mr. Chris Pfitzer
Eighth Grade	Mrs. Robyn Farris

Music	Mrs. Kathy Maffei
Band	Mr. Cef Jamero
Librarian	Mrs. Tiffany Vitorino
First Grade Aides	Mrs. Denise Medeiros/Mrs. Darla Kuden
	Miss Rebecca Moore
Computers	Miss Tiffany Santos
Extended Child Care	Miss Lacey Rathbun/Miss Rebecca Moore
Office Manager	Mrs. Mattos
Receptionist	Mrs. Camboia

### **OLM Catholic School Advisory School Board**

President	Florie Nunes
Vice President	Natalie Zalinski
Member	Glen Beard
Member	Ingrid Mello
Member	Durvalina Morais
Member	Kathy Alamo
Member	Steve Calvino
Member	Shella Veilleux
Pastor	Fr. Leonard Trindade
Principal	Mrs. Mary Salvador

### **Parent Club**

President	Shella Veilleux
Vice President	Shannon Menezes
Treasurer	Janet Cordeiro
Secretary	Tina Rocha

### **Parent Club**

The Parent Club strives to promote a broader appreciation of the mission, goals, and ideals of Catholic education. They enlist the spiritual, educational and social resources of home and school to provide the best Catholic education possible. They work to provide a solid resource group to plan, coordinate, and staff the school's fundraising efforts and social functions. The OLM Parent Club is responsible for raising \$130,000 annually to keep tuition affordable to the OLM families.

All registered OLM families are members of the OLM Parent Club. The Parent club has a president, vice president, treasurer, and secretary.

The OLM Parent Club meets the second Wednesday of each month in the Library at 7 PM. All parents are invited to attend and fully participate in the club's function. For every meeting attended, the parent receives one service hour.

## **School Board**

The OLM Catholic School Board is an advisory body for identifying and articulating the needs of the school. The board establishes annual goals in the areas of plant improvement, recruitment, financial, and alumni. The principal assumes the areas of curriculum and staffing.

The school board meets the third Wednesday of each month in the staff lounge at 7 p.m.

## **GENERAL ADMINISTRATION**

### **Non-Discrimination Policy**

The Catholic schools in the Diocese of Fresno, mindful of their mission to be witnesses to the love of Christ for all, admits students of any race, color, and nationality and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. The Catholic schools in the Diocese of Fresno do not discriminate on the basis of race, color, nationality, and/or ethnic origin in the administration of the educational policies, scholarship and loan program, athletics and other school-administered programs.

### **Harassment Policy**

Our Lady of Miracles Catholic School is committed to provide a Christian learning environment that is free from any form of illegal harassment. OLM will treat allegations of illegal harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

### **Child Abuse Reporting Policy**

OLM Catholic School and its employees comply with the reporting requirements of California's Child Abuse Reporting Laws. The school will immediately report any known or reasonable suspected incidents of child abuse to a child protection agency.

### **Student Threat Policy**

OLM Catholic School needs your help in keeping our school safe for everyone. We will take seriously all threats to inflict serious harm to self or others including practical jokes, offhand comments or bullying. The school will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose as a threat to the well being of students, staff, or others and any weapon possession. OLM Catholic School has an obligation to keep our school safe and will respond seriously to all threats.

If you become aware of a threatening situation, you should immediately report it to the school administrator.

# Admissions Policy

## Admission to Preschool

Preschool enrollment for three and four-year old children will be accepted according to the following priorities, space permitting:

- Families with students already enrolled in OLM Catholic School.
- Registered OLM parishioners
- Registered Catholic families in neighboring parishes. Pastor or parish administrator will verify registration.
- Catholic families who are not registered members of OLM Parish or who are not regular contributors to that parish and any non-Catholic family.

## Admission to Kindergarten

- All students applying for admission to OLM Catholic School Kindergarten will be given a readiness test.
- Families with students already enrolled in OLM Catholic School (grades Preschool-8).
- Registered Catholic families in neighboring parishes. Pastor or parish administrator will verify registration.
- Catholic families who are not registered members of OLM Parish or who are not regular contributors to that parish and any non-Catholic family.

## Admission to Grades 1-8

- The principal in determining the acceptance and grade placement of a student must consider special needs of any student applying to OLM Catholic School. A student transferring will be interviewed by the principal and given an academic assessment before final acceptance to the school.
- Enrollment in grades 1-8 will be accepted according to the following priorities, space permitting.
- Families with students already enrolled in OLM Catholic School (grades Preschool-8).
- Registered and active members of OLM Parish verified by the pastor or parish administrator.
- Participation in parish/school events.

- Catholic families transferring from another Catholic school.
- Registered Catholic families in neighboring parishes. Pastor or parish administrator will verify registration.
- Catholic families who are not registered members of OLM Parish or who are not regular contributors to that parish and any non-Catholic family.

### **Waiting Lists**

The office will maintain a waiting list for enrollment. Entries will be dated. All enrollment criteria being equal, the date the families names are placed on the list shall determine the order in which space-available enrollment will be completed.

New families may have their names added to the list by contacting the school office. The principal, the office manager and the receptionist are authorized to officially accept names for the waiting list.

### **Probationary Period**

New students are accepted on a conditional basis for the first Trimester. At the end of this time, the child's conduct and academic status will be reviewed by the principal to determine if continued attendance at OLM Catholic School would be best for all concerned.

**PLEASE KEEP THE SCHOOL OFFICE INFORMED OF ANY CHANGES OF ADDRESS, PHONE NUMBERS, OR MEDICAL INFORMATION.**

### **Extended Day Child Care**

The OLM Extended Child Care Program provides professional care, supervision, recreation, and enrichment activities. It is for children enrolled at OLM Catholic School in grades K-8.

- Daily Schedule
  - Before School – 6:30 – 7:40 AM
  - After School – 2:40-6:00 PM
  - Minimum Day 12-6PM

Current rates are available in the school office. No drop-ins. Students MUST be registered at the school in order to participate in this program.

# SCHOOL REGULATIONS

## Supervision

The responsibility for supervising children is a serious one. **SUPERVISION FOR STUDENTS WILL BE 7:40 AM and will last UNTIL 3:00 PM.** Students are not allowed to be on campus before or after the listed time **unless** supervised by a staff member. If a member of the faculty/staff observes a child not properly supervised by a parent/guardian outside of the **supervised** hours of **7:40 AM through 3 PM** they will direct the child to Extended Day Care and a charge will be assessed.

## Parking and Drop Off/Pick Up

Students may be dropped off and picked up before and after school in the **church parking lot ONLY. Please do not park in front of the cement sidewalk that leads to the classrooms directly in front of Kindergarten as that it is used for the walkway to the classrooms. There is usually mud all around the trees and it gets tracked everywhere. This policy must be observed by all parents in order to be successful, because it is a very serious problem and a tremendous safety issue.** Bus drop off and pick up will occur in front of the school. Parking on the **YELLOW ZONE** is not permitted unless it is a drop off only. Several tickets were issued last year to motorists who parked in the YELLOW ZONE during the day. The same is true if you park in the zones marked “No Parking” areas between 7:30 a.m. & 3:00 p.m. The safety of all students remains our greatest concern.

## Searches

The school reserves the right and duty to conduct a search of a student, their book bag or desk and the physical plant and grounds of the school whenever the school’s administration determines that there may be a potential threat to the health, welfare, or safety of any student, member of the staff, or visitor to the school.

## Office Hours

The OLM Catholic School office hours are from 7:30 AM to 3:30 PM.

## Daily School Schedule

- 7:40 - Supervision begins
- 8:00 - Prayer assembly begins in front of the school on Mon.-Tues.-Thurs.  
Mass at 8:15 AM every Wednesday
- 8:05 - Rosary every Friday at the Church
- 9:50- Junior High Brake
- 10:00 - 10:20 Recess grades K-2
- 10:20 -10:35 Recess Grades 3-5
- 11:30-Lunch for grades K, 1, 2 and 3
- 12:05-Lunch for grades 4, 5, 6, 7 and 8

2:40 – Dismissal (Minimum days 12:00 noon dismissal)

### **Lunch Schedule:**

**11:30-Grades Kindergarten 1, 2 and 3**

**12:05-Grades 4, 5, 6, 7 and 8**

**\*The students will eat lunch in PCI daily unless PCI is being used for a funeral reception in which case the students will eat on the Patio or the classrooms depending on weather.**

**Lunch Schedule on Rainy Days-The students will eat in PCI as mentioned above.**

**11:30-12:00 Grades Kindergarten, 1, 2 and 3**

**12:05-12:35 Grades 4, 5, 6, 7 and 8**

## **Attendance Absence/Tardy Policy**

If it is necessary for a student to leave school early, the student must bring a note (signed and dated) to the office. At the stated time, the parent must come to the office to pick up and sign out the child. Parents **may not** pick up their child in the classroom. The office will contact the teacher and have the student come to the office.

### **Absences**

- After an absence, **parents are to send a signed note to the teacher giving the reason for the absence.** Calling the school to report an absence does not eliminate the need for a note, however, we do appreciate the call because it eliminates the need for the receptionist to call home when the child is absent.
- If a student is absent for a total of 17 days during a trimester, he/she could be retained and a report card may not be issued for the trimester. Each case will be assessed on an individual basis.
- A written excuse from the parents must be presented to the teacher if a student cannot participate in activities such as P.E. or organized games. After three days of non-participation, the student must have a medical excuse.
- Full school day attendance is a requirement for participation in after school programs.

### **Tardies**

- Students not on campus when the 8:00 bell rings are considered tardy. Students **MUST** check in at the office for a tardy slip before entering the classroom.
- Every tardy will be calculated as time away from school. The number of minutes missed will be indicated in the report card at the end of each trimester. This can affect the final grade. Excused tardies are extreme foggy days, car trouble, emergencies, illnesses, and a doctor's appointments. A note **MUST** be presented to the office or the tardy is unexcused. **This will again be fully implemented this year.**

- **Reward for having no tardies:** Students not tardy during the trimester will be allowed a “free dress” day. The principal will set a date for “free dress” at the end of the trimester. A child may be absent and still get free dress if he/she was never tardy.

## Perfect Attendance

Students who are on time and are not absent for any part of the day throughout each trimester during the school year will be awarded with a Perfect Attendance Award at the end of each trimester and on the last day of school. **Perfect attendance means: The students is on campus from 8:00 a.m. to 2:40 p.m. or on minimum days 8:00 a.m. to 12:00 noon. Arriving late from an appointment or leaving early means no perfect attendance. A child who is tardy does not receive “Perfect Attendance”.**

## Delinquent Tuition Policy

The following is the procedure that will be followed with regard to delinquent tuition:

- Tuition is due and payable on the first day of the month. If tuition is not paid in a timely manner, the school will contact you either by telephone or by mail.
- Delinquent accounts not received within seven days following the school’s contact will be given to the pastor.
- Unpaid tuition may result in the child/children being released from school, unless arrangements are made with the pastor or principal.
- Families may not re-register until tuition and fees are current, unless other arrangements have been made with the pastor or principal.
- All tuition must be paid by June 30.

## Phone Use Policy

The school phones are not for student use, unless it is an emergency. **Forgetting homework, snacks, lunch, books, musical instruments, arranging to go home with friends or arranging social events is not considered an emergency and will not be treated as such.** The school will always contact the parents or guardians when deemed necessary.

## Cell Phone Policy

Cell phones are not to be on or in use during regular school hours (7:40-2:40). If this occurs, the teacher or supervisor will take the phone and a parent must pick it up.

## Lunch Program

We are now offering a Hot Lunch provided by the Gustine Unified School District. A monthly lunch calendar will go home, so that you and your child/children may choose the days he/she would like to purchase the school lunches. You may send \$10.00, \$20.00 \$30.00 or any other amount of money. The money goes into the family account and you will be notified when it is about to run out and then you can send more money. Each morning the students must raise their hand if they are having a hot lunch. Mrs. C. has to call in the hot lunch count by 8:15 a.m. each morning. If your child is late for school, you must provide a lunch for that day. Lunches are currently \$1.75 and I don't anticipate an increase, but if there is one I will let you know. This price includes milk/chocolate. If you are delivering lunch or having lunch delivered by a local restaurant, please deliver these no later than 11:25 a.m. for Kindergarten-3 and 12:00 noon for 4-8 grades. The name of the child/children must be written on their lunch bag or container.

## Lost and Found

Each year clothing and other items are left at school unclaimed. At the end of each trimester, a lost and found cart will be placed on the playground for ownership claim. If the items still remain, they will be given to St. Vincent DePaul Society. The lost and found tub is located behind the bookshelf by the cot and is available for parents and students to search for the lost items. **Please write your child/children's name in the inside of their uniforms and lunch containers for easy identification.**

## Parent and/or Community Visits

Classrooms are a place of instruction; we ask parents to not visit with their children during instruction time. All visitors to the school campus are **required** to check into the office and sign in and out. This procedure helps us to provide a safe environment for your child/children. It is **mandatory** for the office to know who is on the school grounds at all times. Once again, this is for the safety of all children. Recess time is **not a time for parents to be on campus to visit with their children or the teachers.** Recess is meant to be a social time for students and their peers.

## Custody and/or Release of Students

No unauthorized organizations, agency or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the 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.

## Parent Conferences

Parents are encouraged to contact the teacher concerning their child's progress or lack of there of. Appointments may be scheduled through the office, a note or call to the school. Teachers must **not be interrupted during class time, at recess or lunchtime.** They deserve to have their breaks and

lunch uninterrupted. The principal is available for conferences as well. **Appointments may be scheduled through the office after the parent has met with the teacher.**

## **Birthday Parties**

Parents may provide a treat for the class on the child's birthday. The child's teacher will make suggestions. Please make arrangements with the teacher before the birthday.

**UNLESS THE ENTIRE CLASS IS INVITED TO AN "OUT OF SCHOOL PARTY" INVITATIONS MAY NOT BE SENT TO OR HANDED OUT AT SCHOOL, PLEASE MAIL THE INVITATIONS.** When this procedure is not followed it causes hurt feelings among those who get left out. By no means, are you asked to invite the whole class to a party, we only ask that you honor the policy of not sending or handing out the invitations at school.

## **School Uniform and Personal Appearance Policy**

Uniforms must be worn everyday unless specified by the principal as a free dress day. Uniforms afford a distinctive form of dress that is worn by all members of a group by which they may be recognized as belonging to that group. OLM students wear uniforms with pride knowing they are part of a great tradition.

Students are expected to be in complete uniform. A neat, well-groomed, uniform appearance is conducive to good study habits and good behavior in school. Please require that your children follow dress code regulations.

Uniforms **MUST** be purchased from either **Blossom Lane 495 Fifth St., Gustine, 854-1913 or 380-7929** in Gustine, or **Dennis Uniform Co.** 5186 N. Blythe, Suite 101 in Fresno, 559-276-5621. [www.dennisuniform.com](http://www.dennisuniform.com)

### **Uniform Requirements**

#### **Girls:**

- Uniform Plaid Jumper– Grades K-3 (**Must be no shorter than three fingers above the knee**) required on school Mass days.
- Uniform Plaid Skirt – Grades 4-8 (**Must be no shorter than three fingers above the knee**) required on school Mass days.
- Uniform Blouse – White with Peter Pan collar, white polo shirt, long or short sleeves, or white turtle neck. **Shirts or blouses MUST be tucked in.**
- Uniform Skorts – Navy blue from uniform store only.

- Uniform Shorts – Mid-thigh length, (solid navy or hunter green shorts are to be worn undershirts/jumpers for warmth and modesty and must be no longer than the skirt/jumper.
- Uniform Pants – Navy from uniform store only.
- Socks/tights – Solid navy blue, white, or hunter green.
- **Leggings may not be worn.**
- Jewelry–Earrings must be studded and **not dangling, for safety purposes.**
- Sweaters/Sweatshirts – OLM Navy or Hunter green may be worn in and out of the classroom. **Not to be worn around the waist.**
- **THE ONLY SWEATSHIRTS ALLOWED ON CAMPUS THIS YEAR ARE THE OLM SWEATSHIRT. Students may wear their jackets to school, but not in the classrooms. Any student coming to school wearing a sweatshirt other than the OLM sweatshirt will be asked to remove it and the office will call the parents to bring the OLM sweatshirt.**
- Jackets - They may be worn outside only and may not be oversized.
- Footwear – Athletic shoes are allowed. No boots or sandals are allowed.
- Socks are to be worn at all times .
- Undershirts – White only undershirts are allowed with no printing on.
- OLM Beanies.

**Boys:**

- Uniform Pants – navy blue corduroy or twill as provided by uniform companies **ONLY. (must be worn on Mass days)** Pants must fit properly at the waist and not be excessively long or baggy.
- Uniform Shorts – Navy blue that fit properly and may not extend below the knee provided by uniform store only.
- Uniform Shirts - White polo shirt, long or short sleeve. Solid white turtlenecks are allowed. **Shirts are to be tucked in at all times.**
- Socks – **Solid** white, navy blue, or hunter green.
- Socks are to be worn at all times.

- Jewelry – No earrings for boys are allowed. May wear a necklace with a religious symbol such as a crucifix.
- Sweaters/Sweatshirts – OLM Navy or Hunter green may be worn in and out of the classroom. Not to be worn around the waist.
- Jackets - They may be worn outside **only** and may not be oversized.
- Footwear – Athletic shoes are allowed. **No boots or sandals are allowed.**
- Undershirts – White only undershirts are allowed with no printing.
- No hats, baseball caps allowed-except for medical reasons and a physician's not must accompany the request.
- OLM beanies only
- Hair – Must not touch the collar, come below eyebrows or be of exaggerated style.

### **Dress Code for All Students**

Uniforms are to be kept clean. Hair is to be clean at all times. The following are **not permitted:** dyed, bleached, or frosted hair. The administration reserves the right to make final decisions as each case arises.

**No make-up.**

**No fingernail polish.**

**Free dress must cover as much as the uniform, be clean and appropriate. "Clean cut" jeans are permitted.**

Teachers and supervising student staff have the right to give out uniform infraction notices to the students, as they deem necessary. A student receiving three uniform infractions will serve a 30-minute detention assigned by the party who issued the infractions. Uniform infractions will also be referred to the administration.

## **Accidents, Health and Medication**

In case of injury, yard duty supervision personnel must be notified immediately. The insurance company will not give compensation if the accident is not reported. Parents will be notified in case of a serious injury.

The school staff may treat minor cuts and bruises, only by washing the wound with water and putting a band aide on it. They can also apply an ice pack to the bruised area, but they are not permitted to apply ointments or other medicines to the wounds. Medication cannot be administered without written parental consent. This consent **MUST** be on file in the office with any medications, which the child will need during school hours. The student is to come to the office for the medication that has been provided by the parent or guardian. When reasonable and feasible, the student's medication should be self-administrated in the office. No medication of any kind is

allowed in desks or backpacks including cough drops. **The only exception to this is inhalers for students who suffer from asthma.**

When a student becomes ill or is injured, the available personnel shall take reasonable steps to care for the ill or injured student.

- The person in charge shall make every effort to contact the parent/guardian of the student for information and instructions.
- If the parent/guardian cannot be reached and/or the illness or injury is believed to be serious enough to require immediate medical attention, the person in charge shall call emergency services.
- No person shall be held liable for following the procedure listed above unless the parent(s) or guardian have previously filed with the school a written objection to any medical treatment other than first aid.

## Smoking

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 visitors at the school or at any school sponsored activity including athletic events. “No Smoking” signs are posted throughout the school grounds.

## Academic Policies

### Homework

The daily homework should take an average of:

Grades K	20 minutes
Grades 1-2	20-45 minutes
Grades 3-4	45-60 minutes
Grades 5-6	60-80 minutes
Grades 7-8	80-100 minutes

**Homework due date is firm and late homework will not be accepted unless previous arrangements have been made with the teacher and the administration. The only exception is when a student is out sick, for example: if the student misses one day of school, he/she has the amount of days of absence to do the missing work and turn it in, then the work will be corrected and graded by the teacher in a timely manner and returned to the students.**

### Report Cards/Grade Printouts

Report cards will be given out for each of the three trimesters in grades K-8. The first trimester the report cards will be given to parents at the parent/teacher conference in November. The other two

will be sent home via the family envelope that is provided by the school at the beginning of the year.

The staff uses a grading program called “GradePro”. Grades 3-7 will send grade printouts home about every two weeks. Some teachers send weekly reports home and parents are to sign these and return to the teacher. This allows parents to know where the children are in each of the subjects. When you get the printouts, it will show the grade for each subject, and the missing assignments. This is the time to talk with your child about his/her grades and if there is questions contact the teacher and he/she will explain the system in detail. This process has eliminated the need to send progress reports mid trimester, but if one is needed, we will make sure parents receive it.

### **Academic/Perfect Attendance Awards**

At the end of each trimester we will have an awards assembly. It is usually held in church after the school Mass on Wednesday at 8:15. The dates are announced via the monthly calendar and the family envelope.

- **Perfect Attendance:** students must be at school from 8:00 a.m.-2:40 p.m. and on minimum days from 8:00 a.m.-12:00 noon. There are no exceptions-if a child is 5 minutes late or leaves for any part of the day-there is **no perfect attendance.**
- **Principal’s Award:** 4.0
- **High Honors:** 3.5-with no D’s or F’s
- **Honors:** 3.0-with no D’s or F’s

P.E. & Art grades will be CR-No CR

### **Retention Policy**

The following is the procedure that will be followed with regards to retention:

- The teacher will notify the principal and the parents verbally and in writing during the first trimester through the first report card if retention seems a possibility. By March 15 a conference will be held between the parents, teacher and principal to discuss the possibility of retention and a form or letter will be filled/written at that time, sent home via mail and a copy placed in the child’s file. Excessive absences may be a reason for retention. Students failing more than two main subjects will be considered for retention. Every case is taken on an individual basis.
- The decision of retention rests with the principal, who will make the final decision after carefully consulting with the teacher and parents.

## **Graduation Policy**

All students are expected to earn a diploma from OLM Catholic School and fully participate in the graduation ceremony upon the successful completion of the eighth grade year. In order to be eligible for any eighth grade activity (trips, banquet, ceremony) students must be in good standing with OLM School by meeting the following standards:

- Students must have demonstrated a willingness to behave appropriately in order to participate in eighth grade activities. Eighth graders who have more than two detentions or a suspension during the year may be excluded from any or all of the eighth grade activities.
- Students are expected to maintain a cumulative grade point average of 2.0 or better. At times, special circumstances are taken into consideration. After carefully reviewing each case, a unanimous decision will be made by the classroom teacher, principal and pastor. After the decision is made, we will meet with parents to assure that every step necessary is taken and that the students have ample opportunity to improve their grades before graduation.
- Attendance at the retreat is required.
- **TEN** Service hours as determined and verified by the classroom teacher during the eighth grade year.
- Tuition must be current.
- In order to attend 8<sup>th</sup> grade fieldtrips, the students must have all assignments turned in to their teachers. Fieldtrips are a privilege.

In the event that any of the above criteria are not met, a student's graduation eligibility will be reviewed on an individual basis. The administration reserves the right to revise and amend the graduation guidelines as needed.

## **Student Records**

Parents wishing to see their child's cumulative record should request an appointment. Such an arrangement insures that a qualified person will be available to answer questions and interpret the recorded data.

Student records may be transferred to another school when a written request from the new school signed by the parents is received by OLM. These records will be mailed to the new school.

## **Sports Policy**

- Students are expected to maintain a G.P.A. of 2.0 with no F's, consistent effort and satisfactory progress both academically and behaviorally in order to participate in sports events.

- Consistent effort is reflected in class participation, using study time wisely, completing work on time and maintaining satisfactory conduct. As in everything else, there are always exceptions and again, these will be assessed on an individual basis.
- If a student is absent from school for any part of the day due to illness or any other appointment, the child may not participate in rallies, games or class parties on that day. Full day attendance is a requirement for participation in after school programs. In the case of sports, the student is to dress out and support the team even if he/she is not able to play.

## Field Trip Guidelines

- Teachers will ask parents to drive or chaperone.
- Parents: Please do not take time off from work as soon as you see a scheduled fieldtrip on the calendar. Let the teacher know that you are interested in being a chaperone or driver and the teacher will contact you as needed.
- Drivers must complete Diocesan insurance form. Forms are available in the office.
- All chaperones/drivers must be fingerprinted and attend a meeting on Safe Environment as mandated by the diocese of Fresno.
- Drivers **MUST NOT** deviate from the prescribed route. Stops may **NOT** be made going to or returning from the trip (i.e. fast food places, grocery stores, etc.) This includes drivers for sporting events.
- **Drivers/chaperones are NOT allowed to take siblings.**
- Drivers/chaperones must follow the teacher's guidelines.
- Drivers/chaperones must stay with the whole group at all times.
- Drivers/chaperones must monitor an assigned group of students.
- A permission slip for each participant must be in the office on the day of the trip. Permission slips may be faxed to the office @ 854-3961.

## Behavior Guidelines

Jesus modeled what it is to recognize self-worth, and reverence persons with dignity and integrity. His was a life of non-judgmental acceptance of people for who they were and where they were in life. He was the best example of what it means to respect each person.

In like manner, it is with commitment and affirmation, that we will model Catholic values, learn Catholic Christian life skills and promote a valuing process, and provide an atmosphere where children can come to accept in their own lives the values of Jesus.

In this process, children come to recognize their own value and self-worth. They make age appropriate choices and decisions compatible with what they believe. Children come to be responsible and accountable for the choices they make, are able to determine appropriate consequences for inappropriate behaviors and are able to determine what amends to make with others when they have offended them.

## Rules

- **No gum** is allowed on campus, a student who is caught chewing gum on campus will receive an automatic 30-minute detention.
- No toys are to be brought to school unless special permission is granted with the school taking no responsibility for the item brought.
- Bicycles, skateboards, scooters, or roller blades are not to be ridden on campus.
- Students must leave school in their uniforms, including after school daycare, unless they are playing sports.
- All students must pay for damaged or lost property including library books.
- Running is not allowed on the sidewalks or in the lunch area.
- The area between the classrooms is not supervised and it is off-limits to students. Also the area from the junior high to the playground is off-limits.
- Students are not allowed in the classroom at anytime without the teacher or other faculty member.
- Students **may not** leave the school grounds at any time during the school day without written permission and clearance with the principal or office staff.
- Radios, tape recorders, cameras, I-pods, electronic games, (cell phones, please refer to the cell phone policy already mentioned) and other valuables are not permitted at school without special permission. If permission is granted the school accepts no responsibility for the items.
- Books are to be covered at all times.
- Permanent markers including “Sharpies” and white out are not allowed on campus.
- Bathrooms are not a place to gather and visit, materials are not to be wasted or misused, stall doors are not to be kicked, and **food or writing instruments are not allowed in the restrooms.**

Disciplinary action in the following sequence will normally be followed for the above listed rules and those of the classroom:

### **Classroom disciplinary procedures:**

In grades K-3 a clip chart is used where the students start “ready to learn” each day. As the day progresses, the students have the opportunity to make good choice or poor choices. Each teacher will explain this method in detail on “Back to School Night”.

In grades 4-8, the teachers use similar procedures, but more appropriate to the age level of the students. This too will be explained at “Back to School Night”. Detentions are often given for discipline infractions.

In addition to the above disciplinary procedures, we are also implementing the “*I Understand Effective Behavior Management*” by Noah Salzman. This too will be explained at “Back to School Night.”

### **Serious behaviors as listed below may result in suspension or expulsion.**

Disciplinary action may be expected for any of the following activities on or near campus, or at any school functions:

- Any disruptive behavior or conduct that reflects adversely on the school.
- Personal appearance or dress code violation.
- Disobedience, insubordination, or disrespect for authority.
- Lack of cooperation with attendance policies.
- Forgery or misrepresentation of information.
- Cheating.
- Bullying.
- Obscene acts, profanity or vulgarity.
- Attempting, threatening, injuring, intimidating, degrading or disgracing any student, staff member, or visitor to the school.
- Attempting to or damaging school and private property.
- Attempting to steal school or private property.
- Possessing, selling, or otherwise furnishing any dangerous objects, knives, firearms, or explosives.

- Possessing, using, being under the influence, furnishing or selling controlled substances, alcoholic beverages, intoxicants, or tobacco products of any kind.
- Committing any serious offence against civil or church law.
- Violating any other school policy, procedure or practice.

### **Detention**

A student may serve a detention before, during or after school. In some instances detention will be served on Saturday for violation of school rules or regulations. Any staff member may issue a detention when he/she believes a student deserves it. The student carries out detention as assigned. The parents will be notified by phone if the detention is to be served on the same day as the offense. A school day detention would normally be for 30 minutes. Saturday detention may be longer as determined by the principal. The accumulation of three detentions for behavior or lack thereof, will result in a conference with the principal.

A disciplinary notice will be sent home for the parent to sign, please sign and return to the teacher the following day.

### **Probation**

- Academic probation – A student may be placed on probation for academic deficiency if the required assignments are not completed.
- Disciplinary probation – A student may be placed on probation for continuous violation of school rules.

When a student is put on probation, the principal will have a conference with the parents and the student. Both the parents and the students will be informed in writing of the reason for the probation, the length of the probation, and the conditions under which the probation will be lifted.

### **Suspensions**

A student may be suspended for either serious misconduct or continuous misconduct after having been placed on probation.

Parents will be notified in writing of the possible suspension. A parent conference will be held.

Emergency suspension may be imposed when, in the judgment of the administration or delegate, such emergency action is in the best and immediate interest of the student, any other student, member of the staff or for the general good of the school. In “emergency suspension” situations the procedures required in “normal suspension” shall be followed as soon as possible after the emergency condition has subsided.

Right of appeal: the student’s parents or the student, with parental permission, may appeal the administrator’s decision to the pastor in writing within three school days of the decision. During the appeal the suspension shall be postponed.

## **Recommended Transfer**

A student may be permanently removed from the school without the stigma of a formal expulsion through the process of a recommended transfer.

Reasons for a Recommended Transfer:

- The student will not profit from continued attendance (e.g. severe academic deficiency, emotional instability).
- The student's continued attendance will make demands, which the school cannot meet.
- The student's parents/guardians have failed to meet their obligations to the school that they accepted upon enrolling the student (e.g. failure to meet tuition commitment as contracted with the school, etc.).
- The student's parents or guardians failed to cooperate with the school staff and have not complied with the school's policies, practices, or programs (e.g. interfering with the school's administrative functions or disciplinary actions, etc.)

## **Procedure for Recommended Transfer**

The principal shall notify in writing the student's parents or guardian, and the student, if appropriate, of the possible recommended transfer and the grounds upon which this assessment is based.

The principal shall conduct a conference regarding the recommended transfer. The student's parents/guardians, the student, if appropriate, the pastor, and other involved school personnel shall be invited to this conference. At this conference the student and/or the student's parents/guardians shall be afforded the opportunity to explain why they believe that a recommended transfer is not warranted. After a conference, the Diocesan Superintendent of Catholic Schools shall be informed in writing of the outcome.

## **Expulsion**

A student may be expelled for continuous or serious misconduct. Expulsion is permanent removal from school.

## **Finances - Payments**

Please make separate checks for Scrip, Hot Lunch, Milk, Tuition/Child Care, Parent Club, Fundraising, etc. These are all separate accounts, and some are at different banks. It makes bookkeeping so much easier if each item has its own check.

## **Credit Cards**

There is no fee for using your credit card. You can pay for Tuition, Scrip, etc. with your Visa, American Express, or Master Card.