

PURPOSE

WELCOME TO OUR LADY OF GRACE SCHOOL

The provisions in this handbook are designed to provide parents, guardians and students with information and guidance as to the procedures and rules of the school. The provisions in this handbook are not a contract and impose no obligation on the school. This handbook is not a part of the tuition agreement. The contents of this handbook may be changed as necessary at the school's discretion and, if changed, written notification of such changes will be provided to parents and students.

Any items not listed in this handbook are left to the discretion of the administration.

LETTER OF WELCOME TO PARENTS

Dear Parents,

Welcome to Our Lady of Grace Catholic School for the upcoming 2017-2018 school year. Understanding our SLEs (Student Learning Expectations) commonly referred to as our Core Values of Unity, Truth and Love drive our curriculum. Here is how the Parent/Student Handbook ties this all together.

Unity: As educators in the faith community of OLG, we work to keep parents and students informed, educated and included in all aspects of our students' development. This document is written to ensure we are unified in our commitment in all we do for our students.

Truth: We strive for open lines of communication between school and home to assure that the truth of all situations is revealed.

Love: All that we do as parents/teachers/students is done with the understanding all stakeholders are to be treated the way God intended, with respect at all times. As principal, my door is always open and I encourage both parents and students to share questions or concerns with me as they come up. We are always working on creating "gracious space" in our interactions with one another knowing God is a God of love and understanding and we are here to do His work.

In the name of Unity, Truth, and Love,

Mrs. Susan R. Anderson, Principal

TABLE OF CONTENTS

I. Guiding Principles, Personnel and Governing Boards.2

II. Academics 4

III. Admissions 8

IV. Conduct and Discipline 9

V. Safe Environment12

VI. Student Safety.14

VII. Suspension and Expulsion 16

VIII. Volunteering19

IX. Student Activities 21

X. Dress Code. 23

XI. Family Responsibilities. 26

XII. Telecommunications Responsible Use Policy 35

I. GUIDING PRINCIPLES, PERSONNEL AND GOVERNING BOARDS

Mission Statement

Our Lady of Grace Catholic School serves a diverse community, and models Christ through unity, truth, and love to create a balance of spiritual, academic, and social growth.

Philosophy and Goals

Dedicated to living Christ's message, Our Lady of Grace is a Catholic school made up of students, faculty, staff, and families working together with love and respect. While recognizing parents as the primary educators of their children, our community works together to develop individuals who are prepared to think critically, are imbued with a strong sense of self-worth, and are filled with a Christ-like approach to others.

OUR CORE VALUES

Our Lady of Grace Catholic School scholars are people of faith who demonstrate:

Unity

- 1.1: We are active Catholics unified by our desire to be more like Jesus.
- 1.2: We work well in groups and recognize that together, we are better.
- 1.3: We practice self-discipline out of respect for ourselves, our community, our environment and God's creation.
- 1.4: We work actively toward identifying ways to understand, evaluate, and synthesize information to improve our lives and the lives of those around us.

Truth

- 2.1: We are honest in our academic, social, and personal pursuits.
- 2.2: We use technology appropriately and effectively.
- 2.3: We set goals for ourselves and are genuine in our evaluation of our efforts.
- 2.4: We solve problems creatively, never quitting until the job is done.

Love

- 3.1: We follow Jesus' Golden Rule and we treat others as we want to be treated.
- 3.2: We promote social justice to improve the lives of others.
- 3.3: We share our time and talents with others.
- 3.4: We love to learn, and work to be scholars of integrity, empathy, honor.

PERSONNEL
2017-2018

Pastor Fr. Thomas Czeck OFM, Conv.		Principal Mrs. Susan R. Anderson		Superintendent Kathleen M. Radecke	
School Board	Parent Group	Administration	Student Services	Faculty and Staff	
David Swanson President	Tom McManus President	Debbie Russell Office Mgr/Bkpr Admin. Team	Lori Singer Reading Resource	Nubia Giles Transitional Kinder	Rose Filson Teacher Assistant
Mark Poniatowski Board Member	Jennifer Petrick Vice President	Chrystalla Sanchez Secretary	Karen Dito Shyra Dawson Special Needs	Kristen Russo Kindergarten	Maribel Barrera Teacher Assistant
Clyde Nazareth Board Member	Chris Blum	Bonnie Courtney Admin Team	Bonnie Courtney Technology	Katy Kirkland 1st Grade	Miriam Teran Teacher Assistant
Aaron Edens Board Member	Paula Pita		Jeff Stone Math 5-8	Clara Castillo 2nd Grade	Thelma Dawson Teacher Assistant
Darlene Futagaki Board Member	Angela Moran		Carmen Tortolani Kid Kare Director	Jennifer Campbell 3rd Grade	Ronda White Teacher Assistant
Roger Lowe Board Member	Gorett Hazelwood		Rosemary Charleboix Kid Kare	Michael Killian 4th Grade	Carmen Tortolani Reading Groups
Matthew Webb Board Member	Ivania Edens		Emma Brodgerski Counselor	Karen Dito 5th Grade	Barbara Westerhoff Art
Mike Samboy Marketing	Yvonne Wong			Shyra Dawson 6th Gr.HR SS- 6-8	Bonnie Ricketts Liturgical Music
Mark Vaz Board Member	Liz Huizar			Jennifer Reily 7th Gr. HR Science 4-8	Rhythm & Moves Mark Popovich P.E. - TK-8
Danielle Watson Board Member	Elena Zavala			Patricia Hierro 8th Gr.HR Math 5-8	Rhythm & Moves Cecilia Long Music - TK-5
Debbie Russell School Rep.	Anastasia Francis			Brother Chris Saindon LA 7-8	

BOARDS AND ORGANIZATIONS

1. Diocesan School Board

A Diocesan School Board is appointed by the Bishop to act in an advisory capacity to the Superintendent and to himself. The responsibilities of the Diocesan School Board include: discussion of any major change in the operation or organization of a school, recommendation of policies affecting the standards of education, finance, salary scales for school personnel, and promotion of effective public relations on behalf of Catholic education.

2. Our Lady of Grace School Board

Just as the Diocesan School Board acts in an advisory capacity to the Bishop and Superintendent, so does the local School Board act in a consultative capacity to the Pastor and Principal.

Our Lady of Grace School Board's mission is to bring its wisdom, talent, experience, faith life and good will into the process of providing quality education for all the children served by the school. The OLG School Board furnishes the support and leadership to carry out the Church's commitment to Catholic education by focusing on strategic, long-term planning for the school.

Those who serve on Catholic school boards, both Diocesan and local school boards, support an environment for the teaching of the Catholic faith, the building and experiencing of community, the serving of others and the opportunity for worship. They are called to model what they identify as the purpose of Catholic education.

3. Our Lady of Grace School Parents Group

The Parents Group at Our Lady of Grace School is a dedicated group of school parents. Unlike the OLG School Board whose mission is focused on long-term planning, the Parents Group mission is to bring their gifts and talents into the successful completion of current school year events. Through their dedicated community and fundraising efforts, they help to welcome all school families into OLG, build school spirit, and raise the funds necessary to make planned enhancements a reality for the school.

II. ACADEMICS

Academic Honesty

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism, or doing another person's homework assignment are all forms of academic dishonesty. All student work—class work, discussion, homework, projects, tests and quizzes—are used as assessment to evaluate the student's understanding and skill level. Authentic assessment is only possible if students are responsible for their own work. Allowing another student to copy one's work during a quiz or exam is academic dishonesty. Plagiarism includes, but is not limited to, copying or sharing the work of another and submitting it as one's own. Any student who violates the academic honesty policy will immediately receive a failing grade on the exam or assignment. The student's parents will

be notified of the incident. Academic dishonesty may lead to other disciplinary procedures, including expulsion. Any form of verbal or nonverbal communication between students during an assessment will result in a failed grade.

CONFERENCES

1. Scheduled by School

Parent/Teacher Conferences are held for 15-minute periods before the end of the first trimester. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

2. Requested by Parent

Parents desiring longer conferences than those scheduled by the school, or parents who wish to meet with the teacher at times throughout the year, are encouraged to email the teacher or call the office to request a return call from the teacher.

3. Guidelines

- a. Please discuss classroom concerns with the teacher before bringing them to the principal.
- b. Please refrain from lengthy email discussions, as a phone call or meeting are the preferred methods for finding common ground.

SCHEDULE

1. Office Hours

During the school year, the office is open from 7:45 A.M. to 4:00 P.M. each day. The school's phone number is 510-581-3155. The fax number is 510-581-1059. Our voicemail system is active 24/7, and all calls will be returned within 24 hrs.

2. Faculty Meetings

Faculty meetings are held weekly on Wednesday at 2:45 and on most minimum days. Teachers are not available for conferences at this time.

3. Mass

All school masses at 8:15 am on Wednesdays

4. Daily Schedule, Grades TK & K:

- 7:57 A.M. First Bell
- 8:00 A.M. Second Bell (Students are Tardy if not in their class line at 8:00.)
- 9:50 A.M. Morning Recess
- 11:50 A.M. Lunch
- 3:00 P.M. Dismissal Monday, Tuesday, Thursday, Friday
- 2:30 P.M. Dismissal Wednesday
- 12:00 P.M. Dismissal Minimum Day

5. Daily Schedule, Grades 1 - 8: Students are tardy if not in class line at 8:00 bell

7:57 A.M.	First Bell
8:00 A.M.	Second Bell (Students are Tardy if not in their class line at 8:00.)
10:30 A.M.	Morning Recess
12:30 P.M.	Lunch
3:00 P.M.	Dismissal Monday, Tuesday, Thursday, Friday
2:30 P.M.	Dismissal Wednesday
12:00 P.M.	Dismissal Minimum Day

For the safety of our students, any student not picked up fifteen minutes after dismissal will be admitted to Kid Kare. All fees apply.

GRADING

Assessment: Grading Policy and Grade Equivalents Grades 4 - 8

Grades are intended to measure the student's total performance in class and to keep students and parents aware of academic and behavioral progress. Assessment is based on daily class work, participation, homework, tests and quizzes, and work on projects. Letter grades are given in grades 4-8.

A - outstanding achievement, exceeding requirements

B - above average achievement

C - grade level achievement

D - below grade level achievement

F - failure to meet standards

GRADING SCALE - GRADES 4 - 8

Grade	Percent	GPA
A	95-100	4.0
A-	90-94	3.75
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.75
C+	77-79	2.2
C	74-76	2.0
C-	70-73	1.75
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.75
F	0-59	0

Grades K - 3

Students in grades K-3 do not receive letter grades as this system is not developmentally appropriate for them.

- 4 - applies grade-level skills
- 3 - demonstrates grade-level skill
- 2 - developing grade-level skill
- 1 - developing grade-level skill with assistance
- 0 - not ready to demonstrate grade-level skill
- N/A - Not Applicable

HOMEWORK

The purpose of homework is to reinforce material already taught in class, to continue or finish some work begun in class, and to foster habits of independent study. Periodically, parents' assistance may be needed to help with homework or provide materials for special projects. If difficulties should arise regarding homework assignments, please consult the teacher for directives or clarification. Homework may be assigned over the weekend at the discretion of the teacher.

Missing assignments:

Policies for late or missing work fall under the discretion of the individual teachers.

PROMOTION AND RETENTION

1. Promotion/Transferred

A student satisfactorily completing each grade's work will be promoted to the next grade. A student who does not complete grade level work in core subjects will receive a report card stating "transferred" to grade _____. A summer tutorial program agreed upon by the school may be assigned a child to complete to remove the "transferred" designation and replace it with "promoted".

2. Retention

Retention is only appropriate for developmental readiness reasons, in grades K, 1, and 2. Beyond these grades, it should not be considered without an extraordinary reason, and then only after consultation with the Superintendent of Catholic Schools. Both parents/legal guardians and teachers must consider the necessity of providing special assistance (e.g. tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program which is more realistically suited to his/her needs.

III. ADMISSIONS

ENTRANCE REQUIREMENTS

1. Minimum Age

Age requirements for admittance to Our Lady of Grace are in compliance with the State of California. For more information contact our school office.

2. Records at Entrance

Students entering school for the first time are required to bring a birth record, a baptismal-communion record (if applicable), and a record of state-required immunizations. Children may be accepted, but will not be allowed to begin school, without submitting a current immunization record.

3. Transfer Student Process and Requirements

Students transferring from another school must meet the same academic requirements as other new students. In addition, all financial obligations to the previous school must be current.

4. Special Needs

Admission of students with special needs will be dependent on the school program's ability to meet those needs.

5. Probationary Period

All new students are admitted on a probationary period for the first trimester. This is based on academics, behavior, and ability to meet financial responsibilities. Conferences will be held with the parents as needed and further probationary periods may be granted, as determined by the Principal and teacher. All possible support will be given to the student in order to assure a satisfactory adjustment. If satisfactory academic and social transition has not occurred, a conference with parents will be held and the student will be dismissed.

ACCEPTANCE TO OLG

Before acceptance, all students will be interviewed and assessed for placement according to their grade level. By the time of assessment, a "Request for Information Prior to Acceptance" form must be completed by the previous school and received by Our Lady of Grace School for evaluation. The principal, in consultation with the classroom teacher, makes the decision for acceptance.

When a child is transferring to another school, the parent will submit written notification to the teacher and Principal at least one week in advance of transfer. Academic and health records will be sent to the new school upon request from that school after written authorization of the parent giving permission to release records. Withdrawal during the school year does not excuse the family from their full tuition obligation for the year.

ENROLLMENT AND TRANSFERS

1. Non-Renewal of Student Enrollment

If it is determined that the school cannot serve the child to his or her benefit, or due to the repeated uncooperative or destructive attitude of the student or parent/legal guardian, or due to excessive tardies and/or absences, the school maintains the right to not accept the child for continued enrollment.

2. Procedures for Recommended Transfer

Students clearly unable to benefit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or the repeated uncooperative or destructive attitude of parent/legal guardian will be asked to transfer when:

- The school has explored means to meet the needs of the child.
- There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude.
- The transfer is to take place at the end of a grading period, preferably at the end of an academic year.

The final decision is made by the principal in consultation with the Pastor and Superintendent of Catholic Schools.

IV. CONDUCT AND DISCIPLINE

Students are taught that their actions and attitudes should reflect a Christian ethic and that their behavior should be in accordance with the moral and religious expectations as outlined in the school philosophy and goals. Discipline in our school is positive, an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

- To provide a classroom situation conducive to learning
- To educate students to an appreciation of the importance of developing responsibility and self-control
- To build a sense of Christian community
- Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matter relating to student disciplinary issues and actions.

CONDUCT

Guidelines for behavior at school include, but are not limited to, those listed below. Faculty and staff use their judgment on a daily basis to guide children in developing good behaviors, based on the specific situations that arise each day.

It is expected that all students of Our Lady of Grace School will observe the rules listed below. Please discuss them with your child/children so that they are clearly understood. School rules include, but are not limited to, the following common topics:

- a. Proper respect and attention should be given whenever attending liturgies in Church.
- b. Each student at Our Lady of Grace School has the right to fair, friendly, and courteous treatment from all other students. In other words, we treat others as we would want to be treated.(Core Value: Love)
- c. Students are expected to show respect to clergy, teachers, staff, school volunteers and parents, yard duty personnel, one another and school property. Students and their parent/legal guardians will be liable for all damages not to exceed \$10,000 due to willful conduct by the child. Grades, transcripts, or diploma will be withheld until the damages are paid.
- d. Appropriate language should be used at all times.
- e. Physical, emotional, or verbal aggression toward other students will not be allowed. This includes inappropriate use of the phone or the Internet as it affects the school as well as any photo posted on the Internet which is inappropriate as determined by the school administration. Students may not reference Our Lady of Grace by full name, or acronym, nor may they reference any staff member by name, nickname, or initials on the Internet. To do so is grounds for expulsion.

On School Grounds

In the courtyard:

- a. To achieve an orderly and quiet entrance to classrooms, students are all asked to enter school silently.
- b. All bikes should be put in the bike rack and locked from the time the student arrives at school until the student leaves school. Bikes and skateboards may not be ridden in the schoolyard before or after school. Students may not play on the bike racks.
- c. Students are not permitted to chew gum on the school property. Lunches and snacks are to be eaten in the courtyard or classroom, as directed by a teacher or staff member.

In the restrooms:

- a. Students will be allowed to use the restrooms at recess times or with the permission of their teachers.
- b. Food and play equipment is not allowed in the restrooms.
- c. Students should use the restroom in a manner that will maintain a reasonable level of safety and cleanliness for all.

After school:

- a. Students are to go directly to their designated area and remain under the supervision of their teacher until they are picked up or released to walk or get bikes.
- b. Students who wish to walk home must have written notes from their parents/guardians on file in the school office releasing the school from all liability when the student leaves the property.
- c. Students may not come back into the school building after dismissal unless supervised by a teacher.

DISCIPLINE OVERVIEW

Discipline in our school is intended to be a positive, not negative experience. Children learn that their actions, whether intentional or not, have consequences for which they are responsible, but they also learn that everyone makes mistakes. Once they have accepted the consequences of their behaviors, we all move on. It is our goal that by using consistent disciplinary procedures, home and school will work together to develop in each child an inner discipline which will result in a more caring, sensitive Christian. For those reasons, discipline at OLG is considered an essential aspect of Christian development.

School disciplinary procedures are initiated by the faculty or staff person who first observes or is otherwise made aware of the behavior. In order to provide consistency, school discipline will be handled in the following manner and will apply to both social and academic behavior:

1. Staff person settles the problem within the classroom or out on the yard.
2. Staff person issues a verbal warning.
3. Staff person issues a slip known as a card in either the Green Category or the Red Category.

Blue Cards - Green Category Cards -- Red Category Cards

To be a successful student and model the Core Values of Unity, Truth, and Love (SLEs). Students need to always follow these guidelines:

- A. Be Safe
- B. Be Responsible
- C. Be Respectful

Following the guidelines from the Life Skills section on Power School, students need to consistently exhibit these behaviors. When students consistently exhibit these behavior codes, staff members may reward them with a **Blue Card**. It is our hope that students over the year will receive several of these positive reward cards.

Green Category Cards are given related **to academics**. **They are:**

1. Brings appropriate supplies to each class
2. Stays on task
3. Completes work on time
4. Works cooperatively
5. Follows directions
6. Follows uniform code
7. Participates in learning
8. Follows playground rules

Red Category Cards are given a student and are related **to behavior. They are:**

1. Disrespect of teachers, students or other personnel
2. Dishonest behavior
3. Intentional causing of bodily harm
4. Committing an act of vandalism

Disciplinary Referral slips will be sent home and these forms will need a parent signature and must be returned the day after receiving the referral. Should a student earn a card from the Red Category, cards not only will a notification go home but lunch detention will be served. Should there be 3 or more cards given a student in a week, the principal will meet with the student and parent to come up with a plan to help improve the behavior. The purpose of these Green and Red Category cards is to help each student keep track of areas needing improvement.

Earning **Blue Cards** should be the goal.

V. SAFE ENVIRONMENT

HARASSMENT POLICY

GENERAL HARASSMENT POLICY STATEMENT

The schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees, whether verbal, physical or environmental. This includes harassment of students or staff via the internet. It is a violation of this policy for any employee, agent, student, or third party at a school site to harass a student or employee. Complaints may be reported to a teacher, Principal or Vice Principal. A complaint does not have to be written in order to be investigated.

STUDENT SEXUAL HARASSMENT POLICY STATEMENT

The schools of the Diocese of Oakland prohibit any form of sexual harassment of students-whether verbal, physical, or environmental. This includes harassment of students via the Internet. It is a violation of this policy for any employee or agent of the Diocese to harass a student, or for a student to harass another student in a sexual manner as defined in the following sections.

The schools of the Diocese of Oakland prohibit any form of sexual harassment of students-whether verbal, physical, or environmental. This includes harassment of students via the Internet. It is a violation of this policy for any employee or agent of the Diocese to harass a student, or for a student to harass another student in a sexual manner as defined in the following sections.

SEXUAL HARASSMENT

A. Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as including but not limited to unwelcome sexual advances, requests for sexual conduct or physical conduct of a sexual nature directed toward a student under any of the following conditions:

- Submission to, or toleration of, sexual harassment is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese.
- Submission to, or rejection of, such conduct is used as a basis for academic evaluation affecting a student.
- The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive environment.
- Submission to, or rejection of, the conduct is used as the basis for any decision affecting the individual regarding benefits and services, sponsored by the Diocese.

B. Employee-to-Student Sexual Harassment

- Employee to student harassment is prohibited at all times whether or not the conduct occurs on school property or at school sponsored events.
- To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited.
- Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to disciplinary action including termination of employment.

C. Student-to-Student Sexual Harassment

This policy prohibits student to student sexual harassment in connection with any school activity at any time including, but not limited to harassment while on school grounds, while going to or coming from school, during lunch period whether on or off campus, during or while going to or coming from a school sponsored activity, and via the Internet.

Any student who engages in the sexual harassment of another student is subject to expulsion.

D. Retaliation

The Diocese forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

E. Complaint Procedure

The Diocese had adopted administrative procedures for filing sexual harassment complaints. These policies are outlined in the Diocesan Administrative Handbook, and are available upon request. Written complaints may be filed at the office of the principal or designee. Complaints should be presented in written form to the principal.

VI. STUDENT SAFETY

A. Safe Environment for Children Project (SECP) and Fingerprinting

1. Each parent is required to be SEC trained in a three year cycle. The Oakland Diocesan Safe Environment for Children Project has been developed in cooperation with the Oakland Diocesan Presbytery Council in compliance with the adoption of the Charter for the Protection of Children and Young People developed at the US Conference of Catholic Bishops, June 2002. Adherence to the policy and implementation of the project is a mandate from Bishop Barber. Each year, staff and volunteers who work with children are required to be SEC trained to help adults identify signs of possible abuse or neglect in children. Without completing the training, parents and any other adults will not be allowed to volunteer for any activities at school that put them in contact with our children. Training occurs in a three year cycle. The online training for Safe Environment training is [Virtus online.org](http://Virtusonline.org).
2. Each parent is required to be fingerprinted if the parent wishes to work with our school children in any capacity, such as driving on field trips or assisting in the classroom. The Diocese accepts fingerprinting by Livescan **only** and it is a one time requirement.

B. Child Abuse or Neglect

Child abuse is any act of commission/omission that endangers or impairs a child's physical or emotional health and/or development. This includes:

1. physical abuse or corporal punishment
2. emotional abuse or deprivation
3. physical neglect and/or inadequate supervision
4. sexual abuse and/or exploitation

School personnel are required by law to report any reasonable suspicion of child abuse. Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

C. Earthquake/Fire/Evacuation

ALL Students will be retained on school grounds until dismissed to the care of the parent or guardian or an adult who has been listed on the child's emergency card. **NO CHILD WILL BE ALLOWED TO GO HOME ALONE. THIS INCLUDES STUDENTS WHO OTHERWISE HAVE PERMISSION TO WALK HOME. STUDENTS WILL ONLY BE DISMISSED TO AN ADULT NAMED ON THEIR EMERGENCY CARD.** The adult to whom they are being dismissed signs out the students.

D. Emergency Information Card

The school has a file containing current emergency care information for each student. Each parent is responsible for keeping the information current during the year and annually updating it. In emergencies information, such as that found on the emergency information card, may be released to appropriate persons if it is necessary in the judgment of the Principal or his/her designee to protect the health or safety of the student or other persons.

E. School LockDown

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

1. Doors will be locked.
2. Drapes and/or blinds will be closed.
3. No one will be permitted to enter or leave the building.
4. Lock-down will continue until the school receives an “all clear” signal from emergency personnel.
5. Parents should not call the school, so that the phone will be available to emergency personnel.

F. Alcohol/Smoking Policy

1. Alcohol will not be served or consumed on school premises during the workday while children are present.
2. Alcohol will not be served or cleaned up by children.
3. Alcohol will not be served or consumed during any school-sponsored field trip by anyone.
4. The Roman Catholic Welfare Corporation is committed to a philosophy of good health, a safe working environment. In keeping with this policy all school site buildings and property are 100% smoke-free at all times.

G. Asbestos Notification

The diocese requires a yearly asbestos evaluation. No work is done on the premises involving asbestos during the school year.

H. School Closure

Notification: Announcement will be made over 96.5 KOIT.

I. Text Messaging for Emergency and Important Messages

Send a TEXT to 68453 and type in OPT-IN - you will then be able to receive important messages sent from our school.

J. Supervision of Students

Liability for supervision and control of students shall be assumed by the school fifteen (15) minutes before the first bell in the morning and end fifteen (15) minutes following the last bell of the school day, except for students participating in school-sponsored extracurricular programs.

STUDENT DROP OFF/PICK-UP

For the safety of our children the following procedures are to be used for arriving at school in the morning and exiting in the afternoon.

A. Regular Days

In the morning, all cars must enter the school grounds using the San Miguel Ave. entrance and exit via Anita Avenue in the morning. **In the afternoon**, drivers picking up TK- 3rd graders and older their siblings will exit via Anita Avenue. Drivers picking up 4th - 8th graders will exit via Somerset Avenue. **(See pickup map, Page 34)**. If picking up or dropping off children for Transitional Kindergarten or Kindergarten at odd hours, drivers must enter the office on Anita Ave. in order to sign the student in or out Please help us by informing alternate drivers of these procedures. The traffic cones near the center of the parking area are to be used as a line of demarcation for times when cars come into the play area during the day (funerals, meetings, etc.) when the children are at play.

B. Rainy Days

In order to insure safety for all the children, parents are asked to park in designated spaces then come in to the school building to pick up their children. Children will remain in the classroom until picked up by parent or guardian. Your cooperation is appreciated to guarantee the safety of the children who attend our school. Please notify grandparents or others who may be picking up on a rainy day of these procedures.

Additional notes for any day: Parking in any driveway marked in red is prohibited (FIRELANE). ALL OF OUR CHILDREN ARE AT RISK WHEN A FIRE LANE IS BLOCKED.

We ask all people driving into our parking area to pay attention to school staff directing traffic. Any person who shall disregard any traffic signal or direction given by a member of the school staff or safety patrol shall be guilty of a misdemeanor (local penal code).

VII. SUSPENSION AND EXPULSION

SUSPENSION

No student shall be suspended from school for more than five school days at a time unless exceptional circumstances exist, such as to complete an investigation when the student's return poses a threat to the safety of others. The student will be given the opportunity to make-up work that was given during the time of the suspension within a timeframe established by the teacher. Teachers will not provide work for the student who has been suspended until the student returns to school.

The principal, or member of the principal's Administrative Team is authorized to suspend a student for social misbehavior or severe lack of cooperation in the area of academics.

Parents will be notified of suspension by phone/letter and advised as to the re-admittance of the suspended student.

Behaviors that may result in suspension include, but are not limited to:

1. Fighting or causing bodily harm to anyone on the school grounds.
2. Use of profane or vulgar language or gestures.
3. Damage to school property or the property of others.
4. Consistent defiance of classroom or school regulations.
5. Intimidating or threatening school personnel or students.
6. Harassment of school personnel or other students.
7. Inappropriate use of the internet at school or publication of school or staff names on the Internet.

SUSPENSION PROCEDURES

In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the principal may remove the student from class, or the yard, etc. and contact the parent/legal guardian as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated in #2 below may be adhered to after the fact. In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or the students in general or school staff exists, the following procedures should occur:

1. **NOTICE:** This is satisfied by telling the student he/she will be suspended; informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.
2. **EVIDENCE:** This is satisfied by making the student aware of what information the principal has which would lead the principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.
3. **OPPORTUNITY TO RESPOND:** This means an informal give and take between student and Principal occurs. In other words, "Do you have anything to say?" etc., and listening to his/her side. Then, the Principal may make a decision to suspend based on the evidence and student's responses to the presentation of such evidence.
4. **PARENT/LEGAL GUARDIAN CONTACT:** It is always necessary to inform the parents/legal guardians of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/legal guardian might be included in these steps so that the parent/legal guardian is aware of the total situation prior to the decision to suspend. When this is not possible, a parent/legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.
5. **RIGHT TO APPEAL:** The parent/legal guardian may appeal the decision, first to the principal and Pastor, and later to the Superintendent of Catholic Schools. However, it is

presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.

6. A WRITTEN RECORD of the procedures followed in the case of the suspension (including the procedures followed after the fact in cases where immediate suspension is necessary) shall be kept in a file separate from the cumulative folder by the principal.

EXPULSION

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. Prior approval of the Superintendent of Catholic Schools is required before expulsion can take place.

The following list includes some, but not all, of the reasons for expulsion:

1. continued willful disobedience /consistent violation of school rules
2. persistent defiance of school authority by any student or his/her parents
3. habitual profanity or vulgarity
4. use, possession or exchange (whether or not for sale) of tobacco, drugs or alcohol on or near the school premises or at school sponsored events.
5. vandalism to school property
6. habitual truancy
7. assault or battery, or any threat of force or violence directed toward any school personnel or students
8. possession and/or assault with a deadly weapon and/or any object that can be used to cause harm to another, including laser pointer
9. theft
10. verbal or physical harassment of any student or staff person

EXPULSION PROCEDURES

A. Cases of Cumulative Disciplinary Difficulties

The principal or his/her delegate shall arrange a conference with the student and the parent/legal guardian who shall be informed of:

1. the pattern of conduct which at this time would lead the school to believe that expulsion is being contemplated
2. the evidence upon which this assessment is based
3. the right of the student at this time to present a statement or information in support of being retained
4. what specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary

If adequate improvement is not forthcoming within a reasonable time a second conference with the student and parent/legal guardian shall be arranged by the principal or his/her delegate. At this time the procedures outlined above will again be followed. After this conference a final decision will be made by the principal in consultation with the Pastor and Superintendent of Catholic Schools.

Written records of the various proceedings leading to expulsion must be on file.

B. Cases Involving Serious Offenses or Threats to Safety

There is no requirement that the school follow progressive discipline in these cases. In cases involving serious offenses or threats to safety, which may include a possible criminal conduct or outrageous actions, the student is immediately suspended, the process begins with the procedures outlined in paragraph two above. (In this case it would be a first conference with the parent/legal guardian.) This procedure should be followed where the continued presence of the student will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or school personnel.

C. Right to Appeal

The parent/legal guardian may appeal the decision, first to the principal, then to the Pastor, and later to the Superintendent of Catholic Schools. However, it is presumed that neither will overturn the decision if the established procedure has been followed and sufficient reason for expulsion exists.

VIII. VOLUNTEERING

VOLUNTEERING OPPORTUNITIES

Recognizing the necessity of parent involvement in school programs and the necessity for fundraising activities to help defray the ever increasing cost of Catholic education, all parents/legal guardians are required to make a commitment to the school's Parent Volunteer Program.

1. Each family is required to spend thirty hours in parent participation during the school year (single parents - fifteen hours). Parents/legal guardians of each child are to recognize that the Parish Festival is a vital part of our support program and pledge their support and participation for benefit of parish and school. **Eight hours** per family of the parent participation program are required to be spent working at the festival even if maximum hours are received for participation in another activity. All adults working at the festival are required to be fingerprinted and SEC trained
2. A list of possible parent participation activities may also qualify but should be cleared in advance with the Principal. There is ample opportunity to participate.
3. Since the Parent Volunteer Program is setup to encourage parent involvement in the school, parents, custodial guardians and designated adult family members, provided they have met the SEC (Virtus online) and fingerprinting requirement, are eligible to complete the hours. Work done by students, friends or other relatives cannot be counted toward a family's total.
4. Please document your hours in the Parent Volunteer Program by periodically filling out our Parent Involvement Form (see Appendix). Have the form signed by a project chairperson, teacher or the Principal, and turn it in at least once a month.
5. Families are notified of their total hours midyear. The cutoff for each school year will be June 1st. If you are volunteering after that for field trips, etc., pre-claim your hours. Hours worked above and beyond the 15/30 requirement do not need to be reported, are not logged, and are not credited to the next school year.

6. At the end of the school year, each family that has not completed the required hours will be assessed at the rate of \$35 per un-worked hour. The fees must be paid before registration for the next school year.
7. SCRIP can be purchased on a monthly basis or you may use eScrip. Purchases must total at least \$4000 a year (\$2000 for single-parent families). In lieu of buying SCRIP each family would be assessed \$250 (single-parent \$125). SCRIP purchases are tracked from May 1 through April 30. See SCRIP contract for details. SCRIP obligation must be met before end of the year report cards are distributed. The use of gift cards is highly recommended to help meet your obligation.

Some, but not all, parish activities count toward parent hours for the school. Some included are CYO, Parish Council, choir, altar scheduling, and teaching for the Faith Formation program. Questions about whether other activities can be counted should be directed to the Principal prior to participation.

OLG FESTIVAL HOURS

The Festival is a parish wide event, which greatly benefits the school. School families are required to work at least eight hours (four for single parent households) to support this event. This section will explain the guidelines to follow in fulfilling this volunteer requirement for Festival chairpersons:

1. At least one chairperson must attend the Festival meetings as needed and pre-Festival preparations (6 hours)
2. The chair people must set up a booth on designated evening before the Festival (3 hrs).
3. The chair people must clean up their booth at end of Festival (Sunday evening, 2 hrs.)
4. Festival chair people must secure their own volunteers. Sign up sheets will be posted in Stack Center. Chair people will be responsible for ensuring all slots are filled (4 hours).

**** In order to receive service hours for working in a booth, all volunteers must sign in and out ****

ROOM PARENTS

The room parent for each classroom works closely with the classroom teacher to organize and support activities that enrich the student's experience at school. The primary responsibility of the room parent is to provide this help to the classroom teacher. Room parents are also responsible for preparing the items for the OLG Spring Auction. All room parents are selected via a blind draw and may only serve a maximum of two years in any given classroom.

Room Parents are required to meet with the principal prior to the start of the school to review pertinent documentation and discuss the rules. Some of the specific ways in which room parents fulfill their responsibilities are:

- Assist the teachers by submitting parent hours for classroom help/projects, special events, and field trips.

- Plan and coordinate volunteers for the special event assigned to your grade(s). Some events are co-chaired by two grades. Communication regarding the event will be provided to the room parent volunteer(s) at the beginning of the school year. The room parent(s) will be assisted by PTG.
- Coordinate Coffee and Donut Sunday for their particular classroom on the second Sunday of the month (as assigned and communicated by the Room Parent Coordinator).
- Facilitate all holiday-related class parties AFTER communicating with the classroom teacher regarding time and scope of the activity. Arrangements vary from grade to grade and teacher to teacher, but remain simple in all cases.
- Keep track of expenses to make sure the expenses do not exceed monies in the class fund. The head room parent will advise you of your starting budget once he/she receives confirmation from the School Office.

Parties are only allowed for the following holidays: Halloween, St. Nick's Day, Christmas, Valentine's Day, and End of the Year parties.

NOTE: There is a \$27.50 contribution per child per year to cover the expenses for these activities which are not otherwise covered by parent donations and an end of the year gift for teacher and aide. This is included in your registration fee. This is more than adequate and should be the only collection made each year. The funds are held in the class fund for the year and expenses incurred are reimbursed upon presentation of receipts by the room parent. Funds remaining in the class fund at the end of the school year will be used to purchase classroom equipment or materials for the class for their next year. For example, at the end of the school year Grade 3 has \$50 left. Consultation with the 4th grade teacher indicates a new class set of a novels the children will read in 4th grade is needed. The \$50 is used to purchase the class set of novels for the very next year, so that the outgoing 3rd graders will benefit from the purchase.

Guidelines for end-of-the-year gifts: \$100 for full-time employees (Teacher Aides and homeroom teachers); \$50 for part-time Teacher Aides.

IX. STUDENT ACTIVITIES

A. Altar Servers

This is a parish activity, but many of our students participate and serve at funerals and school liturgies.

B. Assemblies

A number of presentations are arranged for the student body. Student Council also puts on some assemblies and rallies during the school year.

C. CYO is a parish-sponsored entity. Enrollment dates on sports teams are announced in the parish bulletin and in the Lion's Tales. Please see the separate CYO Handbook for information, rules, etc., available at the parish office.

D. Dances

A number of local Catholic school principals meet to select dates for dances so that there is one a month from September through April for our seventh and eighth grades. OLG's month traditionally falls in November. Attendance at these dances is a privilege, dependent upon a student being in good standing at his/her school. The principals have developed a **School Dance Contact and Appearance Code** which provides guidelines for these dances.

E. Field Trips

For each field trip, the following information should be available:

Diocesan policies:

1. Student Permission Slips, with original parent/legal guardian signatures (no fax copies) on the correct form. Verbal permission is not sufficient.
2. Driver responsibilities (e.g. follow planned route, do not make extra stops, dress appropriately, no use of any alcohol at any time, no smoking).
3. Current copy of insurance declarations page showing minimum \$100,000/\$300,000 coverage (insurance card is not acceptable) and driver's license
4. All adult chaperones need to complete Safe Environment for Children training as well as having to be fingerprinted.

Local policies:

1. Field trips are designed for the educational purposes of a particular class.
2. Parents accompanying a class on a field trip are expected to assist in supervising students.
3. Siblings of any age are not allowed.
4. All field trips begin and end at school. Students cannot join the field trip at the field trip site or picked up to go home from the field trip site.
5. No side trips are permitted, including stopping for food or beverage.

F. Student Leadership

Student Council

Representatives from grades 7-8 comprise the Student Council. The council plans and conducts school activities such as spirit assemblies, outreach activities, and other special events. Meetings with faculty moderators are held weekly during lunch. Student Council members are required to maintain a GPA of 3.0 or above.

Liturgical Service

School liturgies and para-liturgies are planned by various classes. All Holy Days of Obligation are celebrated at the 8:15 A.M. parish mass. Free dress is not permitted on those days. Wednesdays are school Mass days and they are at 8:15.

Faith Families

Grades TK through eight are partnered together to further build our spiritual community. As faith families, they participate in liturgies, prayer, fun events, and various holiday festivities. Faith Families will meet frequently. They also have Buddy Classes to get to know

one another more closely. This year TK + 8; K + 4; 1st + 5th; 2nd + 6th; 3rd + 7th are the buddy classes.

X. DRESS CODE

RATIONALE

Our Lady of Grace Catholic School (“OLG”) dress code decisions are founded on our commitment to provide the best learning environment for our scholars, based on the sound principles of our core values and educational practices as stated in this handbook. Your support makes a huge difference to your child, especially in the understanding and acceptance of the values codified by these standards.

Please review the following policy before making purchases. There will be no exceptions to any part of the uniform requirement. Violations will result in parents being called to bring the student up to uniform dress code for the school day and a Green Category Card will be issued to the student (where applicable). Multiple Green Category Card infractions will result in disciplinary action.

**Uniforms must be purchased at:
Bancroft Uniforms (510) 638-1622
590 Dutton Ave, San Leandro (between Arbor Dr & Bancroft Ave)**

Bancroft Uniform’s OLG brochure contains all items permitted within the Uniform Policy. For online ordering please visit www.bancroft-uniforms.com and enter school code:

School Name: olg Password: castro valley

All uniform items and personal belongings should be marked with student’s name. We cannot stress this enough. Remember there are over 200 other children with the same clothing items.

ALL STUDENTS

Personal Appearance

Please ensure uniforms are properly mended when necessary. Uniforms should always be clean, neat (no holes or tears) and appropriately sized. Uniform shirts **must be tucked in** while in class or at church under the sweatshirt. Non-uniform sweatshirts may not be worn in the classroom.

Appropriate Attire for Mass

All students are to be in full uniform on school Mass days which are Wednesdays unless otherwise noted.. These days will be published in the monthly calendar. Free Dress or PE uniforms may not be worn on all-school Mass days.

Full uniform consists of the school uniform components as listed below:

PE uniform - All students

Shirt - OLG short sleeve w/OLG LOGO, must be purchased from Bancroft Uniforms.

Bottoms - Navy blue sweatpants with elastic bottom, or sweat shorts. **No pockets.**

NOTE: PE uniform may not be worn on Mass days. Parents please note PE is held on Tuesdays and Fridays.

The following are the guidelines for the full regular uniform dress code. Please use these as your checklist for uniform shopping and for assuring that your child is in full uniform each day. Outside of the above guidelines for PE and special free dress days, the guidelines below will provide you with a complete list of uniform options for your child.

GIRL'S UNIFORM/ACCESSORIES, TK-8 unless noted

Tops - Short or long-sleeved unisex collared polo **with OLG logo**, white, navy blue, or maroon. Peter Pan collar white blouse only if worn under OLG plaid jumper.

Sweatshirt - The Navy blue OLG School logo sweatshirt is a MANDATORY PART OF THE OLG UNIFORM. Student Council sweatshirt, 8th Grade Class sweatshirt, or Caritas sweatshirt (**Grade 6 only**), may be worn in lieu of OLG navy blue logo sweatshirt. **No OLG logo hooded sweatshirts are allowed.**

Long pants or shorts - Navy blue twill, properly fitted at the waist and length. Shorts should be Bermuda short length (not past knees). **No jeans or cargo pants.**

Jumper (Grades TK-4) - OLG plaid jumper and navy blue shorts worn under the jumper. These shorts should not surpass the length of the jumper. **No more than 2" above the knee.**

Skort or Culottes - Navy blue twill. **No more than 2" above the knee.**

Skirt (Grades 4-8) - Navy blue or OLG plaid with navy blue shorts under the skirt. The shorts should not be visible below the hemline. **No more than 2" above the knee.**

***No stretch pants, sweatpants, lycra pants, or leggings may be worn under the uniform.**

***Caritas sweatshirts may only be worn in 6th grade.**

***CYO clothing is not an acceptable part of the OLG school uniform.**

***Non-compliance to OLG's uniform dress code will result in a call to the parent to bring the proper attire.**

Girl's Accessories

Socks & Tights - Plain white or navy socks or footed tights are permitted. Leggings are not permitted. **No ankle socks, lace, ruffles, patterns, etc. Socks must be visible.**

Shoes – Plain white, gray, brown, black or navy blue Athletic, Mary Jane, or Oxford-style with skid resistant rubber sole; limited or no contrast color. **No boots, Heelys, slippers, sandals, light up shoes, rain boots, slip-ons or shoes with a platform sole.**

Hair & Accessories – Hair must be clean, and a natural color. **Hair accessories should not be distracting.**

Jewelry - Girls may wear small, stud earrings. Necklaces with a cross may be worn, but tucked inside shirt collar.

Makeup - Light make-up may only be worn by 8th grade girls.

Nail polish may be worn by girls in grades 6 - 8th grades.

Seasonal Clothing - Scarves, rain jackets and fleece jackets with OLG logo are permitted. (grades 1-8)

****Jackets are not permitted to be worn in the classroom. The OLG Logo navy sweatshirt must be the obvious outerwear that is worn in the classroom.****

BOY'S UNIFORM/ACCESSORIES, TK-8 unless noted

Shirts - Short or long sleeved unisex collared polo with **OLG LOGO**, white, navy blue or maroon.

Sweatshirt - Navy blue OLG School logo sweatshirt is a MANDATORY PART OF OLG UNIFORM. Student Council sweatshirt, Eighth grade class sweatshirt, or Caritas sweatshirt (**Grade 6 only**) may be worn in lieu of OLG navy logo sweatshirt.

Pants or shorts - Navy blue twill. Pants are to be properly fitted at the waist and length. Shorts should be Bermuda short length (not past knees). **No jeans, cargo pants, or basketball shorts.**

***Caritas sweatshirts may only be worn in 6th grade.**

***CYO clothing is not an acceptable part of the OLG school uniform.**

****Non-compliance to OLG's uniform dress code will result in a call to the parent to bring the proper attire.****

Boy's Accessories

Socks - Plain white or navy socks. **No ankle socks or patterns, etc.**

Shoes - Plain white, gray, brown, black or navy blue Athletic, or Oxford styles. Limited or no contrast color. **No boots, Heelys, slippers, sandals, light up shoes, rain boots, slip-ons or shoes with a platform sole.**

Hair - Hair must be clean and a natural color. Hair should not be distracting.

Jewelry - Necklaces with a cross may be worn, but tucked inside shirt collar.

Seasonal Clothing - Scarves, rain jackets, and fleece jackets with OLG logo are permitted (grades 1 - 8).

****Jackets are not permitted to be worn in the classroom. The OLG Logo sweatshirt must be the obvious outerwear.****

FREE DRESS

Occasionally, students are excused from wearing their uniforms. On these free dress days, children should still be in clothes that are clean and in good repair.

1. Jeans are acceptable if they meet the aforementioned requirements.
2. Length for skirts, skorts, and shorts are the same as for uniforms.
3. Bare midriff tops, tops which are low cut, tank tops, transparent tops, tops or pants made from spandex, tops which are not long enough to tuck into pants are not allowed.
4. Clothing which has gang symbols/colors, references to alcohol, smoking, drugs or violence are not allowed.
5. Flannel pants are considered pajamas and pajama bottoms or boxer shorts may not be worn as outer shorts or pants.
6. Pants which are too low on the abdomen or hips are not allowed.
7. Excessively tight pants such as leggings are not permitted.

If one of the above rules is not adhered to, parents will be called and children will be removed from class until a change of clothes is provided for them if either the teacher or principal determines the attire is not appropriate for school.

Halloween costumes and free dress Spirit day attire must also adhere to the general modesty guidelines for the school. If the administration deems that the attire is inappropriate, the child will be removed from class until a change of clothes is provided.

Free dress passes may not be used on school liturgy days!

XI. FAMILY RESPONSIBILITIES

TUITION

A. Insurance

Included in the registration fee is the student accident insurance fee. The insurance covers the student for the time he/she is in school, while traveling directly and uninterrupted to and from the school and the home on regular school days. If a child is injured, the parents must apply to the school for an insurance claim form within TWENTY DAYS.

B. Tuition and Registration Fees

All families registering a student at OLG will review and sign a contract which will include their financial and participatory obligation. The contract must be signed each school year. A nonrefundable registration fee for each student shall be paid at the time of registration. As stated in the contract, once the contract has been signed and the school year has begun, the

tuition obligation for the year must be met whether or not the child remains a student at Our Lady of Grace for the entire school year.

C. Tuition Assistance

The following is a list of available financial aid programs. Our Lady of Grace School requires that all families requesting financial assistance apply for the Diocese of Oakland FACE Grant through Private School Aid Service, (PSAS).

Diocese of Oakland FACE Grant

The Diocese of Oakland provides a grant to students based on income and special circumstances. It is available to all families requesting financial aid.

Basic Fund <http://www.basicfund.org>

An outside source available to families who qualify for the free/reduced hot lunch program and/or meet the income criteria set by Basic Fund. Income criteria guidelines are strictly adhered to. Available to all new students for Kindergarten through 8th grade, including siblings of students already attending the school.

Parish Tuition Assistance and School Aid (For Returning Students)

Envelopes are sent to parishioners (collected monthly) and allocated to subsidize families in need of assistance throughout the school year. A tuition subsidy is based on income and special circumstances and is determined by a financial committee.

D. Tuition Payment

Families will be offered three options to pay tuition through the FACTS Management Company:

- 1. Full Payment Option:** A full year's tuition must be paid in full by July 15th. Registration and assessment fees must be paid the first week of May.
- 2. 10-Month Payment Option:** Ten monthly payments will be automatically debited from your designated checking/savings account by FACTS Management Company on either the 5th or 20th of each month (your choice), from July through April. FACTS will debit your account for any insufficient funds. Read your FACTS tuition contract carefully for further details regarding collection of monies due.
- 3. 12-Month Payment Option:** Twelve monthly payments will be automatically debited from your designated checking/savings account by FACTS Management Company on either the 5th or 20th of each month (your choice), from June through May. FACTS will debit your account for any insufficient funds. Read your FACTS tuition contract carefully for further details regarding collection of monies due.

E. Tuition/Fee Delinquency

All delinquent fees and tuition must be paid in full before a contract will be offered for the new school year. The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

1. Withhold report cards
2. Deny a student enrollment in the following trimester
3. Deny a graduating student participation in graduation ceremonies

MEDICAL

A. Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school communicable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps, measles and pink eye.

Students who have communicable diseases or conditions must be excluded from school. Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to chicken pox, pink eye, or head lice.

B. Immunizations

No child may be admitted as a student of a school unless s/he has been immunized according to California Immunization requirements.

- TB Screening should be done upon entrance to school. The Mantoux test is the only acceptable screening test. If there is NO RISK for TB the Dr. must state it on the school entry report.
- All students entering 7th grade must have the Pertussis/ Whooping Cough (TDAP) vaccination.

A student who lacks the required immunizations will not be allowed to begin school. This is for the safety of all the students.

C. Medications (Including prescribed, aspirin and any over-the-counter drugs)

Guidelines for the administration of medications at school:

- Schools may not furnish any medications. Parents/legal guardians will assume full responsibility for the supplying of all medications.
- All medication administration requires written parent/legal guardian authorization.

- All prescription medications and aspirin require physician and parent/legal guardian authorization. (Request for Medication form may be downloaded from our website).
- No medications may be brought to school by students.
- Parents/legal guardians shall deliver any medication to be administered along with the Request for Medication Form. The medication must be delivered to the office in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over the counter medications should be in original sealed packages and directions for administration.
- All medications must be secured in the school office (Exception: back up inhalers and epi-pens may be secured in the classroom as well as the office). Use of an epi-pen necessitates a 911 call. Because of the risk of students sharing medication, no student may carry their own medication. In the event a student is seriously at risk without the epi-pen or inhaler on their person, consideration will be given to a variance if a physician and parent document the following:
 1. Risk of not carrying medication
 2. Student has been instructed in the indications, administration, side effects responsibility not to share, and the responsibility to notify the teacher immediately after use.
 3. Glucose testing and insulin administration is to be coordinated by the parent/legal guardian in collaboration with the school principal.

D. Report of Health Examination for School Entry (PM 171-A)

All students entering a school in the Diocese of Oakland must have met the following requirements prior to the first day of school. Failure to present these requirements may result in the student being excluded from school.

- Health and Physical form provided/mandated by the state of California. The date on the physical must be within 6 months or 18 months for 1st grade.
- Proof of up to date immunizations as mandated by the State of California
- Proof of Mantoux/PPD screening for TB with written verification of a negative result, done on or after the child's 4th birthday. For new students, a current negative PPD screening is recommended but a negative symptom screening TB is acceptable.

HEALTH PROGRAM

Trained parent volunteers staff the Health Program in the school. The volunteers check to see that state mandated health records are up-to-date. For the good health and safety of all students, any student whose health record is not current will not be allowed in school until the records are current. Parents with concerns regarding their children's vision and/or hearing should notify the school prior to October 1st.

Our Health Program includes:

1. Vision: Screening test for grades K, 1, 3, 5, 7 and any referrals from other grades and all new students is administered by our health committee.
2. Hearing: An audiometrist tests grades K, 1, 2, 5, 8 and any referrals yearly.
3. Scoliosis: Health committee does screening for grades 7-8 and any referrals from other grades once a year. Parents will be notified if further screening by the physician is necessary.

PARENT SUPPORT

A. Classroom Observations

All visitors including parents must report to the office, sign in, and wear a visitor badge. Requests to conference with teachers must be made in advance so that the teacher will be prepared and available. This applies to all parents, however often they may visit the school, and for however short or long their visit is. Occasionally, parents may wish to observe their child's classroom.* In these instances, certain guidelines must be followed to keep classroom disruption to a minimum and learning to a maximum:

1. Parent has completed Virtus online training and is fingerprinted by Livescan.
2. Parent is seated in the room so as not to disturb teaching.
3. Parent does not have any interaction with students or the teacher while observing.
4. Parent is in proper attire.
5. Performance of any child during the observation or any comments made by a student during the observation are kept confidential.

*Time spent observing in a classroom does not count as parent volunteer hours.

B. Complaint/Issue Resolution

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the Pastor should be contacted.

C. Family Cooperation

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

D. Messages to Students

The office staff will relay important messages to students during the school day therefore all student cell phones are to be turned off during the school day. The cell phone are allowed to be turned on once the student is in the car taking them home or is enroute by bike or walking home. Please support this policy by not telephoning or text messaging your children during the day as they will not get your message until after 3:00.

E. In School Parties

We celebrate the current month's birthdays for students on the last Friday of the month. The classroom birthday celebration should be limited to a treat for the entire class. Taking the birthday child and a small group of friends off campus for a lunch or party is not permitted. If you wish to treat your own child during lunchtime on his/her birthday, please follow the policy for signing your child out under the previous section. Balloons and flower arrangements for birthdays should be limited to home as they are very distracting in the classroom. Therefore, if they are delivered to school they will be held at the school office until the end of the day.

F. Out of School Party Invitations

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school, including in the parking lot before and after school. For smaller gatherings, invitations should be mailed or hand delivered to the homes of those invited in order to minimize hurt feelings among those children who are not included. This also applies to thank you notes that might be distributed after a party.

G. End of the Year Party

School-sponsored graduation celebrations may be planned by the school and will be chaperoned by school related personnel. The school is not responsible for any other parties nor does it endorse or allow fundraising for non-school sponsored events.

VISITORS

All visitors are required to wear a "Visitor Badge" while on campus.

Visitors are defined as any person who seeks to enter school premises, including parents, guardians, and former students.

All outside doors are locked for safety reasons. Visitors during the school day must come into the school office to obtain a visitor' pass. This includes visitors and parent helpers who may be helping in the Augustine Center.

Visits to your child's classroom should be prearranged with your child's teacher.

When children are on the playground, please inform the yard supervisor of your presence before approaching a child or group of children on the playground. Children who are not enrolled at our school are not allowed on the premises or on any field trip.

ATTENDANCE

Regular attendance is required of all students in order to ensure student success.

Absence

Parents must notify the school office (510-581-3155) by 8:30 a.m. or email their teacher and school secretary at csanchez@cndo.org, if their child will be tardy or absent from school that day. A call must be made each day the child is absent during an extended illness. If the school has not heard from you by 9:00, we will call to ensure your child's safety. The office and classroom teacher should also be notified of the need for any early dismissal or release for a medical appointment. All medical absences are legally credited as attendance with a note from the doctor's office noting the date or dates.

"Excessive absence" is being absent from school for ten (10) days per trimester or a total of thirty (30) days per school year. Students who have excessive absences may need to successfully show proficiency in their current grade or can be retained to repeat the current grade. Absence or early dismissals for personal/pleasure reasons are discouraged. It is the responsibility of all parents and students to be in contact with the teacher to facilitate the makeup process. If a student is absent from school, the student may not attend Jr. High dances in the evening.

1. Classwork and Homework during Absence

All requests for classwork and homework are to be made via e-mail to the child's homeroom teacher by 10:00 a.m. Please indicate if the assignments are to be delivered to another student or be picked up. Assignments will be available for pick up in the school office. No one is to go directly to the classroom to retrieve assignments before, during, or after school. The maximum time allowed for completion of missed assignments due to absence equals the number of school days the student was absent. Long-term assignments are due on the assigned date.

2. Non-School Related Vacation Absences

If a student will be out of school due to a vacation, parents are to notify, in writing, the Principal and the teacher about the time and duration of the absence. Parents who choose to have their children miss school due to family vacations that do not coincide with the school's vacation breaks may not expect work be pre-assigned. Students or parents will be responsible for meeting with the teacher to compile a list of makeup work that the student will be required to complete. Assignments can be compiled and given to the student upon return. Students will then receive a list of what materials were covered while they were away and they will have the same number of days to return missed work as the number of days they were absent. All projects or tests assigned before students leave must be turned in or taken when they return; no extensions will be granted. It should be understood that

these vacations should be avoided if possible since the students can never make up the actual classroom discussions, direct instruction, and presentations that occurred while they were gone.

3. Appointments - Early Dismissal

Parents are requested to avoid making appointments for a child during the school day. If a child must be excused early, a written note or email must be sent to the child's teacher the morning of the appointment stating the reason for the early dismissal. Students arriving late or leaving early for medical or dental appointments will receive a medical excused absence **only if dated forms are brought from the doctor or dentist stating the time spent there**. Only verified medical and/or dental appointments are considered excused partial day absences. The verified medical/ dental appointment forms are due upon the student's return from the appointment and will not be considered after the end of the trimester. When the parent/guardian arrives in the office, they will sign their child out on the student Sign Out sheet. If the child returns to school after the appointment he/she must enter through the School Office and obtain a Class Entry Slip signed by office personnel.

The School Office Staff will call the student to the School Office when it is time for the student to leave for an early dismissal. If a student goes home early due to sickness or injury, the office staff will notify the homeroom teacher.

4. P.E. Non-participation

There must be a note on file for excuse from participation in PE activities. The excuse will also cover physical activity at recess time and extended care. A doctor's note is needed for long term non-participation (more than three days).

5. Releasing Students During the School Day

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. Authorization to release a student to a non-parent/guardian must be in writing. Students must be picked up at the **School Office only**. Parents are not to go to the classroom.

TARDIES

To help parents get students to school on time, the morning drop off time begins at 7:45 a.m. when adult supervision takes place.

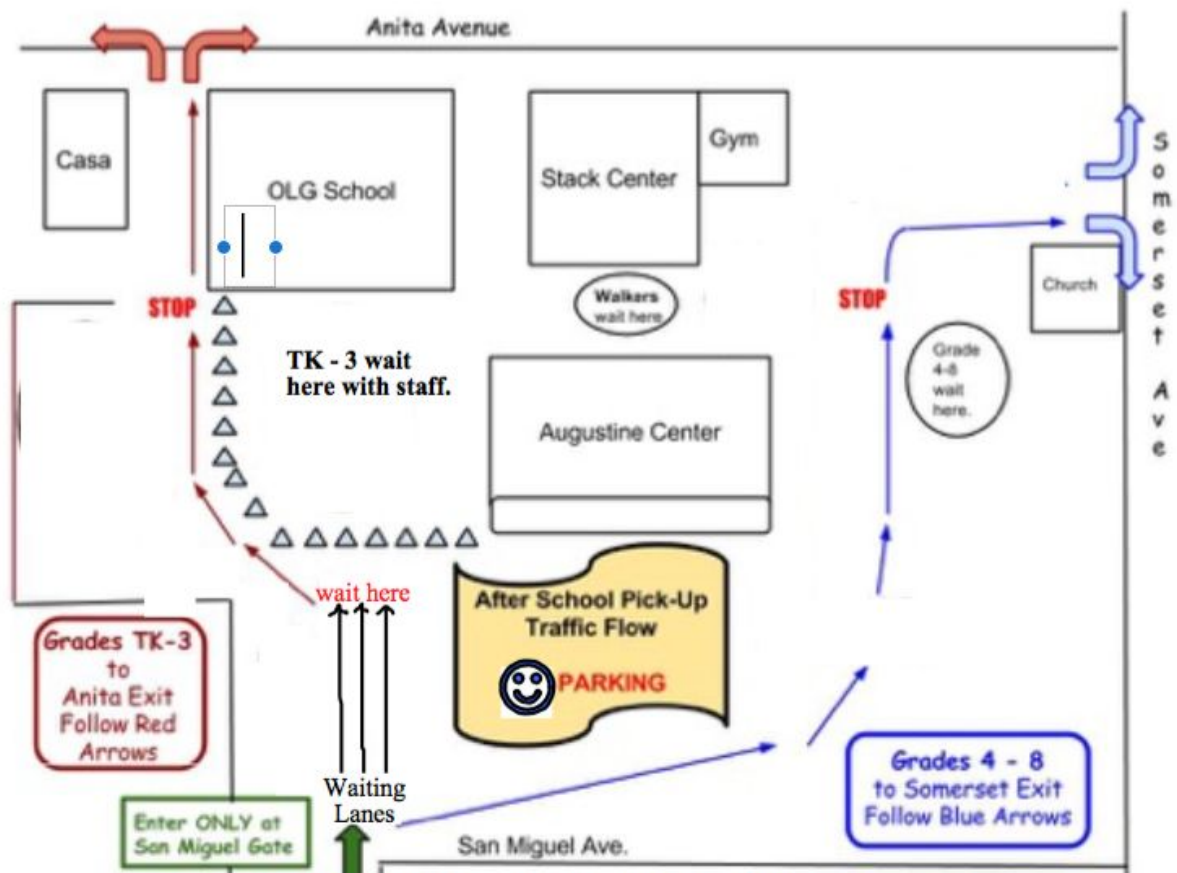
A warning bell rings at 7:57 a.m. and the students should proceed to their assigned lines to prepare for morning assembly. At 8:00 a.m. the tardy bell rings and Morning Assembly will begin. **Students not in line by the 8:00 a.m. bell are tardy**. They will receive their tardy slips from one of the yard duty personnel. Students arriving after classes have entered the school, must report to the School Office to receive a Class Entry Slip. Students entering after classes have begun, will stay on the bench outside the Principal's office reading until the first period bell rings at 8:50. This is to keep from disrupting the class where teaching and announcements have already started.

Students arriving between 8:00 and 10:30 a.m. will be marked tardy. Students arriving after morning recess will be marked absent one-half day.

AFTER SCHOOL PICKUP TRAFFIC PATTERN

All drivers enter at the San Miguel Ave. gate. Please follow the arrows as indicated on the map.

- **TK-3rd: Exiting Anita Ave.** -Drivers proceed straight ahead to form "waiting" lanes (see 3 black arrows) and proceed to pick-up area (see red arrows on map) as directed by school staff.
- **4th-8th: Exiting Somerset Ave.** - Drivers turn toward right to form one line to the pick-up area. (see blue arrows on map)



AFTER SCHOOL PICKUP TRAFFIC FLOW

XII. TELECOMMUNICATIONS RESPONSIBLE USE POLICY

INTRODUCTION

The Diocese of Oakland recognizes the various ways, both positive and negative, that students, personnel, and parents can use technology both in school and at home. Our schools seek to educate 21st Century learners through 21st Century teaching. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive and intelligent ways as Christian citizens in a global community.

As a community of faith that embraces technology, we recognize the following:

- Words transmitted using the Internet and related technologies are published materials, available for worldwide access, and are public documents
- The values of dignity and respect for every person apply to all of our interactions with each other, be they in person or by virtual means.
- Using technology to publish opinions which are obscene, work against the values of dignity and respect of each person, or bring harm to the individual as well as to our school community are contrary to the mission of each of the schools.

The Diocese of Oakland discourages students, personnel, and parents, (users), from using technology in irresponsible ways both at school and at home and will hold all users responsible for their published words if they affect the school, administration, faculty, staff, students and families. Students, personnel, and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion/dismissal.

Code of Conduct

Our Lady of Grace School students are expected to model a code of conduct reflecting the school philosophy of *Our Lady of Grace School* at all times. This includes all school events and activities, and extends beyond the physical boundaries of the school.

The school's jurisdiction with respect to conduct includes:

- At all times when the student is on school grounds
- At all times during the school day, both on and off school grounds
- At all officially sanctioned school-sponsored events
- Outside of the school day when the student's public behavior reflects upon the school.

Note: The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/ pictures, postings on social networking sites, blogs, wikis, gaming, chats, digital transmissions and other technology related activities.

Telecommunications Responsible Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom

As a school technology user, I agree to follow the rules and code of ethics in all of my work with telecommunications while attending *Our Lady of Grace School*:

1. I recognize that all users of technology have the same right to use the equipment; therefore, I will not use any technology device for non-academic purposes. I will not use a mobile device to disturb or harass other users or use inappropriate language in my communications. I will keep my work area clean and will not eat or drink around mobile devices.
2. I recognize that the work of all users is valuable; therefore, I will protect the privacy of my password and not share it with others; I will also protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user. If I become aware of any misuse by others, I will notify the school site administrator immediately.
3. I understand the use of the Internet must be in support of education and research consistent with the educational objectives of the school.
4. I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members.
5. My parents/guardian realize that I may encounter material on the Internet that is considered inappropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) I am responsible for not pursuing material that could be considered offensive.
6. The use of technology is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of mobile device settings will result in cancellation of privileges and/or school disciplinary action. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. The school reserves the right to seek financial restitution for any damage caused by students, personnel, or other user.
7. Cyberbullying, cyber-harassment, and cyberstalking are forms of bullying that utilize electronic means including, but not limited to email, texting, inappropriate images, posting, and instant messaging. These forms of harassment are taken seriously and are prohibited. Alameda County Sheriff's Dept. will be notified.
8. Student use of the mobile device camera will be allowed for educational purposes only when assigned by a teacher. Students choosing to disregard this rule will be subject to disciplinary action and possible loss of privileges. The system administrators will deem what is inappropriate use, and their decision is final.

Students, personnel and parents may not take or transmit images that violate the Responsible Use Policy. Taking any pictures, videos, or recordings without a person's knowledge is a violation. The transmission, display, and sharing of inappropriate images is subject to disciplinary and legal action.

9. Students **are not allowed** to bring personal computers, or mobile devices, (except cell phones) onto campus for any reason as the school will not be responsible for the security, troubleshooting or repairing of student-owned devices.

At all times while students are on campus, communication between parent and student must be made using our school's phone system. Therefore, at no time during the school day (7:57am - 3:00pm) will a student's cell phone be in use or visible.

When students bring cell phones onto campus, the following rules will apply:

- a. Student will store cellphone in his/her backpack before approaching the class line. At the sound of the first morning bell and before the second bell (tardy bell), cell phone must be turned off and secured in student's backpack. (If early entrance to the school facility is permitted by administration or teacher, cell phone must be turned off and secured in backpack prior to entering the building).
- b. Upon student arrival in the homeroom, cell phone must be placed in a designated cellphone basket on or near the teacher's desk. Cell phone will remain there until student is directed by the classroom teacher, at the end of the school day, to retrieve device and place directly into backpack.
- c. When attending KidKare, homework club, after-school enrichment programs, yearbook club, etc., cell phones will remain off and secured in student's backpack until he/she has been released from our care to a parent/guardian.

Technology Device Policy

Students in grades 6 - 8 are loaned ipad devices for use at school. These devices will not be removed from our campus. All users of technology devices are responsible for the devices they are assigned. If a technology device is lost, stolen, broken, or sustains water damage, it is the user's responsibility to replace or repair it as dictated by the school administration. We utilize Cellular City in Castro Valley to repair damaged ipads and split the cost with the student. Students are required to complete all assignments even if mobile device is out for repair. Current replacement of the current ipad version in use is approximately \$300.00 through Apple. (March 2017 Apple pricing).

Google Applications

Jr. High scholars and teachers use Google Applications for communication (email), collaboration and document storage. These tools allow scholars to create, edit, save and share files at school and home. Some of the applications available to scholars are email, word processing, slide show presentations, and spreadsheets. Scholars can share their

work with other scholars at OLG School and work simultaneously on the same document. Teachers and administrators have access to scholars' accounts and will be providing feedback and monitoring scholar work and communication. Scholars cannot email to the general public nor can they receive emails from the general public. Google designed these application specifically for educational institutions. These services are secure and free to our school. All Google App accounts are secure and require a username and password that OLG School creates and maintains. By signing the Responsible Use Agreement and Parent Permission Form you give your children permission to use Google Applications at home and school.

Student Information System (Grades 4 - 8)

The Oakland Diocese School Department supports an Internet based student information system. The system called PowerSchool allows students and parents/guardians in grades four through eight to look in the teacher's online grade book where all assignments and scores are listed for viewing. The PowerSchool Server is secure. No one else will see your child's information because you log in with the student's unique ID and password that OLG School creates and maintains. If a computer with Internet access is not available, you may use a public access computer, such as that found at your public library, to access this information. Please notify your child's teacher in advance if accessing a computer with an Internet connection poses a problem for you so that we can make other arrangements. By signing the Responsible Use Agreement and Parent Permission Form you give your children permission to access their grades at PowerSchool. The PowerSchool login is: <https://csdo.powerschool.com/public/home.html>. This information is also available on the school website.

NOTE: The principal is the final recourse in all disciplinary situations. The principal retains the right to amend the handbook for just cause and parents/guardians will be given prompt notification if changes are made.

Violation of Telecommunications Responsible Use Policy

Any user who violates the Responsible Use Policy or local, state, or federal law, faces the loss of technology privileges, disciplinary action, and may face legal prosecution.