Parent-Student Handbook
2018-2019

Our Lady of Guadalupe School

40374 Fremont Blvd., Fremont, CA 94538
Phone: 510-657-1674     FAX: 510-657-3659
http://www.guadalupe-school.com
Dear Parents and Students,

“Catholic schools, which always strive to join their work of education with the explicit proclamation of the Gospel, are a most valuable resource for the evangelization of culture...”

Pope Francis

Welcome to Our Lady of Guadalupe School! In choosing Our Lady of Guadalupe School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent-Student Handbook reflects our school’s policies for the 2018-2019 school year. Please read this document carefully and sign the agreement on the last page of this handbook. This agreement states that you intend to abide by the policies of Our Lady of Guadalupe School during the 2018-2019 school year.

Our faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

S. Janice Therese Wellington, O.P.
Principal
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General Information

Mission Statement

Our Lady of Guadalupe School educates children in the Catholic faith and nurtures their minds, bodies and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.

Vision Statement

Our Lady of Guadalupe School is a Catholic faith-filled community rooted in the charism* of the Dominican Sisters of Mission San Jose. Our children are nurtured by passionate faculty, enriched by strong religious values, and elevated by high academic expectations and diverse resource programs designed to bring out the best in every child.

*Dominican Charism: to share with others the truth about the God whom we contemplate in our hearts. We encounter this truth through creation, through God's presence in human history, especially by his becoming human in Jesus Christ.

Philosophy

Our Lady of Guadalupe School is a child-centered school that empowers students to believe in themselves and their abilities. We facilitate the students' development in partnership with the parent as the primary educator. The Pastor, faculty, staff and parents strive to educate students who are committed to prayer and living a life of faith, dedicated to study, eager to embrace community and willing to serve others.

The students' moral and spiritual development is nurtured through daily individual and community prayer. The structured curriculum incorporates innovative teaching methods while the students’ learning is enhanced by liturgical experiences, service opportunities, and inter-grade faith family activities.

The strength of the school is its dedication to supporting the needs and talents of the whole child in a safe and nurturing environment. Children of all ethnicities, faiths and genders are respected. We provide a supportive environment that allows for individual creativity, encourages independent thinking and offers support for varied learning modalities.
No Bully Program

We as a school community strive to create an environment that embraces differences and is inclusive; however, this does not mean that undesirable behaviors from people in the community will not arise. The No Bully program helps with defusing problems and creating a safe environment for students, parents, and staff. The No Bully program is a partnership with a nonprofit organization in San Francisco and is geared toward establishing a peaceful community by changing the behaviors and mindsets of the individuals who are bullying or acting in an aggressive manner.

Social Vision Statement

Christ told us that we are all children of God.
At Our Lady of Guadalupe, we accept everyone for who they are.

Here are examples of what we strive for:

- Students, parents, and staff only speak respectfully to each other and about each other.
- Students, parents, and staff trust the goodness of each other’s intentions.
- Students, parents, and staff are welcoming and kind to each other.

Purpose

The provisions in this handbook are designed to provide parents and students information and guidance as to the procedures and rules of the school. The provisions in this handbook are not a contract and impost 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, writing notification of such changes will be provided to parents and students.
History of Our Lady of Guadalupe School

St. Leonard Parish opened in 1959 with a church, an adjacent hall, and a rectory. In 1963, the Pastor, Reverend Martin E. Walsh, oversaw the building of a school which was completed and opened in 1964. Father Walsh asked the Dominican Sisters of Mission San Jose to administer St. Leonard School.

In 1964, with Sister Irene Marie Herbert, O.P. as the Principal, the school opened with three grades, grades 1, 2, and 3, and an enrollment of 150 students. Each year another grade was added until, in 1969, the school included grades one through eight. The Kindergarten was opened in a portable building on the school grounds in 1987. In 1993, the school acquired a second portable which is used for Extended Care, small group teaching, and an office for the school counselor. Finally, in 1999, the school opened a third portable for a library and computer lab/music room. In 2010, the Kindergarten moved to the main school building, changing places with grade five. In August 2015 the third portable was re-purposed for a new Pre-Kindergarten with 8 students, which grew to 20 students in 2017.

In 2000, St. Leonard Parish merged with Santa Paula Parish and the school was renamed St. Leonard-Santa Paula School. In 2003, the combined parish was renamed Our Lady of Guadalupe Parish and the school was renamed at the same time. Despite the name changes, the spirit of the school remains as vibrant as it was when the school first opened. Our pride in our school history is evident with the photos of each graduating class, starting with the class of 1970, hanging in our hallway.

From its opening in 1964, the Dominican Sisters of Mission San Jose administered the school according to the Dominican Charism of “To Preach, to Bless, to Praise.” The Dominican Sisters served the school as principals and teachers for many years. In 2005, the Dominican Sisters established the Dominican Affiliate School program for Diocesan schools in which they had served. This is a formal relationship between the school and the Dominicans, whether or not there are Sisters as staff, teachers, or the principal.

Between 2005 and 2013, even though there were no Sisters on staff as teachers or as Principal, we continued to teach and nurture our students according to the Dominican Charism, the Dominican Pillars of Prayer, Study, Community and Ministry, and the vision of their Foundress, Mother Maria Pia Backes, O.P. In 2013, the Dominican Sisters once again assumed the principalship of our school with Sister Janice Therese Wellington, O.P., hired as Principal. Because of this affiliation, OLG School can take advantage of the support services provided by the Sisters, such as in-services, the Dominican Development Office, and use of the Sisters’ Motherhouse for retreats and workshops.

In September 2014, the school celebrated its 50th Anniversary. With alumni, alumni parents, current families, parishioners, and former and current faculty and staff, we celebrated the abundant grace that has blessed St. Leonard/St. Leonard-Santa Paula/Our Lady of Guadalupe School over the 50 years. The blessing of a time capsule, which holds memories of the past and present, and its burial within our Memorial Garden in the field, culminated the year-long celebration.

At the beginning of the 2018-2019 school year, the school experienced a major ‘face-lift’ with the new asphalting and re-striping of our playground area. This new look reflects the year’s theme of "Be who God created you to be and you will set the world on fire." (St. Catherine of Siena, O.P.) Our campus looks great, not only because of the physical upgrades, but because we are a great reflection of our God. By being who God created us to be, the OLG School Community of students, parents and staff are setting the world on fire with God's love.
Personnel

Bishop
The Bishop, the Chief Pastor of the Diocese, is officially responsible for all educational programs within the Diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements which contribute to the development of the total Christian community.

The Bishop delegates comprehensive regulatory and general supervisory authority on school related matters by appointing a Superintendent. The Diocesan School Board is approved by the Bishop to function as an advisory board to the Superintendent of Schools and to the Bishop.

Superintendent of Catholic Schools
As an appointee of the Bishop, the Superintendent is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan School Board in all matters affecting the Diocesan schools. S/he administers the operation of a School Department and oversees this department in the administration, supervision, and strategic planning for education in the schools of the Diocese.

The School Department provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the Principal. Although governance of the schools is at the local level, Pastors and Principals are expected to follow policies and guidelines approved for schools by the Bishop. Schools are also expected to follow curriculum guidelines.

In some special circumstances, decisions may need to be made by the School Department that would ordinarily be made at the local level.

Pastor
The Pastor, by direction of the Bishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The Pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the Principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the Principal and the renewal or non-renewal of the Principal's employment agreement.

Principal
The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The Principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The Principal collaborates with parish, area, and/or Diocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds.

The Principal is responsible for implementing school policies.

Faculty
The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.
Secretary
The school secretary is responsible to the Principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the Principal’s office.

Other Support Staff
Other staff is responsible to the Principal for the efficient operation of the school and for the performance of duties according to their job description.

List of School Personnel
Please refer to the end of this document for the school personnel list.

Boards, Committees, Organizations

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.

Local 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 an advisory capacity to the Pastor and Principal.

The local 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 local school board furnishes the support and leadership to carry out the Church’s commitment to Christian education.

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.

The School Board members are elected or appointed as a consultative panel to the pastor and the principal. Together they review all aspects of the formal education program of the school. The School Board meets on the 1st Tuesday. Meetings, except Executive Sessions, are open to all interested school families.

Finance
Finance Committee members, appointed by the pastor and the principal, make recommendations for the yearly budget and tuition rates. The Finance Committee meets monthly.

Parent-Teacher Service Group (PTSG)
All parents are members of the PTSG. The members of the PTSG Board are elected or appointed by the principal to sponsor and support educational programs for the students and parents. This service group assists with fund-raising activities and offers special social and educational
activities for the families. Meetings are held on the 2\textsuperscript{nd} Wednesday of each month at 7:00 pm.

Technology
The Technology Committee is an advisory committee that helps the school determine technology needs and future technology growth. The Committee is made up of parent volunteers who have expertise in the area of technology through their careers or personal interests. The Committee helps to determine and implement fundraising activities to raise money for technology needs and provides advice regarding hardware and software purchases. The Committee meets at 6:30 pm on the last Wednesday of each month.

academic Information

Academic Honesty
Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one’s own), or doing another person’s homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures.

Conferences

Scheduled by School
Formal parent/teacher conferences will be held in October, at the time of the 1\textsuperscript{st} trimester progress report. A letter indicating date and time will be sent home to parents. Every effort is made to set up consecutive appointments for families with more than one child. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

Requested by Parent
It is our priority to accommodate parents for scheduled conferences. Your children are very important to us; discussions about them should be done with focused attention to the child. Drop-in, impromptu conferences pose a problem because teachers are normally involved with school activities that are part of their responsibilities almost daily before and after school, whether it be preparing for a scheduled conference, leading a student club, doing yard duty, or participating in a staff or level meeting.

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 asked to call the school office to arrange an appointment with the teacher or principal or email them directly to set up an appointment.

Guidelines
a) Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher’s authority is not helpful in front of the child. If you have such a disagreement, please request an interview with the teacher privately;
b) Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions;
c) Discuss classroom difficulties with the teacher first before bringing them to the Principal.

Curriculum
Local curriculum development is the responsibility of the Principal and faculty following the approved Diocesan guidelines.

Religious Education
Religious instruction will be an integral and continuing element of the educational experiences of students in all grades.

Family Life/Christian Sexuality
The Oakland Diocesan Catholic elementary school program in human sexuality is an integral part of the educational program planned for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the entire curriculum.

Maximizing the wholesome influences of the Catholic classroom requires an approach which integrates the Catholic value system and moral convictions throughout the curriculum.

Daily Schedule, Calendars

The regular school day schedule is:

<table>
<thead>
<tr>
<th>Class</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K</td>
<td>8:00 am to 3:00 pm</td>
</tr>
<tr>
<td>Grades K – 3</td>
<td>8:00 am to 2:50 pm</td>
</tr>
<tr>
<td>Grades 4 – 8</td>
<td>8:00 am to 3:00 pm</td>
</tr>
<tr>
<td>Morning Recess</td>
<td>10:35 am to 10:50 am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:30 pm to 1:10 pm</td>
</tr>
<tr>
<td>Minimum Day Schedule</td>
<td>8:00 am to 12:00 pm</td>
</tr>
<tr>
<td>Wednesday Schedule</td>
<td>8:00 am to 2:00 pm</td>
</tr>
</tbody>
</table>

Office Hours: The school office is open from 7:45 am to 4:30 pm on school days. If you wish to meet with the principal, please schedule an appointment in advance.

There is no supervision prior to 7:45 am or 10 minutes after school dismissal on the school grounds, except for Extended Care. Children dropped off prior to 7:45 am or not called for by an adult 10 minutes after dismissal must go to the Extended Care Program immediately, unless they have permission to stay for an adult supervised activity, such as Choir.

Note: Teachers for grades K – 3 will remain outside until 3:10 pm (2:10 pm on Wednesdays), at which time Extended Care (E.C.) will assume supervision. Sign-in to Extended Care is mandatory for all students remaining on school grounds after 3:10 (2:10 on Wednesdays). E.C. fees are assessed from the 3:00 pm dismissal or from the 2:00 pm dismissal.

Parents will be charged for the time their child spends in Extended Care, assessed on the half hour.

A full day of school is from 8:00 am to 2:50 pm for grades K – 3 and from 8:00 am to 3:00 pm for
grades 4 – 8 every day except Wednesday. On Wednesdays, a full day is from 8:00 am to 2:00 pm for all grades. A Minimum day is from 8:00 am to 12:00 noon.

The general school calendar is given to each family at the beginning of the school year. Holidays, teacher in-services, early dismissals, and vacations are indicated. An updated calendar is posted online. This calendar should be checked regularly because occasionally there may be necessary changes and adjustments that are important for parents and guardians to know. We make every attempt to keep changes to a minimum; however, they are sometimes unavoidable. **Important: check the weekly bulletin and on-line calendar for updates.**

**Electronic Information/Communications**

(Also see Electronic Policy under Discipline)

The mission of Our Lady of Guadalupe School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church’s mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

Each year parents and students must sign the Technology Responsible Use Policy. See back of this handbook.

**Personal Electronic Devices**

Personal electronic devices, such as iPads, tablets, Apple watches, electronic games, *etc.* may NOT be brought to school at all. Different rules apply to cell phones. Please refer to that section for specific information.

**Grading and Related Topics**

Standards Based Grading, (K-5)

“GRADES ARE NOT ABOUT WHAT STUDENTS EARN; GRADES ARE ABOUT WHAT STUDENTS LEARN.”

-Parent Guide to Standards Based Grading
OLG School adopted the standards based grading for grades K-3 in English/Language Arts (ELA) and Math starting with the 2016-17 school year. In the 2017-18 school year, it was extended to grade 4. In the 2018-19 school year, it is being extended to grade 5.

(from the Parent Guide to Standards Based Grading; see document at the end of this handbook - before the verification page; also available on the school's website):
In the schools of the Diocese of Oakland, we believe student achievement occurs through clearly defined standards and authentic learning opportunities. The schools of the diocese strive to provide accurate, meaningful, and timely feedback to both students and parents throughout the learning process.

Reporting of student achievement should reflect student progress toward mastery of key academic concepts and identify multiple pathways to deeper learning.

Why have we moved towards a standards-based reporting system?
A report card is an ongoing conversation between the teacher, the student, and the parent or guardian about what is expected of students and how to help them to be successful in a rigorous academic program. For this purpose to be accomplished, however, the reporting system must accurately mirror the instructional model that exists in the classroom. In the past, grades reflected not only what had been achieved academically, but also how students behaved or how they compared with classmates. Reporting systems did not reflect the academic standards and performance assessments that exist in today's classrooms. Our instructional model has shifted away from a focus on basic skills and moved toward a deeper analysis of content that requires our students to think, plan, integrate, and construct. Standards-based grading communicates how students perform on a set of clearly defined learning targets called standards. The purpose of standards-based grading is to identify what a student knows, or is able to do, in relation to those learning targets - as opposed to simply averaging grades/scores.

Standards-based grading reports what students should know and be able to do within each content area at each grade level. The real-time monitoring of student performance reflects a more accurate picture of student achievement.

K-5 Grading Scale for E/LA, Math, Science and Religion
The Diocese of Oakland Elementary K-5 Standards-Based Report Card uses a numerical (1-4) standards-based grading scale, rather than a percentage-based letter grading scale. This scale indicates the level to which students have mastered a given standard, NOT the percent correct on a given assessment. The definitions for performance on the numerical grading scale can be found at the end of this Parent – Student Handbook.
Grades K – 5 Grading Scale for all other subjects

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Student exceeds grade level mastery</td>
</tr>
<tr>
<td>3.5</td>
<td>Student demonstrates grade level mastery and partial mastery above grade level</td>
</tr>
<tr>
<td>3</td>
<td>Student demonstrates grade level mastery</td>
</tr>
<tr>
<td>2.5</td>
<td>Student is progressing toward grade level mastery and displays mastery of some</td>
</tr>
<tr>
<td>2</td>
<td>Student is progressing toward grade level mastery.</td>
</tr>
<tr>
<td>1.5</td>
<td>Student demonstrates grade level understanding with some support.</td>
</tr>
<tr>
<td>1</td>
<td>Student does not yet demonstrate grade level understanding with support</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Grades 6 – 8 Grading Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>94-90</td>
</tr>
<tr>
<td>B+</td>
<td>89-87</td>
</tr>
<tr>
<td>B</td>
<td>86-83</td>
</tr>
<tr>
<td>B-</td>
<td>82-80</td>
</tr>
<tr>
<td>C+</td>
<td>79-77</td>
</tr>
<tr>
<td>C</td>
<td>76-73</td>
</tr>
<tr>
<td>C-</td>
<td>72-70</td>
</tr>
<tr>
<td>D+</td>
<td>69-67</td>
</tr>
<tr>
<td>D</td>
<td>66-63</td>
</tr>
<tr>
<td>D-</td>
<td>62-60</td>
</tr>
<tr>
<td>F</td>
<td>59-below</td>
</tr>
</tbody>
</table>

Grades 6-8 Grading Scale for Art, Music, PE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>VG</td>
<td>Very Good</td>
</tr>
<tr>
<td>G</td>
<td>Good</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>N</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

Grades K-8 Grading Scale for Life Skills (Social Development and Work Habits)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Consistently meets Standards</td>
</tr>
<tr>
<td>A</td>
<td>Approaching Standards</td>
</tr>
<tr>
<td>N</td>
<td>Needs Support</td>
</tr>
</tbody>
</table>
Grade Point Average

Grade point average is a numeric descriptor of a student’s achievement during a particular trimester or year. Each letter grade is given a numeric value as shown below. The grade point average is determined by adding the grade points for specific classes taken and then dividing by the total number of classes. For grades 6-7-8, the classes are Religion, Math, Social Studies, Reading, English, Literature, and Science. Even though some other classes may be graded on a letter scale, they are not used in calculating grade point average.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Academic Probation

Probation may be used when a student continually fails to comply with academic and/or behavior policies. A student will be placed on probation for a set period of time. A conference will be held with the child, parent/guardian, teacher, and principal when probation is found to be necessary. If a specific problem arises, a contract will be made between the student, family and school. If the conditions are not met in the time specified, the student is subject to further action.

Awards

Recognition for academic achievement and good behavior is rewarded in a variety of ways by faculty and staff. This recognition includes but is not limited to: verbal and written affirmations, Christian Value Awards, Peacemaker Awards, Trimester Awards, and classroom awards. The following sections describe the awards in more detail.

Teachers recognize students monthly who have demonstrated Christian values based on our Student Learning Expectations (Prayer, Study, Community, Ministry) in and out of the classroom. Students can receive this award for a variety of reasons, e.g. improvement, helpfulness, generosity, perseverance, etc.

**Dominican Achievement Award**

The Dominican Achievement Award was established to recognize students who may require alternative modalities in order to comprehend educational concepts. This award is given to:
- a student who exhibits outstanding strength, spirit and a commitment to the learning process;
- a student who practices these achievements inside and outside of the classroom;
- a student who, on a continuous basis, practices exemplary conduct;
- a student who models love of learning and of God.

**Graduation Awards**

There are several awards given to graduating 8th graders, which include but are not limited to:

**Overall Highest Honors:** for students who have maintained a 3.9 grade point average and have “M” = Consistently Meets Standards in all Life Skills areas by the 2nd trimester of their 7th and 8th grade years and an “S” or above in Music, PE, and Art.

**Academic Highest Honors:** for students who have maintained a 3.9 grade point average in their 7th and 8th grade years and have “M” = Consistently Meets Standards in all Life Skills areas by the 2nd trimester of their 8th grade year. and an “S” or above in Music, PE, and Art. Overall High Honors: for students who have maintained a 3.7 grade point average and have “M” = Consistently Meets Standards in all Life Skills areas by the 2nd trimester of their 7th and 8th
grade years and an “S” or above in Music, PE, and Art.

**Academic High Honors:** for students who have maintained a 3.7 grade point average in their 7th and 8th grade years and have “M” = Consistently Meets Standards in all Life Skills areas by the 2nd trimester of their 8th grade year and an “S” or above in Music, PE, and Art.

**Overall Honors:** for students who have maintained a 3.5 grade point average and have “M” = Consistently Meets Standards in all Life Skills areas by the 2nd trimester of their 7th and 8th grade years and an “S” or above in Music, PE, and Art.

**Academic Honors:** for students who have maintained a 3.5 grade point average in their 7th and 8th grade years and have “M” = Consistently Meets Standards in all Life Skills areas by the 2nd trimester of their 8th grade year and an “S” or above in Music, PE, and Art.

**Valedictorian:** Cumulatively, must have an “M” = Consistently Meets Standards in all Life Skills areas by the 2nd trimester of their 7th and 8th grade years and an “S” or above in Music, PE, and Art.

**Salutatorian:** Cumulatively, must have an “M” = Consistently Meets Standards in all Life Skills areas by the 2nd trimester of their 7th and 8th grade years and an “S” or above in Music, PE, and Art.

Student Council Members must have abided by all guidelines as determined by Student Council Moderators while in office to receive their cord upon graduating.

- Service Award
- Pastor’s Award
- Principal’s Award

**Peacemaker Award**

The Peacemaker Award is given at the Peacemaker Prayer Service, which is normally celebrated in mid-January, near the birthday of Martin Luther King, Jr. One student from each grade will be acknowledged with the Peacemaker Award. The award is given to a student who has demonstrated the following:

- responds to conflicts in a peaceful way;
- shows forgiveness;
- accepts others’ differences without being critical;
- actively does something to bring about peace;
- acts as a mediator with conflicts between/among others;
- tries to solve problems on his/her own;
- acts with kindness and is affirming;
- seeks justice and fairness.
**Trimester Recognition Awards**

At the end of each trimester, several awards are given as recognition of specific achievements for students in Grades 6-7-8. Awards will be distributed via the report card envelope for the 1st and 2nd trimester.

<table>
<thead>
<tr>
<th>Award</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accelerated Reader</td>
<td>For students who have achieved top point scores in their class using the Accelerated Reader program.</td>
</tr>
<tr>
<td>Honor Roll</td>
<td>For students in grades 6-8 who achieve a 3.7 grade point average or higher with no C's, an &quot;M&quot; = Consistently Meets Standards in all Life Skills areas and an &quot;S&quot; or above in Music, PE and Art.</td>
</tr>
<tr>
<td>Honorable Mention</td>
<td>For students in grades 6 – 8 who have a 3.5 grade point average or higher with no C's, an &quot;M&quot; = Consistently Meets Standards in all Life Skills areas, and an “S” or above in Music, PE, and Art.</td>
</tr>
</tbody>
</table>

The End-of-the-Year awards will be presented to 8th graders at the end of the Graduation Mass and at an assembly for Grades 6-7 during the last week of school.

The following table lists some of the awards. Other awards can be added at the discretion of the principal.

<table>
<thead>
<tr>
<th>Award</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accelerated Reader</td>
<td>For students who have achieved top point scores in their class using the Accelerated Reader program.</td>
</tr>
<tr>
<td>Citizenship</td>
<td>For students in grades 4-8 who exhibit respect for school rules and school property are respectful during school assemblies and other activities, showing a general love of the school.</td>
</tr>
<tr>
<td>Honor Roll</td>
<td>For students in grades 6-8 who achieve a 3.7 grade point average or higher with no C's, an &quot;M&quot; = Consistently Meets Standards in all Life Skills areas by the 2nd trimester, and an &quot;S&quot; or above in Music and PE.</td>
</tr>
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<td>For students in grades 6 – 8 who have a 3.5 grade point average or higher with no C's, an &quot;M&quot; = Consistently Meets Standards in all Life Skills areas by the 2nd trimester, and an “S” or above in Music and PE.</td>
</tr>
<tr>
<td>Our Lady of Guadalupe</td>
<td>For students in grades 4-8 whose actions and conduct show empathy for the less fortunate, are respectful of others’ differences and are generous in their treatment of their teachers and peers; must have an “M” = Consistently Meets Standards in all Life Skills areas by the 2nd trimester.</td>
</tr>
<tr>
<td>Consistent Growth</td>
<td>For students in grades 4-8 who have shown significant and consistent growth in any or all academic areas, conduct, and/or effort.</td>
</tr>
<tr>
<td>P.E. Award</td>
<td>For two students in grades 4-8 who have shown outstanding and consistent effort in developing skills in physical education and good sportsmanship.</td>
</tr>
<tr>
<td>Music Award</td>
<td>For two students in grades 4-8 who have shown outstanding and consistent effort in developing skills in music.</td>
</tr>
</tbody>
</table>

**Homework**

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Each student is expected to do homework, whether the assignment be reading, studying, researching, or writing. A proper place should be provided at home for the student to work. If any questions concerning homework should arise, the teacher should be consulted. When the child is given homework, the parent is not to do the child’s assignment, but a check for neatness and completion will help establish good study habits.
The time spent on homework in each grade, as an average, per night, should not exceed:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-1</td>
<td>0-30 minutes</td>
</tr>
<tr>
<td>2-3:</td>
<td>30-60 minutes</td>
</tr>
<tr>
<td>4-5:</td>
<td>45-90 minutes</td>
</tr>
<tr>
<td>6-7-8:</td>
<td>60-120 minutes</td>
</tr>
</tbody>
</table>

Students may pick up assignments for missed homework and class work on the day they return to school. Teachers will provide the students with a due date for work missed.

Homework is posted on the classroom whiteboard for grades 3-8. Students are required to write their homework in their planners. As a backup, the homework will be posted on the classroom website. Inability to access the Internet to retrieve homework assignments will not be accepted as a reason for not doing homework.

[Add other local policies – see section 7190 Administrative Handbook for recommended times.]

Progress Reports/Report Cards

Reports are sent home at regular intervals. In this way parents will be alerted to the successes or areas of improvement for their child.

The school uses the PowerSchool Administrative software to record grades. Report cards are distributed to parents through a reporting envelope or at Parent/Teachers conferences. Progress Reports for students in grade 6-8 are only available via the Parent Portal on PowerSchool. Printed Progress Reports are sent home for students in grades K-5. Contact the office immediately if you have not received either of these reports.

Parents will be required to sign the Report Card/Progress Report envelope and return it to the school within one week.

Parents of students in grades 6-8 have access to their children's grades via the Parent Portal on PowerSchool. With the portal, parents are able to monitor their child’s academic progress throughout the academic year. Grades are updated in a timely manner. Some assignments, quizzes, or tests may require additional time to evaluate before the grades are published online. Parents with children in grades 6-8 receive a step-by-step Instructions Guide and the Student Information to set up their Parent Sign-on account in Power School.

Parents of students in grades K-5 receive a printed progress report mid-way through each trimester. Please check the school calendar for notification as to when report cards and progress reports will be sent.

These reports commend the students for the achievement being made or point out areas of weakness so that parents will be alerted to the student’s progress before report cards are distributed. Progress reports do not become part of the students’ permanent record. Parents may keep their copy of the progress report.

The report card, sent home three times a year, serves as a medium for the teachers in providing the parents with an evaluation of the child’s development in academic subjects, attitudes and behavior. It is important to establish a good climate in the home for report cards. Each child should be considered individually and not in comparison with other children. Parents may keep their copy of the report card. The parent portal will be closed the week between the end of the progress
report/trimester and the distribution of progress reports/report cards, while teachers work on grades and comments as needed.

Supplies
Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, pens. The grade level supply list is posted on the school's website. Some supplies may need to be replenished throughout the year.

Textbooks
Textbooks shall be selected in accordance with school policy developed by the Principal in close consultation with the faculty and will be used to implement Diocesan Curriculum Guidelines. Students rent their textbooks. With the permission of the teacher, some books may be written in and kept, but most textbooks are not to be written in or damaged. Books are to be covered by students as directed by their teachers. Students will be charged an added fee at the end of the year if their textbook(s) are lost or damaged. The entire cost of the book will be assessed if the book is unusable for the following year. A portion of the cost of the book will be billed for partial damage. Students need to be responsible for all school equipment.

Graduation

Graduation Ceremony
Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed.
There is a Graduation meeting held during the second trimester for parents of eighth graders.

Promotion and Retention

Promotion
A student satisfactorily completing each grade’s work will be promoted to the next grade.

Retention
Retention is only appropriate, for developmental readiness reasons, in grades K, 1 and 2. Beyond those grades it should not be considered without an extraordinary reason and then only after consultation with the Superintendent. Both parent/legal guardian 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.

Standardized Testing
Schools participate in the Diocesan standardized testing program, the STAR testing which is administered four (4) times in the year: August and towards the end of each trimester. Each student’s scores will be sent home. The scores are used by the teacher as a diagnostic tool to most effectively adapt the academic program to the strength and needs of the current class.
Admissions

It is the goal of Our Lady of Guadalupe School to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities which support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

Admission to Our Lady of Guadalupe School requires the following:

- complete information on the application through TADS;
- birth and baptismal certification (if applicable) presented for verification;
- a record of state required immunizations
- student information (report cards, standardized test scores) from the child's previous school;
- a pre-entrance evaluation administered to determine the acceptance of the individual student;
- recommendation from former school may be requested.

Priority of acceptance is as follows:

1. The number of openings in the classes.
2. Sisters and brothers of children in the school.
3. Children in Our Lady of Guadalupe Parish.
4. Children in parishes in which there are no Catholic schools.
5. Children transferring from other parish schools.

At the request of parents, children not accepted are kept on a waiting list for the current school year. Children who are not accepted one year must re-apply for consideration the next year.

All students who are new to Our Lady of Guadalupe School are accepted conditionally for their first year. The student will be evaluated periodically during the year to determine if OLG is the best school for him/her and if he/she is fulfilling the responsibilities of an Our Lady of Guadalupe student. Families of new students must also fulfill all their obligations. Should a student or his/her family not fulfill the responsibilities, she/he may be asked to leave the school at the end of the first, second, or third trimester or may not be invited to return to school the following year.

Minimum Age

To be admitted into kindergarten a child must be five (5) of age on or before September 1st of the current school year. By State regulation the school may not have children younger than this without obtaining licensing for pre-school. To be admitted into the first grade a child must be five (5) years and nine (9) months on or before September 1st of the current school year. Where a child has been legally enrolled in another school s/he may be admitted to the school and placed in a lower grade as age appropriate at the discretion of the admitting school.

Transfer Student Requirements

All financial obligations to previous school must be current.
Special Needs
Admission of transfer students with special needs will be dependent upon the school program’s ability to meet these needs.

Nondiscrimination Policy
“The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, the Diocese promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the Diocese, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination or religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law.”

Withdrawal Process
If a student is withdrawn from Our Lady of Guadalupe School, the parent is asked to fill out a Withdrawal Form.

Attendance and Tardiness
If a child is absent, a parent must phone the school office, 510-657-1674, or send an email to attendance@olg-school.org before 9:00 am every day that the student is out of school. If parents do not call the office, the school secretary will call the parent to determine the reason for the absence. The school day begins at 8:00 am for grades K-8 and students not inside the bench line at that time will be marked tardy/absent. The school day begins at 8:00 am for pre-Kindergarten and parents must sign in for their child.

A student who has been absent is required to present a written excuse, properly dated, stating the reason for his/her absence and signed by the parent(s)/legal guardian(s). When a student arrives after recess he/she is a half (1/2) day absent.

Dental and medical appointments should be confined to after-school hours and vacation periods. If it is necessary for a student to keep such appointments during school time, a note from home is required requesting permission to leave school. The student must be signed out in the office by the parent/guardian before being released from school. A note from the doctor’s office is necessary to verify tardy or absence as a medical excuse rather than a recorded tardy/absence.

If your child has been absent from school, he/she may not participate in school-sponsored extra-curricular activities on the days he/she is absent (e.g. if a student is sick and has not attended school, he/she may not attend a play rehearsal after school that same day). Students with a fever may not return to school until he/she is fever-free for at least 24 hours.

Taking children out of school for extended vacations is detrimental to their educational success. If they absolutely must leave school for a family trip, a note must be sent in advance to the child’s teacher and to the office regarding this planned absence. The student is responsible for work missed, and no work will be provided to the student before he/she leaves. Each grade level will determine how best to support the student with regard to missing school. This policy applies to all students in grades K-8.
California has a compulsory education law, which requires that children between the ages of six and eighteen must attend school. We are required to abide by this law as a private, accredited, educational institution. “Excessive absence” is being absent from school for six (6) absences per trimester or a total of eighteen (18) days per school year. Truancy is reserved for students whose absences are not related to medical issues that have been documented by a note from a doctor. (From the Diocesan handbook, section 6220) If a child is absent for ten (10) days during a report card period, the report card grades may not be given.

Take Your Child to Work Day
Many companies have programs for a parent to bring a child to work on a specific day, usually called Take Your Child to Work Day. Parents who wish to participate in this program must write a note or email to the office, prior to the designated day when the student will be absent. The student must accompany the parent to work for the absence to be marked as excused. This specially designated day is not to be taken as a holiday to stay home from school.

The students will be expected to share their experiences with their class upon their return, as it is an opportunity for students to have the valuable experience of learning outside the classroom. This sharing must include pictures of the student at the parent’s work.

Tardiness
Forming good habits of punctuality has a positive effect on the child’s self-esteem. Children must be inside the line of benches by the 2nd bell (8:00 am) or they will be marked tardy. Children, from grades 4 – 8, who arrive late are to report to the tardy line, located next to the 8th Grade line and report to the office before going to class. Children, from grades K – 3, who arrive late are to report to the tardy line, located next to the 3rd Grade line and report to the office before going to class. It is disruptive both to the child’s learning as well as the class’ focus, when a child comes into class late.

If a student has a doctor/dentist appointment, a note from the doctor/dentist must be submitted to the school upon the child’s return. This will then be considered a medical excused tardy. Emergencies are understood, however, they should be rare.

Tardiness will not be excused for being caught in excessive traffic or for rainy days.

“Excessive tardiness” is being late four (4) times per trimester or a total of twelve (12) times per school year.

Excessive absence or tardiness, even if necessary and excused, may be ground for decreased credit or disciplinary action. (From the Diocesan handbook, section 6220)

It is very important that mutual respect is shown at all times among parents and staff. Concerns about issues that naturally arise should be handled with integrity in a reasonable, peaceful manner, which is how we teach the children to address conflict management situations among their peers. Staff, parents/guardians, and students shall conform themselves to standards of conduct that are consistent with the Catholic principles of the school. These principles include, but are not limited to:

• Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
• Students and parents/guardians may respectfully express their concerns about the school’s operation and its personnel, using appropriate channels and procedures. Concerns should not be
expressed in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. It is especially inappropriate and unacceptable that conversation demeaning or damaging to the reputation of an OLG staff member, parent, or child take place at school or at a school-sponsored event (e.g. athletics, field trips, evening meetings, etc.).

The school reserves the right to determine in conversation with the pastor, which actions fall short of meeting the Catholic principles of the school. Failure to follow these principles will normally result in a verbal or written communication to the person/people involved. With consistent or repeated occurrence of disrespectful or rumor driven behavior, a conference will be arranged, and withdrawal from enrollment in the school may be necessary.

The Diocese of Oakland, following the laws of the state of California, requires that the educational process, class time, class work, or extracurricular activities may not be disrupted by the disorder of parents or legal guardians. Anyone who voices harmful threats or attempts to harm an employee of the school may be guilty of a misdemeanor with its appropriate consequences.

Disciplinary Policies and Procedures

The following paragraphs are reprinted from the Administrative Handbook for Schools, Diocese of Oakland, section 6251:

Maintaining a Positive Home-School-Partnership

All schools in the Diocese of Oakland are intended to be environments that educate, nurture and support students according to basic Catholic principles. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles. These Catholic principles include but are not limited to the following:

1. Parents, guardians, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in all areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.

2. Students, parents, guardians and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school’s contact list to email or text others. Such channels of communication are considered divisive and not designed to lead to a resolution of the issue in the most respectful and Christ-centered manner.

3. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or principal, not to the child or the child’s parents. Parents, guardians or other responsible adults who violate these Catholic principals may be asked to withdraw their
student from the school. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The School reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the School.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the School in its sole discretion.

In order to provide an environment that reflects the goals of our mission and vision statements and philosophy expressed at the beginning of this handbook, it is expected that every student will cooperate with the school policies, which are carefully designed to encourage the mature and age-appropriate development of personal responsibility.

Recognizing that parents/guardians are the primary educators of their children, the staff strives to support them in developing the virtues of respect, understanding, tolerance, empathy, responsibility, and gratitude in the children entrusted to our care.

We at OLG School view ourselves as partners with parents/guardians, sharing the common goal of nurturing our students in their spiritual, moral, emotional, intellectual, and physical development. The purpose of discipline at OLG is to promote character formation and to assist students in developing the vitally important life-long skills in the areas mentioned above.

We take very seriously our responsibility as a Catholic school to provide classrooms conducive to learning within the environment of a nurturing Christian community. Discipline provides the structure whereby a safe learning environment, comprised of clearly stated expectations and consequences, is established that enables maximum learning for our students.

**Disciplinary Procedure**

Teachers may contact parents when they have concerns about a student’s behavior. When parents have concerns about their child/ren, they are encouraged to initiate contact with the teacher/s involved. The **appropriate procedure is to contact the child's teacher first** to discuss the situation, whether it is academic or behavioral. If the result of this meeting is unsatisfactory and there is still concern, in the child's interest, administration may then be asked to enter into the dialogue.

In an effort to nurture the Christ-centered learning environment that our students, parents/guardians and staff deserve, it is necessary for all members of the OLG community to show mutual respect for each other and keep matters confidential and private. We, as educators, are bound to do so by virtue of our professional responsibility; however, it is respectful conduct for all adult members of the community to follow the same practice toward students and staff.

While sports and social events held after school hours are certainly a basis for close community bonding and enjoyment, it is also important to remember that those venues should not be the
forum for complaints, gossip and/or harsh words about anyone. Again, if concerns arise, for the sake of our community, please address those concerns following the procedures stated in the paragraph above. “Parking lot gossip” is toxic to our goal of creating a safe, peace-filled Christian climate at OLG.

Staff and/or administration handle discipline issues. These issues are listed alphabetically, and include, but are not limited to:

- being involved in physical altercations;
- bullying;
- cheating;
- defacing property;
- defaming the character or reputation of a student in a public forum medium, whether at school or home (i.e. Internet, email, yearbooks, notebooks, etc.);
- disrespect to another student or adult;
- gum chewing;
- leaving school without permission;
- name calling;
- purposely disregarding the school Technical Use Policy;
- refusing to sign in to Extended Care;
- rough play;
- sexual harassment;
- stealing;
- teasing;
- uniform violations;
- use/possession of a dangerous weapon;
- use/sale/possession of any habit-forming substances.

Obviously, some of the above listed offenses are far more serious than others. The manner and severity of the consequence will be determined by the administration when the information is gathered surrounding the incident. Serious offenses may result in an immediate suspension, after notification of parent/guardian.

A discipline issue may require a conference and may include the following:

- being suspended in or out of school for one or more days;
- being prohibited from using Extended Care;
- cleaning, repairing or replacing broken or vandalized equipment;
- being assigned other appropriate consequences, which may include expulsion.

Our disciplinary approach is intended to provide a vehicle for communication between the home and the school. A disciplinary concern happens when a student exhibits behavior that is not acceptable or the student breaks a school rule. If there is a disciplinary concern, the teacher will communicate with the parent with written notes, phone calls, or e-mails.

Discipline issues may result in having the student perform other actions such as missing morning recess or lunch recess, cleaning, not being allowed to use Extended Care, and/or writing a letter of apology to include acknowledgement of behavior and appropriate future choices if the person giving the notification believes this is warranted. Consequences differ for students at different
grade levels and will be discussed with parents/guardians more specifically at the student’s appropriate level.

Probation
Probation may be used when a student continually fails to comply with academic and/or behavior policies. A student will be placed on probation for a set period of time. A conference will be held with the child, parent/guardian, teacher, and principal when probation is found to be necessary. If a specific problem arises, a contract will be made between the student, family and school. If the conditions are not met in the time specified, the student is subject to further action.

Suspension may be used as a consequence of repeated minor discipline issues or one major discipline issue. There are two types of suspension used at Our Lady of Guadalupe School:

- In-School Suspension: when the student is sent to another classroom to study for a period of one or more days.
- Out-of-School Suspension: when the student is not allowed on the school grounds for a period of one or more days.

The type of suspension used depends on the severity of the offense. In most cases, physical altercations between/among students carry the consequence of an in-school suspension; however, the issues surrounding the circumstances determine if a more severe consequence is merited.

The following paragraphs are reprinted from the Administrative Handbook for Schools, Diocese of Oakland:

“Suspension should be used when other means of correction fail to bring about proper conduct, or for serious misconduct or for investigations of serious misconduct.”

“Out-of-school suspension is an acceptable disciplinary measure, but when possible, in-school suspension is preferred.”

“No student shall be suspended from school for more than five (5) 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 must be given the opportunity to make-up work that was given during the time of the suspension.”

The following sections are reprinted from the Administrative Handbook for Schools, Diocese of Oakland:

“Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. Prior approval of the Superintendent is required before expulsion can take place.
“The following offenses committed by students while under the jurisdiction of the school are reasons for expulsion:
2. Open, persistent defiance of the authority of any school employee.
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 towards any school personnel or students.
8. Possession and/or assault with a deadly weapon and/or any object, which can be used to cause harm to another.
9. Theft.
10. The persistent defiance of school authority by any student or their parents.
11. The verbal or physical harassment of any student, teacher or administrator.

“The parent/legal guardian and other persons with a legitimate interest may appeal the decision, first to the principal, then to the pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedure has been followed and sufficient reason for expulsion exists.”

Non-renewal of Student Enrollment
The following paragraph is reprinted from the Administrative Handbook for Schools, Diocese of Oakland:

“If the school determines that the school cannot serve the child, the child cannot benefit from its programs, or due to the repeated uncooperative or destructive attitude of the student or parent/legal guardian, the school maintains the right not to accept the child for continued enrollment. This decision should include consultation with the pastor and the Superintendent.”

Procedures for Recommended Transfer
Students clearly unable to profit 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 may 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 (trimester), a reasonable break in the school year, such as Christmas or Easter, or at the end of an academic year.

The final decision is made by the Principal, in consultation with the Pastor and Superintendent.

When information is being gathered involving student behavior, teachers and administration reserve the right to talk to a student without their parent present. The school also reserves the right to inspect and search all property brought onto and/or stored on school grounds, including but not limited to desks, backpacks, and closets. Conduct by students that is damaging to the reputation of Our Lady of Guadalupe School may be subject to disciplinary action, whether it has taken place on school grounds or out of school.

To support a school culture where students and all members of our community feel safe, accepted, and respected the No Bully program is an active, integral part of our school life. It supports an environment where learning is the main focus. The Social Vision Statement is the focus of our No Bully Program. (See page 3.)
Harassment Policy
(from the Administrative Handbook for Schools, Diocese of Oakland)

The Diocese of Oakland affirms the Christian dignity of every student. The Diocese will not tolerate the harassment of anyone. It is the policy of the Diocese of Oakland to provide an educational environment in which all students are treated with respect and dignity. The Diocese prohibits any form of sexual harassment of students whether verbal, physical or environmental. It is a violation of this policy of 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 below. Sexual harassment of a student by a Diocesan employee is prohibited by federal and state law. It is never a defense of a claim of sexual harassment that the alleged harasser did not intend to harass.

A charge of harassment shall not, in and of itself, create the presumption of wrong doing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Complainants found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

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:

1. 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;
2. Submission to or rejection of such conduct is used as a basis for academic evaluation affecting a student;
3. 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;
4. 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.

Employee to Student Sexual Harassment

1. Employee to student harassment is prohibited at all times whether or not the conduct occurs on school property or at school sponsored events.
2. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited.
3. 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.

Student to Student Sexual Harassment

1. This policy prohibits student to student sexual harassment in connection with any school activity at any time including, but not limited to any of the following.
   a. While on school grounds;
   b. While going to or coming from school;
   c. During the recess and lunch period whether on or off campus;
   d. During, or while going to or coming from, a school sponsored activity.
2. Any student who engages in the sexual harassment of another student is subject to disciplinary action, including verbal warnings and reprimands, counseling, suspension, and expulsion.
3. Retaliation - the Diocese forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.
Complaint Procedure
The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the complaint procedure is contained in Administrative Handbook for Catholic Schools, Diocese of Oakland. Complaints may be reported to a school counselor, the principal, or vice principals. Complaints should be presented in written form to the principal.

Diocesan Procedure Statement:
The schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees; whether verbal, physical or environmental. It is a violation of this policy for any employee, agent, student, volunteer or third party at a school site to harass a student or employee. A complaint does not have to be written in order to be investigated.

Diocese of Oakland Code of Conduct Involving Interactions with Minors
Please see this Code of Conduct at the end of this Parent-Student Handbook.

Emergency Information
Emergency information for each child is requested as part of the online enrollment process in TADS. The Emergency information must be current at all times. Changes of address, phone numbers, and names of persons to be notified if parents are unavailable should be given to the school secretary as soon as they occur. School personnel must be able to contact parents/guardians or their representative in case of illness or accident.

Emergency Procedures
OLG School has an emergency response plan that will be put into effect in the event of a fire, earthquake or other applicable emergency. This plan is in compliance with State and Local regulations. All school personnel have been trained to respond to emergency situations in a calm and professional manner and are familiar with the procedures outlined in the plan. So that students are not caught unaware should a situation arise, emergency drills are held regularly. Any parent who would like to review the plan should contact the office for more information.

Extended Care Program
Our Lady of Guadalupe Extended Care is a place where students are able to come before and after school to play and grow in a safe, caring, Christian environment. The program is designed to meet the needs of our students and parents. Parents have the security of knowing that their children are experiencing a program devoted entirely to the caring, growth, and development of each child. The Extended Care staff work with the children to build and reinforce a positive attitude about caring for one another in a group setting. The Extended Care staff focuses on the same philosophy, goals, and objectives as the school.

Extended Care Contact Information
Extended Care Cell (510) 853-8294

Extended Care Hours of Operation
Mornings - 6:45 – 7:45 am daily
Afternoons - End of school day until 6:00 pm
Our Lady of Guadalupe School Extended Care is an extension of the school and, therefore, will be closed on all holidays and days when school is not in session. The afternoon sessions will be closed the day before Thanksgiving, the last day of school before Christmas break, Holy Thursday, and the last day of the school year. These days are all noted in the school calendar.

**Extended Care Facilities**
The Extended Care building is the module between the Fifth Grade and the PreK/Library buildings. The area provides a place for the children to play board games, work on art projects, or watch a movie. Extended Care uses the library on a regular basis. Extended Care uses the bathrooms located in the school building.

The following activities are offered at Extended Care:

- **Arts & Crafts** – Come in and look at the walls filled with lots of great creations.
- **Indoor/Outdoor Free Play** – This is the favorite activity of the day. Students can play board games, participate in playground activities or play basketball.
- **Indoor/Outdoor Organized Play** – A game of bingo organized by the older kids is always fun.
- **Snack Time** – Small snacks are given every afternoon after dismissal.

**Doing Homework During Extended Care**
After your child has attended school all day he/she may choose not to do his/her homework right away. Sometimes the child needs to use some of their energy on play before they can settle down. Please discuss what your child’s homework decision should be. Extended Care is not responsible for unfinished homework or forgotten items. **Extended Care staff will not open the school or classrooms after school dismissal.** Extended Care will provide a quiet area and help if needed. It is the responsibility of the parent and the student to check over homework daily.

**Extended Care Snacks**
A small snack and drink will be provided daily after school. **Any food allergies must be noted on the registration form.** If your child requires more to eat, please supply her/him an extra snack for the day. Many children are very hungry before being picked up. On minimum days, the children must bring a lunch and something to drink.

In the event of illness, you will be called to pick up your child, as we are not equipped to care for a sick child. If your child requires medication after school, an extra, labeled container must be left with the Extended Care Director. A form giving permission allowing medication to be administered to your child must be on file in the school office. Prescription medication and aspirin require a parent/guardian and physician’s authorization.

**Extended Care Policy on School Phone and Cell Phones**
Extended Care will not allow children to call home under any circumstances. Extended Care staff will call parents in case of an emergency. Please make pick-up arrangements and play date arrangements in advance. Extended Care will follow the school’s cell phone policy.
Extended Care Policy on Toys & Clothing
Children may bring their PE clothes or sports uniforms to change into during Extended Care if they are going directly to a game. Other free dress may not be brought to school to wear during Extended Care. Small toys are NOT allowed at Extended Care. Extended Care is not responsible for lost, stolen, or damaged items, so it is important that you do not allow your child to bring toys to school.

Extended Care Discipline
Because it takes but one child to disrupt an entire group, it is necessary that the children realize the importance of acceptable behavior. Talk with your child about inappropriate language and inappropriate physical conduct. Behavioral expectations during Extended Care are consistent with the expectations of students during school hours. Unacceptable or disruptive behavior will be addressed with consequences consistent with the school discipline policy. If a situation warrants, parents will be notified verbally when picking up their child.

Options for Extended Care Use
Pre-Payment: Families who anticipate using Extended Care on a regular basis pay an annual registration fee of $30 at the time the child is enrolled for the coming school year. The registration fee is per-child. The Extended Care is pre-paid in advance of use in one of five hourly-blocks. Pre-paid rates for the 2018-2019 school year are as follows:

5 hours = $32 ($6.40/hour)
10 hours = $60 ($6.00/hour)
20 hours = $113 ($5.65/hour)
50 hours = $273 ($5.46/hour)
100 hours = $515 ($5.15/hour)

Hours may only be purchased in these blocks of hours, although more than one block may be purchased at any one time. Extended Care use is deducted on the half-hour. A fee of $1.00 per child, per minute, will be charged after 6:00 pm. Families who are late more than twice will be charged $3.00 per child, per minute. Late charges are due at the time of pick-up.

Should a student’s Extended Care balance drop below zero-hours and remains so by the end of the week, a $25 late payment fee will be invoiced on the school account. Negative hours will be cleared before new hours are credited to a student’s prepaid balance.

Drop-In: For families who do not wish to use Extended Care on a regular basis, drop-in use is $10 per hour, charged on the half-hour, with payment due at the time of pick-up. A grace period to the end of the current week is offered for paying Drop-In Extended Care charges. Any charges not paid by the end of the week in which Extended Care was used will be invoiced a $25 late payment fee.

Families may switch from the Drop-In option to the Pre-Paid Extended Care option at any time during the school year by paying the $30 Extended Care registration fee.

2018-2019 End-of-Year Extended Care Balance
In May 2019, a calendar will be posted in the weekly bulletin noting the remaining Extended Care morning and afternoon hours for the school year. Families may use the calendar to estimate the
number of hours they will need to purchase for the remainder of the school year. There will be no refunds at the end of the school year and prepaid hours will not be carried over to the new school year.

**Payment Methods:** Pre-payment and Drop-In payments can be made the following ways:
- At Extended Care: Check, Money Order or Credit Card
- In the Bookkeeping or Main Offices during business hours: Cash, Check, Money Order or Credit Card
- Checks may be sent to school in a child’s backpack. Indicate in the memo section that the check is for “EC Pre-Paid Hours.” Place the check in an envelope and label with “Bookkeeping”.

**Late Pick-Up Policy:** A fee of $1.00 per child, per minute, will be charged after 6:00 pm. Families who are late more than twice will be charged $3.00 per child, per minute. Late charges will be due at the time of pick-up.

**Extended Care Release**
Children will not be released to anyone not listed on the emergency form. Any additions or changes to the list of adults who are authorized to pick up your child need to be communicated to the school office personnel.

**Extended Care Procedures for Checking In and Out**
When signing your child in, please use a full signature and correct time. These times are used for billing purposes so please make them legible. During sign-out, an EC staff member will have the sign-in/sign-out book. The parent will sign out and the staff member will list the time according to atomic time on her cell phone. The procedure will be enforced before and after school. **Failure to sign your child in or out may result in a suspension from the program (length of suspension to be determined).** The above rules are in place for the safety of the children.

All authorized persons picking up new students and kindergartners will be asked to show identification. These procedures are for the safety of your children. Please let your child know ahead of time if they will be going to Extended Care. Little ones are sometimes frightened if it is their first time.

A student attending regularly scheduled activities (e.g., Choir, STEM Club, etc.) that begin immediately at the end of the school day does not need to sign into Extended Care. However, at the scheduled ending of the activity, the student will be signed into Extended Care and charged accordingly if he/she is not picked up. Students involved with any activity that does not start immediately after school such as band practice, will be signed into EC, will be charged for EC between dismissal and the start of band practice. If the child gets picked up from school at dismissal and then is dropped off **before** the activity starts, the family will be charged for EC from the time the child is dropped off until the activity (i.e., band practice) starts. If an activity is cancelled the same day or dismisses early, the student must sign into Extended Care but no child will be charged the Extended Care fee during the time of the regularly scheduled activity. Fees will be charged for time used after the activity is scheduled to end. **If a discrepancy occurs in Extended Care billing, parents may inform Mrs. Cogal of their concern in a reasonable, respectful fashion at an appropriate time and not in front of the children.**

It has been our experience that children at times are told by their parents to avoid going into Extended Care and are found hiding in various parts of the yard or bathrooms. This practice models dishonesty
for the children, disrespect for staff members, and is against school safety rules. If the above occurs, parents will be called in for a conference and subsequent decisions will be made at that time.

Procedures concerning Extended Care for the Spring play rehearsals will be sent home, closer to the event, for those families involved.

Parents who are performing volunteer hours should keep their children with them. During conferences students who are on campus must be with their parent/guardian. If the parent/guardian chooses to use Extended Care, they will be charged for that time. If the parent is off campus, even if performing volunteer work, the student must sign in and will be charged for the time. Extended Care is not responsible for children who are not signed in after the 3:10 bell rings if parents are on school grounds.

At no time will Extended Care be responsible for children who are not enrolled at Our Lady of Guadalupe School. Children who are not OLG students must be with their parents/guardians at all times.

Extended Care Summary
1. Accompany your child/children into the Extended Care building in the morning to sign-in.
3. **For the safety of your child(ren), they will be required to sign in after school.** If they attend but are not signed in, Extended Care staff will sign them in automatically and you will be charged accordingly, NO EXCEPTIONS.
4. Pick up your child/children on time, not later than 6:00 pm
5. Check your child’s homework daily.
6. Provide a lunch and extra snack if needed. Unfortunately, some students go without lunch on noon dismissal days.
7. Send a signed note if your child is being picked up by someone not on your list. Persons picking up children may be asked to show ID. You may fax a note (which must include your signature and the date) to the school office before 3:00 pm
8. Understand that fees may be increased as determined necessary by the program.
9. If picking up your child after 6:00 pm, please sign using the exact time.
10. Drive 5 mph on the school campus and follow parking procedures as described in the “Drop off & Pick Up Procedures” section of this handbook.
11. All school rules must be followed during Extended Care.
12. For your child’s safety and because honesty is crucial, it is not permissible to advise him/her to hide from Extended Care. Consequences are given above.
13. **Parents are expected to keep a balance on their Pre-pay Extended Care account for those students enrolled in the Pre-Pay program or to pay drop-in fees at the time of pick-up.**

Financial

Tuition
• Our Lady of Guadalupe School charges tuition for attendance at the school.
• OLG School offers four payment options:
  o one-month, due August 2018
  o two-month, due August 2018 and January 2019
  o ten-month, due each month from July 2018 through April 2019
o eleven-month, due each month from June 2018 through April 2019
• Families choose their preferred tuition payment plan when completing the Tuition Agreement in TADS
• All tuition payments are made through TADS and are due on the 15th of the month
• A five percent discount is offered on tuition paid in full by August 15, 2018. The one-payment and discounted option must be chosen on the Tuition Agreement to take advantage of the discount. No grace period is offered on the one-month payment option
• A five-day grace period is offered on tuition payments for two-month, ten-month, and eleven-month payment options.
• A late fee of $35 is assessed by TADS on the 21st of the month if the tuition payment is not made.

School Account
A family’s School Account is comprised of school-related charges not associated with tuition. Examples include lost or damaged book fees and unfilled Service Hour charges. Invoices outlining each charge will be sent electronically by the last school day of the month. Balances are due in full to the school bookkeeping office by the date listed on the monthly Invoice. A $25 late charge is assessed on accounts with outstanding balances.

8th Grade Year-End Fees
Beginning May 1, 2019, all fees payable and any Extended Care hours purchased for 8th grade students shall be made by cash, credit card, or money order.

Delinquent Accounts
Tuition and School Accounts are considered delinquent if charges are two months behind. Action on delinquent accounts includes meeting with the Principal to review accounts and set up a payment schedule. If the payment schedule is not followed the student(s) may not be allowed to return to school until suitable arrangements can be made. 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 for the following semester;
3. Deny a graduating student participation in graduation ceremonies and/or withhold a diploma.]

If a family’s Tuition or School Account does not have a zero-balance at the time of Enrollment for the following school year and the family has not established and/or maintained a suitable payment schedule, student(s) will not be permitted to enroll for the next school year.

A $25 fee will be assessed for any check returned by the bank. After two checks are returned by the bank in the current school year, all future payments will only be accepted in cash, money order or cashier’s check. 8th Grade students will not be allowed to participate in any graduation activities if accounts are not current.

Registration/Enrollment Fees
Enrollment fees are assessed each school year and must be paid before students can attend school. These fees are non-refundable once paid. Should a family choose not to attend Our Lady of Guadalupe School or should a student attend for only a partial year the fees cannot be refunded.
Fee amounts vary from year-to-year based on assessed fees to the school. While some fees apply to all students, some will only apply to students participating in certain activities in the specific school year. The PTSG fee applies per family.

<table>
<thead>
<tr>
<th>Fee Name</th>
<th>Applies To</th>
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<tbody>
<tr>
<td>School Dept. Admin, Audit, &amp; WASC Fee</td>
<td>Every Student</td>
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<tr>
<td>Student Accident Insurance</td>
<td>Every Student</td>
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<tr>
<td>Health Fee</td>
<td>Every Student</td>
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<tr>
<td>START Testing</td>
<td>Every Student</td>
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<tr>
<td>CTN/Learning Resource Services</td>
<td>Every Student</td>
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<tr>
<td>MSJ Dominican Assessment</td>
<td>Every Student</td>
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<tr>
<td>Earthquake Replenishment</td>
<td>Every Student</td>
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<tr>
<td>Classroom Celebration Fee</td>
<td>Every Student</td>
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<tr>
<td>Books and School Supplies</td>
<td>Every Student</td>
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<td>Technology</td>
<td>Every Student</td>
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<tr>
<td>Diocesan Earthquake Insurance</td>
<td>Every Student</td>
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<td>Power School</td>
<td>Every Student</td>
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<tr>
<td>PTSG Dues</td>
<td>Every Family</td>
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<tr>
<td>Second Grade Retreat Fees</td>
<td>Every 2nd Grade Student + other students</td>
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<td></td>
<td>receiving First Communion</td>
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<tr>
<td>Coloma Outdoor School Camp Deposit</td>
<td>Every 4th Grade Student</td>
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<tr>
<td>Science Camp Arroyo Deposit</td>
<td>Every 5th Grade Student</td>
</tr>
<tr>
<td>CYO Camp Deposit</td>
<td>Every 8th Grade Student</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>Every 8th Grade Student</td>
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</tbody>
</table>

**Medical**

**Medication**

All medication administration requires parent/guardian authorization. Students taking medication will be assisted and observed by authorized school personnel. Children’s prescription medicines must be left in the school office in their original containers with a form completed by the parent and the physician. The child must come to the office to get the medication at the proper time. Over-the-counter medicines may be given to a child if parental permission has been given in writing. A completed Form 6009A, Request for Medication, is required for both prescription and non-prescription medications taken with school personnel’s assistance and observation.

**Special Medical Information**

Special medical problems should be made known to members of the school staff directly involved with the child, e.g. principal, teacher and secretary. A written note must be on file for children who are restricted in P.E. or playtime activities. All medical information will be kept confidential. Under special medical circumstances, some students may be permitted to keep specific types of medication on their person or in the classroom (Epi-pens or inhalers). Exceptions to the medication policy require special, written authorization from the child’s physician.

**Health Screenings**

Vision and hearing tests are given each year to specified grades. Parents are informed prior to the screenings. Parents who do not wish their children to be tested must state so in writing.

**Immunizations**

State required immunizations must be on file in the child’s health record. All students must have
current immunization records on file; otherwise, they will not be allowed to attend school.

The Oakland Diocese requires that all students entering school for the first time be tested for tuberculosis (after the age of 4) or, if your child is at low risk for TB (based on a Risk Assessment) then the TB test can be waived. Your child’s doctor must sign and stamp the TB Risk Assessment form.

All students entering grade 7 must show official proof of having received the Tdap immunization booster.

**Communicable Diseases**
In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice, chicken pox, mumps and measles. Students who have restrictable diseases or conditions may not come to school.

**Parent to School Notification**
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, and/or head lice.

**Visits to the Office by Students**
Parents will be verbally notified each time a student is seen in the Office for any serious injury or illness or any head injury.

Procedure to be followed:
1. Each time a student is seen in the Office for a serious injury or illness or head injury the parent/guardian will be notified of the incident.
2. When a student is seen in the Office with a head injury, the concussion protocol will be followed. The student will be monitored for a minimum of 30 minutes and the concussion protocol checklist will be filled out.
3. For serious injuries OLG Staff will complete the Report of Accident Form (cf. Appendix 6012) and send one copy to the Insurance and Benefit Department, one copy to the Department of Catholic Schools and retain one copy for your school files.

**Child Abuse or Neglect**
School personnel are mandatory reporters, which means that they are required by law to report any reasonable suspicion of child abuse. A reasonable suspicion of child abuse means that “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse.” (Penal Code Section 1166a)

School personnel are reporting agents, not screening agents. Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

**Parents**

**Bulletin**
Every Wednesday a school bulletin is sent out to families via email and is posted on the school website. Parents are expected to read the bulletin each week to stay informed of important events, notices, and announcements.
For those who wish to submit a notice or flyer to be published in the weekly bulletin, the deadline is Monday noon (or Tuesday noon if Monday is a holiday). All flyers and notices for fundraisers and other school-related activities must be approved by the school office personnel before they are copied and distributed.

**Contact Information**

Please refer to the “Contact Us” page on the school website and the classroom pages for staff and teacher contact information.

**Conferences With Teachers**

Ordinarily, parents/legal guardians and visitors are expected to confer with teachers after school or at other scheduled times. Appointments are recommended. Classroom instruction shall not be interrupted nor delayed.

**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.

**Family Cooperation/Removal of Students Resulting from Parental Attitude**

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.

**Messages to Students**

Please call the school office we you need to get a message to your child(ren.). The school telephone is used for the business of the school. Students may obtain permission to use the telephone in emergency cases only.

**Cell Phones**

Students in grades 6-8 will be allowed to bring a phone to school only if a parent/guardian has provided written permission. **A specific permission form will be handed out with this Parent-Student Handbook and MUST be returned and kept on file in the school office. Students must leave their phones at the office at the beginning of the school day. Students who are going home right after school may pick up their phones at the end of the school day. Students attending Extended Care or any other after school activity may pick up the cell phone from the Extended Care personnel or moderator of the activity when they are leaving for the day. The school is not responsible for lost, stolen, or damaged cell phones.**

Before dropping off the phone to the office and after picking up the phone at the end of the day, a student's phone must be turned **off and in a backpack**, while the student is on campus and the phone is in his/her possession. There are phones in the office that a student can use if necessary.
If a staff member sees a student on campus with a cell phone, whether it is turned on or not, the cell phone will be confiscated and the parent will be notified. The following consequences will apply:

**If there is a permission slip on file,** the parent will need to pick up the phone from the office the first time this happens. A second offense will result in the phone being held in the office until the end of the trimester. The third offense will result in the phone being held in the office until the last day of school.

**If there is no permission slip on file,** the phone will remain in the school office for the remainder of the trimester, when the parent/guardian may pick it up from the school. If the rule is abused a second time, the phone will be kept until the last day of school.

Students in grades PreK-5 may not bring a cell phone to school.

**Carpools**
Carpools are formed by individual families if they wish to do so. The school does not coordinate this. Information may be placed in the Wednesday bulletin.

**Change of Address, Telephone, or Email Address**
Please inform the school office immediately of any change in address, telephone number, or email address. It is critical that school personnel be able to contact parents/guardians or their representatives in case of illness or accident. It is also important that the school is able to keep parents/guardians up-to-date with communications.

**Custody Documents**
The school requires that any custodial parent file a court-certified copy of the custody section of the divorce decree and/or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents. According to Diocesan policy, a representative of a school within the Diocese cannot in any way become involved in custodial issues regarding a student in the school.

**Classroom Parties**
During the school year Room Parents organize classroom parties for various holidays. Room parents should talk with the teacher in advance to plan the party for the children. Birthday celebrations will be discussed at Back to School Night since individual classrooms will handle birthdays differently.

**Birthdays**
Student birthdays are recognized during the school year at the morning assembly on the student’s birthday. Students whose birthday falls on a weekend will be announced on the Friday or Monday closest to the actual day. Students with birthdays during the summer or holidays will celebrate their day six months after their actual birthday, which will fall during the school year. Parents will be notified of the exact date of their child’s “un-birthday” so they can plan accordingly.

Students are allowed to celebrate their birthday by wearing free dress. However, if the student’s birthday falls on a designated Full Uniform day or a scheduled free dress day, the student may choose another day to wear birthday free dress. Free dress regulations apply.
Individual teachers will address the handling of student birthdays in the classrooms at Back to School Night and the teacher's policies concerning those celebrations must be followed. When a student is celebrating a birthday at school, only classmates and parents of the celebrating student may join the class party.

**Invitations to Out-of-School Parties**

Invitations to children’s at home parties cannot be distributed in the classroom or on the yard at school unless all the boys and/or all the girls from the class are invited to the party.

**Leaving School Early**

Students are never allowed to leave school grounds before the scheduled dismissal without a note from their parent/guardian and the physical presence of an adult. The adult must sign the student out in the office prior to leaving school grounds. The note should be given to the student's homeroom teacher when school begins.

Dental and medical appointments should be confined to after-school hours and vacation periods. If it is necessary for a student to keep such appointments during school time, a note from home is required requesting permission to leave school. The student must be signed out in the office by the parent/guardian before being released from school. A note from the doctor’s office is necessary to verify a partial-day absence as a medical excuse rather than a recorded absence.

**Parent Meetings - Mandatory**

Back to School evenings are conducted by the teachers and are very important times for parents to learn about the educational plans, goals, and expectations for each class. These meetings are scheduled for **Grades K-5 on Thursday, August 23 from 6:30-8:00 pm; for Grades 6-8 on Tuesday, August 28 from 6:30-8:00 pm.**

Parents are expected to attend two **Mandatory General Parent Evening Meetings** each school year, **one in the Fall and one in the Spring.** These meetings will be held at 7 PM in our Church, located at 41933 Blacow Rd, Fremont.

Fall: Monday, September 10, 2018  
Spring: Monday, May 6, 2019

These meetings serve as community building experiences as well as opportunities to share important information concerning various aspects of our school. **Each family must attend these General Parent Meetings. Failure to attend will result in your school account being charged for one (1) service hour, which is $30.**

**Permission to Walk Home**

Students in grades 5-8 will be permitted to walk or bike home with their parent's written permission. Written permission forms signed by the student's parents will be kept on file for the school year.

**Visitors**

All visitors, including parents, must sign in and out at the office and wear a visitor's badge while on the school property.
**Service Hours**

Service hours have a dual purpose. Parent volunteers provide an invaluable service to our school and its student-centered activities. Service hours also provide parents the experience of community and fellowship with fellow parents and staff. All OLG families are required to perform service hours. Single-parent families must perform 30 hours; two-parent families must perform 35 hours for the school year. Parents can complete their service hours by participating in fund-raising activities, serving on a board or committee, helping teachers in the classroom, chaperoning field trips and/or helping OLG school in other ways. Please refer to the weekly school bulletin for service hour opportunities.

Please report **all** service hours performed even after your requirement is met. All parent volunteer hours are a critical component of our development grant requests. When a parent gets fingerprinted in order to volunteer at OLG School, the family can receive 2 service hours regardless of the cost incurred.

**Note:** The service hour requirements should be completed by performing actual service for the school and not exclusively by making donations. Although the school may welcome and even solicit donations for various events, these donations may not take the place of **all** service hours. One (1) hour can be “earned” for $10 spent on donations that are specifically being solicited for a school activity. At least 24 hours must be attributed to "service" for a 2-parent family and at least 20 hours must be attributed to "service" for a single-parent family.

In an effort to facilitate the relationship between the parish and the school, in consultation with the pastor, and with the approval of the School Board, parents may count up to 20 hours of service performed at parish functions toward their school service hour requirement.

The adults in the household, not the students, must complete service hours. Although some students can perform services for the school, their hours do not count as part of the parent service hour requirement. Service hours must be reported to the service hour coordinator at: olog_servicehours@yahoo.com.

Service hours must be completed this year by **April 12, 2019.** Any hours performed after **April 12** will be applied to the following year. Service hours must be submitted by **April 29, 2019** to be credited for the school year. If a family does not complete its service hours by **April 29,** the family will be assessed a fee of $30 per hour for each unfulfilled hour, which must be paid before registration for the following school year.

**Volunteers**

Parents may volunteer to assist teachers in a classroom. However, in every case, it is up to the classroom teacher whether or not he/she wants to have volunteers in the class. Parents who wish to volunteer must always check with the teachers for their permission prior to assisting.

Parents must always follow the instructions of the teacher and not make decisions on how to handle the children on their own. A parent volunteer in the classroom should inform the teacher if he/she notices a problem. Only the teacher, not the volunteer, is to make disciplinary decisions and take the necessary action.
Note: When working in a classroom, a parent volunteer must respect the confidentiality of the classroom. A parent volunteer should never share information concerning students outside of that classroom. If that occurs, the teacher will make the decision whether or not the parent’s continued assistance in the classroom is appropriate. The volunteer is forever bound by this confidentiality.

Parents are welcome to visit classrooms on an occasional basis but prior permission must be obtained from the child’s teacher. The school office should also be notified prior to the visit. Classroom visits should not become a regular practice since such interruptions are disruptive to the learning environment.

All adult volunteers must respect the confidentiality any information concerning students. They must complete the Safe Environment for Children program, be fingerprinted for the Oakland diocese and must not be in the Megan’s Law database. According to the Diocesan Safe Environment rules, pre-school children and infants may not be present when parents are supervising students.

Parking on Campus
There is limited parking available at the school. In the morning before school, parents may park in the basketball court area of the playground or in the spaces near the Church. For the safety of the children, those who park in the spaces near the basketball courts must not leave the schoolyard until the 8:00 am bell rings. During the school day, from 8:10 am until five minutes before dismissal, all visitors, including parents, must park in the spaces near the church. At dismissal, parents may park in the playground between the benches and the driveway. The Staff Parking Lot is reserved for school and parish staff only.

Drop Off & Pick Up Procedures (see map on next page)
Our children’s safety on the schoolyard is very important, so we must insist that all our parents follow the Drop Off and Pick Up rules carefully.

Staff members are on duty to insure the safety of the children. It is crucial that parents and all adults who pick up students treat staff respectfully when directed to follow safety rules, refraining from yelling, name calling, and gesturing inappropriately when directed to follow safety rules. It is unacceptable for such behavior to exist on our school grounds and works against the environment we strive to provide for the children at OLG. Follow-through will be handled by administration if such instances occur.

Staff members on yard duty must supervise the safety of the students for which they are responsible so we ask that parents not interact with staff members while they are on duty, since it may distract them from their supervision.

The area between the school building and the asphalt area marked by benches and trees is considered a safety zone. This area is always off limits to all vehicular traffic. The parking lot play area between the benches and the driveway is off limits to vehicles until five minutes before school dismissal.

After 7:45 am and before 8:10 am, no one (including staff and parents doing work at the school) should enter the schoolyard using Condon Street.
By approximately 8:10 am every morning, the Fremont Blvd gate will be closed and blocked with cones. The entrance to the playground near the church will also be blocked. Traffic is not allowed in the school play yard during school hours. Therefore, all vehicles wishing access to the school between 8:10 am and 2:45 pm (or 2:00 pm on Wednesdays) must enter from Condon Street and park at the side of the Church.

- Any child still in line 10 minutes after dismissal will be signed into Extended Care automatically.
- Younger siblings must remain with their parent(s) or a responsible adult at all times and are not allowed to play and run around the playground or parking lot.

**Do not leave the car motor running when you are out of the vehicle.**
Before School Drop Off

Before School Drop Off Diagram:

In the morning all vehicles enter the schoolyard from Fremont Blvd. at not more than 5 mph. Please follow directions and show respect toward the teachers and safety patrol children. They are there for the safety of the children.

Note: After 7:45 am and before 8:10 am, no one (including staff and parents doing work at the school) should enter the schoolyard using Condon Street

- Staff members are on car duty to assist children and ensure their safety.
- If the driver plans to stay for morning assembly, he/she should park in the area of the basketball courts. Only parents who are staying at school past the 8:00 bell, should park in the parallel spaces adjacent to the church hall.
- If the driver plans to drop off passengers but not stay, the car should follow along the driveway, until reaching the safety patrol or until the cars in front of them have stopped.
- Parents should not get out of their cars to help children with backpacks, etc.
- Upon leaving the car, students are to go directly towards the school building (walking behind their car).
- Cars are NEVER to back up until the 8:00 am bell rings for the safety of the students.

Drivers must exit onto Condon Street.
Rainy Day Drop Off
On rainy mornings, there is a different procedure for dropping off students, so that they will not have to walk so far in the rain. The following diagram shows how you should drop off your child on a rainy day.

When entering the parking lot, turn to the left at the first modular building. When you approach the benches, turn right. Continue driving until you reach the yard duty monitor at the very front of the car line, or the car in front of you stops. When you have stopped and you are next to the long line of gray benches, you can drop off your child who will walk behind the car and directly into the school building. You can then proceed out to Condon Street.

Drop off children only when parallel to the gray benches. Do not let anyone out of the car while you are sitting next to the modular buildings. This includes 5th grade parents. It can be dangerous and will slow traffic.
After School Pick-Up

After school, everyone must follow the driving procedures illustrated in the following diagram:

- **All vehicles enter the schoolyard from Fremont Boulevard and should park facing Condon St.**
- Never drive faster than the **posted speed limit of 5 mph** while on school/parish grounds.
- Please pull up to the **first yellow line** in the playground parking area and fill up the next areas afterward. Do not leave large spaces between cars.
- Do not park next to the 5th grade building. Use the designated rows only.
- Leave your car and walk to your child's line to pick them up. No child **may leave the line area or awning area unless accompanied by an adult**. Walk with them to your car. Children are not permitted to walk to cars without an adult accompanying them.
- When leaving, make a right hand turn and proceed to yellow driveway lines. Do not go diagonally across the parking area. Exit onto Condon.
- **For the safety of the children, do not back up at any time.**
- **Do not leave the car motor running when you are out of the vehicle.**
- Any child still in line 10 minutes after dismissal of grades 4 – 8 will be signed into Extended Care automatically.
- **Younger siblings must remain with their parent(s) or a responsible adult at all times and are not allowed to play and run around the playground or parking lot.**
Verification of Compliance

A written statement signed by the parent should be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. (See Signature Page at the end of the handbook.)

Students

Accelerated Reader Program

The Accelerated Reader (AR) Program is a web-based program that assesses a student’s reading comprehension. AR is introduced in 3rd grade. Students in grades 3-8 participate in the program. Using this program, students read grade-appropriate books and then take computerized tests on the book’s content. The student is awarded points, which have been assigned according to the complexity of the book. Accelerated Reader points are cumulative and as students reach designated point levels (100 points, 250 points, etc.), they are recognized for their achievement. At the end of each trimester, students with the highest point totals will be given a certificate. This web-based version of Accelerated Reader enables parents/guardians to access their child’s records online. AR website - https://hosted180.renlearn.com/280640/HomeConnect/Login.aspx

After School Activities

Because of our commitment to the “whole child” and our dedicated staff and parents who are willing to share their time and talent with our students far beyond the school day, OLG is able to offer a variety of after school activities. These activities include:

- Book Club
- Chess Club
- Choir
- dancersDivine
- Drama Club
- Ecology Club
- Garden Club
- STEM Club for 7th and 8th graders

Choir and dancersDivine are ministries to our parish and school communities and require additional time spent outside the school day and classes. Students who join Choir and dancersDivine need to make a commitment to those additional activities in order to participate. If a child misbehaves in an after school activity, he/she will be warned and sent to Extended Care for the remainder of the period. The parent will be responsible for the Extended Care fees for time used. Two warnings will result in being suspended from the activity for the remainder of the trimester.

Our after school activities end at 4:00 pm, which is when the students involved need to be picked up by their parent/guardian. If no one is there for pick up, the child will be immediately signed-in to Extended Care at 4:00 pm, and the family will be charged accordingly.

If one child from a family is in an after-school program, any sibling/s not in the program must be in Extended Care if not picked up by the parent. If a parent chooses to wait for the child in the program, any sibling/s or other children in his/her care must either wait with the parent in the car or by his/her
side at all times. For safety reasons, those children may not be part of the Extended Care group and may not be supervised by Extended Care personnel.

**Altar Servers**

Our Lady of Guadalupe Parish has an Altar Server Coordinator who trains and schedules servers for Sunday Masses. Any student who has received First Communion and wishes to serve should speak with the Faith Formation Director, at 510-651-4966, for information about serving the Church in this important ministry. Altar servers help with Sunday Masses as well as school Masses throughout the year.

**Assemblies**

Student assemblies occur each morning before school, beginning with prayer and salute to the flag. At this time announcements are made, e.g. birthdays, sports updates, etc. Additional assemblies are scheduled as needed for:

- religious
- educational
- seasonal
- fundraising
- sports and award activities.

**Bicycles**

Students are allowed to ride bicycles to school, if there is written consent from a parent/guardian on file in the office. Helmet laws must be observed. Bicycles may never be ridden on school grounds. Consistent failure to comply with these regulations will result in forfeiting the privilege of bringing the bicycle to school for a period of time. Bicycles must be locked. No one should linger by the bicycle area. The school is not responsible for theft or vandalism.

**Camps**

A special fee will be charged to cover expenses for each of these trips. Parents may participate in special fundraising events to help offset expenses or may pay the fee in full. Specific information on each camp, including cost, will be distributed directly to the parents during the school year.

**Camp Arroyo**

The 5th grade will attend Camp Arroyo for three days, dates to be determined. The focus of these days at camp is science and environmental awareness.

**Coloma Outdoor Discovery School**

4th Grade students will attend a three-day Social Studies camp in Coloma, dates to be determined. Here, the students have an opportunity to relive California’s past, especially the gold rush period. This trip is sponsored by the camp itself and supervised by the classroom teacher and parent volunteers.

**CYO Camp**

The 8th grade will attend the CYO Camp in Occidental, dates to be determined.

**Chewing Gum**

Chewing gum is never allowed on the school grounds.
Choir
Choir is a ministry for our children that benefits the school and the parish, and gives the opportunity for the children to give service to their faith community. Choir meets 3:00-4:00 pm on Monday afternoons with Mr. Morales. Students who choose to be in choir need to be at all choir classes, must be attentive and cooperative during the class, and must be present at any Masses/activities/concerts that are required by their Choir membership:
- School Masses throughout the year
- All Family Masses as scheduled
- Harvest Festival
- Caroling at the Fremont Hub
- Christmas Concert
- First Communion Mass on Saturday in May
- Possibly, the Spring Concert and/or Spring Production

There will be two warnings for tardiness or poor behavior during Choir. After two warnings, the student will be suspended from the activity for the trimester. If a student is not in attendance for one of the “outside of school” activities listed above, an email or note of excuse must be sent to the office from the parent/guardian.

No more than one excused absence is acceptable for the year. If a student is not present for a second activity, he/she will no longer be eligible for choir membership.

Code of Conduct Involving Interactions with Minors
As leaders in the Church founded by Christ, priests, deacons, and lay ministers within our parishes and institutions must always seek to uphold Christian values and conduct. In addition to following the Gospel and its mandates, all are expected to act properly at all times, especially when in contact with young people. This Code of Conduct establishes general guidelines and boundaries when ministering to minors. (From The Diocese of Oakland Code of Conduct Involving Interaction with Minors; the entire Code is found at the end of this handbook.)

CYO Sports
The parish sponsors and administers the CYO (Catholic Youth Organization) program. Both children of the parish and children who attend OLG School may join. Information on teams, sign ups, and fees will appear in the Wednesday Bulletin, on the CYO website, www.olgsaints.org, and on the school website, www.guadalupe-school.com, under the CYO link.

dancersDivine
dancersDivine is a ministry which offers our students the opportunity to give service to their faith community, benefitting the child, the school, and the parish. This group meets from 3:00-4:00 pm on Thursday afternoons with Ms. Colon. Students who choose to be in dancersDivine need to be at all Thursday classes, must be attentive and cooperative during the class, and must be present at any Masses/activities/concerts that are required by their membership.

There will be two warnings for tardiness or poor behavior during dancersDivine. After two warnings, the student will be suspended from the activity for the trimester. If a student is not in attendance for one of the “outside of school” activities listed above, an email or note of excuse must be sent to the
office from the parent/guardian. No more than one excused absence is acceptable for the year. If a student is not present for a second activity, he/she will no longer be eligible for membership.

**Dress Code**

When a choice is made to attend a Catholic elementary school, it follows that a choice is made also to comply with the uniform dress code of that school, whether it be OLG or any other institution. Our dress code, including make-up, hair, jewelry, etc., is clearly laid out in our handbook, and it is expected that students will follow these appearance rules. Correcting uniform violations takes valuable instruction time away from students and teachers and is unfair to those who have chosen to follow the uniform rules. **It is the parent’s/guardian’s responsibility to be certain that the child is properly dressed for each school day, whether in or out of uniform.**

It is important that students are well-groomed and that clothes are clean and neat in appearance. Hairstyle and clothing must not be distracting or extreme, as a poor choice in clothing or hairstyle disrupts the learning environment.

The homeroom teacher will notify the parent of any child who does not follow the dress code. Multiple dress code notifications will result in more serious consequences.

If you have any questions about whether a particular article of clothing or hairstyle is acceptable, please contact the office and resolve the issue **before allowing your child to come to school.**

**The final decision as to whether or not something violates the dress code (either uniform or free dress) belongs to the administration.**

**General Guidelines**

The following guidelines apply to every day of school, including free dress or dress-up days (such as Spirit and Career Days) and PE days, unless explicitly stated in writing in a handout or email from the school distributed to parents prior to the event.

- **Gang-related clothing, hairstyles, hats, body decorations, and other accessories are not allowed at any time in school or on school grounds.**
- **All clothing must be size appropriate. Baggy, saggy, and revealing clothing as well are clothes with holes are not acceptable. Cargo pants are not acceptable. Belts must also be size appropriate. All pants must be worn at the waistline and shirts may be worn tucked into or over the waistband of pants, skirts, or walking shorts. However, if the student is wearing a sweater, the shirt must not hang below the end of the sweater. Blousing a shirt is acceptable.**
- **Leggings/leggings may not be worn as pants, but can be worn under a dress or skirt, and must be ankle-length.**
- **On any school day, overly tight-fitting pants and low-riding hip hugger pants are not acceptable. Shirts should be long enough and pants high enough at the waist so that the child’s body, especially the torso, is completely covered. Shirts are not to be tight fitting or low cut.**
- **Hair styles for boys and girls must be neat and appropriate for school. Boy’s hair must not extend beyond the shirt collar and must be cut above the ear and appropriately layered, not all one length. Bangs must not interfere with a child’s vision. Extreme hairstyles (specifically long spiked, “Mohawked,” dyed, highlighted, shaggy, or completely shaved) are not permitted. If a student comes to school with dyed/highlighted hair, he/she will be required to dye their hair back to their natural, original color or cut off dyed/highlighted hair before returning to school. This policy is in effect throughout the year.**
• Makeup of any kind (including tinted lip gloss, glitter, and colored finger nail polish, artificial and French nails) is not permitted. Clear lip balm and clear nail polish may be worn if needed. If a student comes to school with any of the above, they will be sent to the office to remove it.
• Tattoos, either temporary or permanent, are not allowed at any time.
• Jewelry, necklaces, or hair accessories (including accessories with false hair in colors other than their natural color) are not allowed with the following exceptions and clarifications:
  1. Girls may wear post earrings only. Hoops or dangling earrings are not allowed for safety issues. Multiple holes in each ear are acceptable; however, wearing more than one earring in each ear is not allowed.
  2. Boys may not wear earrings to school.
  3. Watches and one ring of appropriate size are permitted for both boys and girls.
  4. One fine chain necklace with a small religious symbol or medal only is allowed for both boys and girls (no heavy chains).
  5. Headbands, scrunchies, bows, and barrettes in solid black, solid white, solid navy blue, maroon, gray, or the uniform pattern are allowed
  6. No bracelets and/or thick chains are allowed for either boys or girls.
• Undershirts must be tucked in and the sleeves cannot extend past the end of the child’s shirt.
• Hats/Knit caps may be worn outside on school grounds, as long as they are not gang-related or display inappropriate sayings or artwork. Students must remove their head coverings during morning prayers and the flag salute. Hats may never be worn inside the school building.
• If needed, sunglasses may be worn outside on school grounds. Students must remove their sunglasses during morning assembly. Sunglasses may never be worn inside the school buildings.
• Shorts may be worn as part of the dress uniform and the PE uniform, in addition to appropriate free dress days. On all days, the bottom of the shorts, including free dress shorts, may be no higher than 3 inches above the top of the child’s knee. Longer shorts are acceptable, but shorter shorts are not. Parents must make sure that as their children grow, the length of their shorts remains in the acceptable range for the entire school year.
• Scout uniforms may be worn to school on meeting days.

Free Dress
Free dress days are days when students may wear clothing other than the school or PE uniform. Students must use a free dress pass, unless the administration has indicated this is a free dress or dress-up day.

Traditionally, students may wear free dress on their birthday. However, if a student’s birthday falls on a designated Full Uniform day, the student must wear the full uniform on the birthday and choose another day as the birthday free dress day.

On all non-uniform days, students are expected to dress appropriately, befitting their age and the occasion. Beach attire, short shorts, tank tops, crop tops, clothes with holes, are not acceptable for free dress. At no time are students to wear clothing that bears or infers inappropriate, suggestive, violent, or obscene language or design.

Jeans may be worn, but cannot be torn or frayed. Shoes must have tie, Velcro, or buckle fastenings. Platform shoes, shoes with heels, sandals, and flip-flops are not allowed. Students may wear free dress on a PE day. However, the clothing and shoes worn must not inhibit the student’s ability to participate fully in PE class. **Leggings/Jeggings may be worn under a skirt or dress, but may not be worn as**
pants, and must be ankle-length.

Note that the items in the “General Dress Code Guidelines” section apply during free dress days. If you have any questions whether a particular article of clothing or hairstyle is acceptable, please contact the office and resolve the issue before allowing your child to come to school. If a child comes to school out of uniform or in inappropriate free dress, he/she will be given a uniform infraction and will lose the privilege of wearing free dress on the next free dress day. Parents will be called to bring the appropriate attire to school.

Uniforms
Our Lady of Guadalupe School has both dress uniforms and PE uniforms. PE uniforms are worn to school for the entire PE day only. School uniforms are worn on all other days, unless the student has a free dress pass or it is a school-wide free dress or dress-up day.

The term Full Uniform refers to the non-PE school uniform. Parents will be notified if full uniform is required on a specific day, usually through the monthly calendar and/or weekly bulletin. Examples of full uniform days are days on which a school Mass and/or prayer service is scheduled.

School uniforms and PE uniforms are available at the Merry Mart Uniform store in Santa Clara and online at merrymartuniforms.com. The following table lists the correct uniform for the 2018–2019 school year. If you have any questions whether a particular article of clothing, shoe, or hairstyle is acceptable, please contact the office and resolve the issue before allowing your child to come to school.

The new school logo with the image of Mary is being phased in. For the 2018-2019 school year students can wear either the current or the new logo, so that they don’t have to replace uniforms that still fit them. The uniform pieces with the new Mary logo will be required by the 2021-2022 school year.
<table>
<thead>
<tr>
<th>Category</th>
<th>Required Items</th>
<th>Optional Items</th>
<th>Exceptions &amp; Notes</th>
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</thead>
</table>
| Boys Dress Uniform | **Shirt - K-6:** White or navy blue short-sleeved polo.  
**Shirt - 7 & 8:** Solid Maroon short-sleeved polo shirt. Optional for 6th grade for the 2018-19 school year.  
**Pants - K-8:** Navy blue twill.  
**Socks:** Solid white, black, or navy blue. Socks may not have decoration of any kind including logos.  
**Sweater - K-6:** Navy blue V-neck vest, navy blue V-neck pull-over, or navy blue V-neck cardigan with OLG logo  
**Sweater - 7 & 8:** Maroon V-neck sweater with Jr. High OLG logo. Optional for 6th grade for the 2018-19 school year.  
**Shoes:** Any combination of white, black and/or gray (not silver) athletic or dress shoes with ties or Velcro fastenings. If shoe has a logo, it must be white, black or gray (not silver). Clear inserts or clear plastic pieces on shoes are acceptable. Laces must be black, white, or gray.  
**Belts:** Black leather or woven belt for grades 5-8 only. Buckles can be gold or silver and must be of reasonable size. | **Shirt:** Solid white undershirt (no logos), long-sleeved white or navy blue turtleneck, or polo shirt for cold weather only.  
**Shorts - K-8:** Navy blue twill walking shorts  
**Jacket:** Two styles available: 1) Navy blue Polar Fleece jacket with OLG logo. 2) Navy blue nylon jacket with hood and OLG logo.  
(The only jacket allowed to be worn inside the classroom is an OLG school jacket. A non-school jacket may be worn outdoors only). | **Sweater:** Only one style of sweater is required.  
**Pants:** Cargo pants, flair or bell-bottomed pants are not acceptable.  
**Shorts:** Must measure no higher than 3 inches above the top of the knee. Longer shorts are acceptable.  
**Socks:** Must be worn  
**Shoes:** Boots and shoes with zippers and/or wheels are not acceptable. Any area of the shoe (excluding silver or clear eyelets) that is a different color than the shoe [white, black or gray (not silver)] must be covered. Using permanent marker, white out, fabric paint, etc. are all acceptable.  
(On rainy days, if children wear their rain boots, they must bring their school shoes to change into.) |
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| Girls Dress Uniform | **Jumper** K-3: Rampart plaid uniform jumper  
**Skirt** – 4-6: Rampart plaid uniform skirt  
**Skirt** – 7 & 8: Gray 4 pleat uniform skirt  
**Pants** – K-8: Navy blue twill  
**Shirt** – K-6: White or navy blue short-sleeved polo shirt. Plain collar, NO lace or ruffles. Optional for 6th grade for the 2018-19 school year.  
**Sweater**- K-6: Navy blue V-neck vest, navy blue V-neck pull-over, or navy blue V-neck cardigan with OLG logo  
**Socks**: Solid white, navy, or black. Socks may not have decoration of any kind including logos and/or lace ruffles.  
**Tights**: Navy, black, or white opaque tights  
**Shoes**: Any combination of white, black and/or gray (not silver) athletic or dress shoes with laces or Velcro fastenings. If shoe has a logo, it must be white, black or gray (not silver). Clear inserts or clear plastic pieces on shoes are acceptable. Laces must be black, white or gray and must be the same color as the shoe.  
**Belts**: Black leather or woven belt for grades 5-8 only. Buckles can be gold or silver and must be of reasonable size. | **Shirt**: Solid white undershirt (no logos), long-sleeved white or navy blue turtleneck or polo shirt for cold weather only. No lace or ruffles on collar.  
**Shorts K-8**: Navy blue twill walking shorts  
**Socks**: Knee length socks are allowed.  
**Jacket**: Two styles available: 1) Navy blue Polar Fleece jacket with OLG logo. 2) Navy blue nylon jacket with hood and OLG logo.  
(The only jacket allowed to be worn inside the classroom is an OLG school jacket. A non-school jacket may be worn outdoors only). | **Pants, Jumper or Skirt**: Only one of these items is required.  
**Skirt and Shorts Length**: The bottom of the skirt or shorts must measure no higher than 3 inches above the top of the knee. Longer shorts/skirts are acceptable.  
**Pants**: Cargo pants or bell-bottomed pants are not acceptable.  
**Bike Shorts**: Navy blue bike shorts must be worn under skirts/jumpers but cannot be longer than the skirt.  
**Sweater**: Only one style of sweater is required.  
**Socks**: Must be worn  
**Tights**: Must be opaque. *May not be textured or patterned.*  
**Leggings/Jeggings**: Only allowed to be worn under skirts or jumpers, not as pants and they must be ankle length.  
**Shoes**: Heels or platforms can be no higher than 1.5 inches. *Boots, sandals, and shoes with zippers and/or wheels are not acceptable.*  
Any area of the shoe (excluding silver or clear eyelets) that is a different color than the shoe [white, black or gray (not silver)] must be covered. Using permanent marker, white out, fabric paint, etc. are all acceptable.  
(On rainy days, if children wear their rain boots, they must bring their school shoes to change into.) |
**P.E. Uniform Requirements**

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<tr>
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<th>Required Items</th>
<th>Optional Items</th>
<th>Exceptions &amp; Notes</th>
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<tbody>
<tr>
<td>Boys and Girls PE</td>
<td><strong>Sweatshirt:</strong> Gray or navy blue sweatshirt with OLG logo</td>
<td>Optional Items</td>
<td><strong>Sweatshirt:</strong> After 8th graders receive their class sweatshirts, they may wear them on any school day, other than Full Uniform Days.</td>
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<tr>
<td>Uniforms</td>
<td><strong>Pants:</strong> Navy blue sweatpants</td>
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<tr>
<td></td>
<td><strong>T-shirt:</strong> Gray T-shirt with OLG logo</td>
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<tr>
<td></td>
<td><strong>Shorts:</strong> Navy blue sweat shorts or mesh shorts. The bottom of the shorts must measure no higher than 3 inches above the top of the knee. Longer shorts are acceptable.</td>
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<td><strong>Shoes:</strong> Any combination of white, black and/or gray (not silver) athletic or dress shoes with ties or Velcro fastenings. If shoe has a logo, it must be white, black or gray (not silver). Clear inserts or clear plastic pieces on shoes are acceptable. Laces must be black, white or gray. Must be the same color as the shoe.</td>
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<tr>
<td></td>
<td><strong>Socks:</strong> Must be solid white, navy or black. May not have decoration of any kind including logos and/or lace ruffles.</td>
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</table>

**Extra-Curricular Activities Requirements**

Our Lady of Guadalupe School sponsors several extra-curricular activities for students, such as Safety Patrol, the school play, *dancersDivine*, STEM Club, Garden Club, Ecology Club, Chess Club, and Choir. The school encourages all students to participate in these activities as long as they meet the following requirements:

- Must have a C average or above on their last progress report/report card.
- Must receive an "A" = Approaching Expectations in all Life Skills areas on their progress report or report card.
- Must not be on probation for a behavioral issue.
- May not participate in extra-curricular or Extended Care activities if absent from school the day of the activity.

**Field Trips**

Periodic field trips may be scheduled by teachers with the permission of the principal. Field trips are extensions of the curriculum and teachers include the experience of the trip into the instruction. Parents may be asked to drive and to help chaperone. If parents go on a field trip as a chaperone, they must be responsible for a group of children. A field trip is an educational experience, not a family outing. Therefore, parent chaperones are not allowed to simply supervise their own child/ren. No younger siblings are allowed on field trips. If a parent serves as a chaperone, he/she will earn service hours. At least one faculty member must accompany a field trip. Volunteers must complete the “Safe Environment for Children” program and be fingerprinted for the Oakland diocese (forms are available in the school office).
The following procedures are used in scheduling educational trips:

1. Permission must be received in writing for each student prior to any trip. **Only signed Diocesan Permission forms will be accepted.** No letters, notes, etc., will be accepted as parental permission. A parent or legal guardian must sign the permission form. A permission form is available on the school’s website. Please fill in all pertinent information before signing and turning in the field trip permission form.
2. Transportation for trips will be arranged by the school. All students on educational trips must use the transportation provided by the school.
3. Students must return to the school at the end of the trip and check in with the teacher.
4. Students are subject to the control and regulations of the school and the chaperones. The teacher will review expectations of the chaperones and of the students.
5. The full school uniform will be worn on all educational trips unless special permission is given by the principal.

All students are expected to participate in field trips.

**Parent Driver Volunteers**

Parents can drive on field trips. The following requirements apply:

1. Must be fingerprinted for the Oakland Diocese.
2. Must have on file in the school office a copy of their driver’s license and a copy of the current Declaration of Coverage indicating bodily injury liability at a minimum of $100,000/$300,000 from their individual insurance policy.
3. Must follow the state and federal regulations for transporting children, such as not allowing small children to sit in the front seat of a car and/or having booster seats as required for smaller children. Also, the car must have seat belts for every person in the vehicle.
4. Must have 2 adults in car. Each adult must complete the “Safe Environment for Children” program and be fingerprinted for the Oakland Diocese.
5. Must follow the regulations of the school. Volunteers are not to take side trips, *i.e.*, to McDonalds, *etc.*, but are to go directly to the place of the field trip and return directly to school.

**Graffiti**

Students are not allowed to deface school property with graffiti. Anyone who participates in any kind of graffiti will be suspended immediately and a parent conference will be required.

**Library**

Grades PreK-8 have a weekly library period. Books may be checked out for one week, with an option of being renewed if necessary. If a book is lost or damaged, the student is responsible for paying to replace the book. Students and Parents have the opportunity to search the school library catalog from their home computer and other mobile devices.

A link to the OLG School Library can be found on the homepage of the school website. Students and parents may browse the catalog, send a "place on hold" email to the librarian, find links to the Alameda County Library System, School Book Fair information and other helpful information about the library by using the "OLG School Library" link. The librarian is available for consultation concerning books, reports, *etc.* Library rules are posted in the library.
Lost and Found
Lost articles are kept in the closed cabinet across from the bookkeeper's office. The school assumes no responsibility for lost articles. **Please have jackets, sweaters, lunch pails, etc. marked with your child's first initial and last name.** The family name is the most important. Check periodically to see that the identification has not worn off. There is little possibility of keeping track of uniform articles unless they can be clearly identified by name.

Lunches & Snacks
Parents must provide a healthy lunch for their child/ren every day either by preparing a lunch at home or ordering a meal from ChoiceLunch.

If a child has forgotten his/her lunch, a parent may deliver a homemade (please, no fast food) lunch to the office. **Lunch may not be given directly to the child outside at lunch or break time.** If extras are available, a lunch may be provided through the hot lunch program and the family will be charged for that lunch.

Parents are encouraged to include only food, in appropriately sized portions, that the child will eat. If possible, parents should package portions of food separately to avoid waste. Please do not provide candy for snacks. **Please remember that glass containers are not allowed on the school grounds.**

Pizza Lunch
Pizza lunch is available (for a small fee) on the first day of each school week. Student Council, Grades 5 and 8 sponsor the lunch on a rotating basis. Pizza lunch may be purchased in two ways.

- One trimester at a time (12 weeks each)
- Full school year

Pizza order forms will be included in the on-line school bulletin and are also available in the school office.

Choice Lunch
Lunches may be ordered directly by parents through the catering company, ChoiceLunch. The website is [www.choicelunch.com](http://www.choicelunch.com) and the school code is: Guadalupe. These lunches are normally available on the days when pizza lunch is not served.

Beverages
Only water in water bottles is permitted in the classroom (**plain water only**, no flavored water or water with fruit).

Physical Education
A regular program in Physical Education is part of the curriculum. All students are expected to participate unless excused for medical reasons. In this event, a written explanation must be supplied by the doctor and kept on file in the office.
The P.E. uniform is to be worn to school on assigned P.E. days for grades K-8, unless there is a “Full Uniform” day. Please, refer to your calendar and the bulletin for these. P.E. grades will be affected if a child does not wear the P.E. uniform on P.E. days.

Playground/Yard Rules
Yard supervision is performed by OLG staff and faculty. Yard supervisors must circulate at all times, be alert, and address problems as they occur. Parents are asked to not have a conversation with yard duty personnel when they are on duty.

The students are expected to obey the yard supervisor. If any child refuses to do as he/she is told, he/she will lose playtime and may receive other consequences. All accidents must be reported to the office.

Students must follow specific rules while on the playground before school, during recess and lunch and after school.
- Students are never allowed to leave the school grounds without written permission from their parent/guardian who must check in at the office before taking the child.
- Before or after school, play equipment is not available or permitted. Students are not to bring play equipment/toys from home to school.
- At the end of recess and lunch, at the first bell, students proceed to their lines. They should be in line when the second bell rings.
- During recess and lunch periods, students are to play in the assigned areas.
- No wooden bats or soft or hard baseballs are permitted on the school grounds.
- No climbing trees, hiding behind trees or buildings.
- No sitting or standing on top of bars in the field or in the primary playground.
- No playing or running in the restrooms or school building.
- Touch football ONLY is allowed with a Nerf ball on the field. (No other type of football is allowed on school grounds.)
- No Dodge Ball, Ga-ga ball, or spiking during recess, lunch or Extended Care.
- No kicking of any ball on the asphalt.
- Use approved playground equipment properly.
- Skateboards, rollerblades, scooters, or shoes with wheels may never be used on the school grounds.
- Vulgar language (oral or written) and gestures are not acceptable. (See Discipline section)
- All adult supervisors are to be obeyed and respected.
- Students from other schools are not permitted to play or congregate in the schoolyard.

School Photos
Each year in the fall, school photographs are taken of the students from Pre-Kindergarten through eighth grade wearing school uniforms; pre-Kindergarteners follow their dress code. Special graduation pictures are also taken of the eighth graders later in the year. Spring photos are taken of students in free dress. Information will be sent home in advance. Pictures are purchased on a voluntary basis.

During the online enrollment Parents/Guardians are asked to fill out and return a consent form giving OLG school permission to take pictures of their children and to post the pictures on anything other
than the yearbook and class photos. Photographs of students whose parents give consent may appear on the school website and/or in other publications. Children whose parents do not give this consent are placed on a list that is given to all the teachers. This list will remain in effect for the current school year.

**Spiritual Celebrations**

School Masses and/or prayer services for pre-Kindergarten through grade eight are held monthly and on certain feast days. Further information about religious activities will be given in the school bulletin. Parents are invited and encouraged to attend whenever possible. Non-Catholic students are not exempt from any religious activities.

**Student Council**

The Student Council is comprised of elected officers from grades six through eight. The offices include President, Vice-President, Secretary, Commissioner of Religious Affairs, Commissioner of Ecology, Commissioner of Safety, Commissioner of Spirit, Commissioner of Technology, Commissioner of Sports and Recreation and Commissioner of the Student Body.

The Student Council serves as a valuable link among administration, staff and students. It also practices accepted democratic principles in its operation, has clearly defined powers and responsibilities and promotes service, good citizenship and leadership.

**Student Council Members 2018-2019**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>President</td>
<td>Ayiana Olavarria</td>
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<tr>
<td>Vice President</td>
<td>Kayla Espinosa</td>
</tr>
<tr>
<td>Secretary</td>
<td>Advika Shivakumar</td>
</tr>
<tr>
<td>Com. of the Student Body</td>
<td>Reggie Boongaling</td>
</tr>
<tr>
<td>Com. of Spirit</td>
<td>Antonio Rodarte</td>
</tr>
<tr>
<td>Com. of Religious Affairs</td>
<td>Anna Marzan</td>
</tr>
<tr>
<td>Com. of Technology</td>
<td>Dominic Bono</td>
</tr>
<tr>
<td>Com. Ecology</td>
<td>Tannon Huston</td>
</tr>
<tr>
<td>Com. of Sports</td>
<td>Hector Barahona</td>
</tr>
<tr>
<td>Com. of Safety</td>
<td>Kaleb Nguyen</td>
</tr>
<tr>
<td>Moderators</td>
<td>Mrs. Bellison, Ms. Schirripa, Ms. Casey</td>
</tr>
</tbody>
</table>

To be eligible to run for Student Council, students must meet the following requirements and maintain them while in office:

- “C” average or above on their last progress report and report card.
- “M” in all Life Skills on their last progress report and report card.
- and an “S” or above in Music, PE, Art.

Student Council Members are expected to act as positive role models for the school. They may be suspended from Student Council activities for violation of school rules or uniform/dress codes. Parents will be notified in the case of their child’s possible suspension from Student Council activities.

**Student Insurance**

The Student Accident Insurance Program is mandatory for all students while attending school or a school-sponsored activity. Parents/Guardians pay the premium for each student as part of the student fees. An extended coverage policy is made available to families in September for an additional fee should you wish to pay for it.
**Student Records**
The school will not make student records available to immigration officers or other government officials, unless the school is presented with a valid subpoena or warrant. (From the Administrative Handbook for Schools, Diocese of Oakland)

**Technology**
Technology Responsible Use Agreement

*Copies of these agreements will be distributed with this handbook and must be returned to the school office by Thursday, September 6, 2018. What follows are highlights for your reference.*

**Diocese of Oakland Technology Responsible Use Policy**

**Introduction**
The Diocese of Oakland recognizes the various ways, both positive and negative, that students and parents can use technology both in school and at home. 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. While using technology, students are expected to:

1. Treat others with respect and compassion in all interactions, including online communication
2. Care for school devices and systems, and not vandalize or intentionally damage them in any way
3. Respect others privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission
4. Use school technology resources for educational purposes only
5. Use personal technology only as directed by staff while at school

Students are expected to abide by this code of conduct anywhere or anytime their actions can affect the school or other students. While the school is not responsible for policing online activity, conflicts online between students, parents, or staff rarely stay online; the school is notified when such conflicts affect the wellbeing of members of the school community. Students and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

**Jurisdiction and Definitions**
While using technology, students are expected to comply with the code of conduct published in the school’s parent-student handbook. The school’s jurisdiction with respect to conduct includes:

- When the student is on school grounds, or on the way to or from school
- At officially sanctioned school-sponsored events, or on the way to or from such events
- Outside of the school when a student’s actions negatively impact another student, staff member, or the school

Parents are also expected to abide by the code of conduct found in the school’s parent-student handbook, to the extent that their technology use affects other members of the school community.

For purposes of this document, “technology” includes, but is not limited to:
• Hardware: computers, servers, tablets, e-Readers, phones, smartphones, digital cameras, gaming devices, wearable devices, networking equipment, or accessories
• Software: operating systems and programs
• Services: email, web sites, web apps, learning platforms, internet service
• Telecommunications: transmission or publishing text messages, chat room commentary, comments, pictures, videos, audio recordings, posts on social networking sites, blogs, wikis, gaming, chats, and other digital transmissions.

“Personal information” includes a person’s name, address, email addresses, phone numbers, online accounts, or other contact or identifying information. (from the Administrative Handbook for Schools, Diocese of Oakland)

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, teachers, and parents from using technology in irresponsible ways both at school and at home and will hold students responsible for their published words. Students who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

The Diocese of Oakland is pleased to offer to the staff and students access to a computer network, electronic mail and the Internet for educational purposes. To gain access to the school’s computer network, e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the Education Technology Resource Teacher. Or to the office with the signed PS Handbook acknowledgment?

Resource-sharing and communication for both students and teachers have increased with access to telecommunications and to the Internet. It is imperative that members of the school community conduct themselves in a responsible manner consistent with federal and state law while utilizing the school’s computers and network. In keeping with our philosophy of Catholic education, access to the school’s network, Diocesan e-mail and the Internet will enable students and staff members to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

What are “Computer Resources?”
When used in this policy, the term "computer resources" refers to the school’s entire computer network. This includes, the school’s computer system, file servers, application servers, communication
servers, mail servers, fax servers, web servers, work stations, stand alone computers, iPads, Chromebooks, laptops, software, data files, and all internal and external computer and communications networks that may be accessed directly or indirectly from the school's computer network.

**Who is a “User?”**
When used in this policy, the word "users" refers to all students, employees, consultants, temporary workers, parents, and other persons or entities who use or come into contact with the school’s computer resources.

**Ownership of the Computer Resources**
The computer resources are the property of each school. Access to the computer resources is provided solely for the purpose of carrying out the educational and operational needs of the school. All use of the computer resources must be supportive of the educational objectives and must be consistent with academic expectations. Use of computer resources is a privilege that may be revoked at any time.

**No Expectation of Privacy**
Users should never consider electronic communication to be either private or secure. E-mail can be stored indefinitely on any number of computers. Copies of your messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to non-existent or incorrect user names may be delivered to persons that you never intended.

Each school has the right, but not the duty, to monitor any and all aspects of its computer system. Users consent to allowing the school to assess and review all materials users create, store or receive on the computer system, Internet or any other component of the computer network. Users understand that the school may use human or automated means to monitor use of the computer resources. Such monitoring may include, but is not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet and reviewing e-mail sent and received by users. Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials. The school has global passwords that permit it to access all material stored on the computer system, regardless of whether that material has been encoded with a particular user’s password.

**Netiquette**
Because we believe that dignity and respect for every person should apply to all of our interactions, users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

a. Be polite. User messages should not be abusive to others.
b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
c. Do not reveal user personal address or phone number or the addresses and/or phone numbers of students or colleagues.
d. Illegal activities are strictly forbidden.
e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
f. Do not use the network in such a way that you would disrupt the use of the network by other users.
g. All communications and information accessible via the network should be assumed to be private property.

**Quality of Communications**

Users should make each electronic communication truthful and accurate. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Please keep in mind that anything created or stored in the computer system may, and likely will, be reviewed by others. Information published or otherwise distributed electronically is subject to the same policies and procedures regarding the distribution of school system information, including, but not limited to, policies regarding public requests for information and distribution of information to the public.

**Security**

Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored on-line, or given to others. Users are responsible for all transactions made using their passwords. No user may access the computer system with another user’s password or account. Users may not use the computer system to "snoop" or pry into the affairs of other users by unnecessarily reviewing their files and e-mail. A user's ability to connect to another computer system does not imply a right to connect to those systems unless authorized to do so.

Each user is responsible for ensuring that use of outside computers and networks such as the Internet, does not comprise the security of the school’s computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing the school’s network without authorization. Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the school’s network. All material not belonging to the school must be scanned for viruses by the technology staff prior to being placed on the school’s computer system. Users should understand that their home computers and laptops might contain viruses. All disks, CDs, and flash drives transferring data from these computers to the school’s network must be scanned for viruses.

**Offensive Material**

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that some of these pages may include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocent search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. Although the school provides filtering software to protect students to the highest degree possible, the school cannot guarantee that this material might come from a search. The school is not responsible for material viewed or downloaded by users from the Internet.

**Prohibited Activities**

Users may not send material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate. It does not matter how such material is sent, whether it is by e-mail or other form of electronic communication, such as bulletin board systems, news groups, or chat groups. Further, such material may not be displayed on or stored in the school’s computers. Users encountering or receiving such material should immediately report the incident to the administration. Users must not alter the "from" line or other attribution-of-origin information in e-mail, messages, or postings. Anonymous electronic communications are
forbidden. Users must identify themselves honestly and accurately when participating in chat groups, making postings to news groups, sending e-mail, or otherwise communicating on-line. Without prior written authorization from the administration, users may not do any of the following to the school’s computers or networks:

- Copy software from their home computers;
- Provide copies of software to any independent contractors or clients of the school or to a third person;
- Install software on any of the school’s workstations or servers;
- Download any software from the Internet or other on-line service to any of the school’s workstations or servers;
- Modify, revise, transform, recast, adapt any software; or reverse engineer, disassemble, or decompile any software.

Users who become aware of any such misuse of software or violation of copyright law should immediately report the incident to the administration. Unless expressly authorized by the administration, sending, transmitting, or otherwise disseminating propriety data or other confidential information is strictly prohibited. Users may not send unsolicited e-mail to persons with whom they do not have a prior relationship without the express permission of the administration.

Users may not use school computers for gaming, social networking, personal work, commerce, etc.

**Social Networking**

Social networking sites including but not limited to Snapchat, Instagram, Twitter, and Facebook are very popular today. Users of these sites have little control over the content that "friends" post on their sites because these sites are in the public domain. With this in mind, no user shall create or maintain a public electronic presence that in any way links to or publicizes schools in the Diocese of Oakland. The following guidelines apply:

- Users may not use school information such as logos, official seals, or photographs.
- Users may not link their personal website to the school's website.
- Users may not post inappropriate photographs or content (including information about the school, students, staff, or parents) containing any form of school identification from the school.
- Users may not post content, including blogs or online journals, linking them in any way to the school.
- Users may not post content, or engage in any topics that are not in keeping with the mission of the school.
- Be mindful that on-line content is not private and there could be long-term ramifications.
- Faculty and staff should not “friend” parents or children

**Cyber Bullying**

Cyber bullying is being cruel to others through electronic means by sending or posting harmful material using the Internet or other electronic means. This can be done through email, instant messaging, texting, chat rooms, or online sites such as Facebook.

Schools in the Diocese of Oakland will not tolerate harassment in any form whether conducted on or off campus. Harassment will be handled as outlined in the school discipline policy. Parents or students who feel that they have been the victims of cyber bullying should print a copy of the material and report the incident to the administration. Harassment reports will be investigated fully. Consequences may include, but are not limited to, the loss of computer privileges, detention, suspension, or dismissal from school.
Users must:

1. **Respect and protect the privacy of others.**
   - Use only assigned accounts.
   - Not view, use, or copy passwords, data, or networks to which they are not authorized.
   - Not share passwords nor use another user’s passwords.
   - Not distribute private or personal information about others or themselves.

2. **Respect and protect the integrity, availability, and security of all electronic resources.**
   - Observe all network security practices, as posted.
   - Report security risks or violations to a teacher or network administrator.
   - Not destroy or damage data, networks, or other resources.
   - Conserve, protect, and share network, hard drive, and printing resources with other network users

3. **Respect and protect the intellectual property of others.**
   - Not infringe upon copyrights (no making illegal copies of text, pictures, music, games, or movies).
   - Not plagiarize. Copying another’s work, without giving credit to the source, will be considered cheating and subject to the cheating policy in the student handbook.

4. **Respect and practice the principles of community.**
   - Communicate only in ways that are kind and respectful.
   - Report threatening or inappropriate sites or materials to a teacher.
   - Not intentionally access, transmit, copy, or create material that violates the school’s code of conduct (such as messages that are inappropriate, threatening, rude, discriminatory, or meant to harass).
   - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
   - Not use the resources to further other acts that are criminal or violate the school’s code of conduct.
   - Not send spam, chain letters, or other mass unsolicited mailings.
   - Not buy, sell, advertise, or otherwise conduct business.

**Students are to notify an adult immediately, if he/she encounters material that violates the rules stated above.**

**System Abuse**

- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer account that one is not authorized to have.
- Using the school network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Knowingly or carelessly allowing someone else to use your account who engages in any misuse or violation of responsible use
- Forging email messages.
- Attempting to circumvent data-protection schemes or uncover or exploit security loopholes.
- Masking the identity of an account or machine.
- Deliberately wasting computing resources.
• Downloading, displaying uploading, or transmitting obscenity or pornography, as legally defined.
• Changing or deleting another user’s files or software without the explicit agreement of the owner or any activity which is illegal under California computer crime laws.
• Personal use which is excessive or interferes with one’s job duties, or otherwise burdens the intended use of the school network.

Copyright
In their use of computer resources, users must comply with all software licenses, copyrights and all other state, federal and international laws governing intellectual property and on-line activities. The ability to read, alter or copy a file belonging to another user does not imply permission to read, alter or copy that file. Users may not alter or copy a file belonging to another user without first obtaining permission from the owner of the file.

Internet and E-Mail Rules
All users are responsible for good behavior on school computer networks just as they are in a classroom or a school hallways. Communications on the network are often public in nature. The school standards of behavior and communications always apply when working with the school’s computers and network. The network is provided to conduct research and communicate with others for educational purposes. Access to network services is given to all users who agree to act in a considerate and responsible manner. Parent permission is required for students under 18 years of age. Access is a privilege - not a right. Access entails responsibility. No student will be allowed on the network without signed consent. Individual users of the school’s computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with Diocesan standards and will honor the agreements they have signed.

Network storage areas, like school lockers and classrooms, are the property of the school. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private. All information is subject to the Freedom of Information Act and should not be deemed private. With this educational opportunity comes responsibility. The school will take steps, such as using filtering programs (software designed to restrict access), access controls and monitoring by teachers and other school personnel to restrict access to controversial material. On a global information network, such as the Internet, however, it is impossible to restrict access to all potential inappropriate materials. It is the responsibility of all users to understand and abide by the Diocesan Technology Responsible Use Policy to ensure that access to those resources provided by the school are not abused.

The following actions are not permitted:
• Sending or displaying offensive, sexually explicit, pornographic messages or pictures;
• Using obscene, sexually explicit, threatening language;
• Harassing, insulting, or attacking others;
• Revealing personal information, i.e. address, school, phone number;
• Damaging or vandalizing computers, computer systems, or computer networks;
• Violating copyright laws or use property of another individual or organization without permission;
• Plagiarism;
● Establishing any official representation of the school or Diocese without obtaining prior approval of school administration;
● Using another's password;
● Trespassing in another's folders, information, work, or files;
● Intentionally wasting limited resources, *i.e.* inappropriate downloads, spamming, chain letters, *etc.*;
● Using chat rooms without expressed permission of a faculty member;
● Employing the network for commercial purposes;
● "Friending" a student (if you are a teacher) or teacher (if you are a student) on Facebook or other social network site;
● Blogging for non-educational purposes during school hours.

Violations may result in a loss of access as well as other disciplinary or legal action.

**Cell Phone Use**
Students in grades 6-8 will be allowed to bring a phone to school only if a parent/guardian has provided written permission. These students must leave their phones in the school office during the school day. Students may never use a cell phone for the following purposes:
● Sending or displaying offensive messages or pictures
● Using obscene language
● Harassing another person
● Texting during school hours
See the Cell Phone section of this handbook for more details.
Students in grades preK-5 many not bring a phone to school.

**iMac/iPad/Chromebook Policy**
All users of iPads and Chromebooks are responsible for them. If an iPad or Chromebook is lost, stolen or broken, it is the user's responsibility to replace or repair it as dictated by the school administration. Users may not upload software or use the computer for personal reasons without permission of the school administration.

**Diocese of Oakland Technology Responsible Use Agreement**
This agreement will be distributed with this handbook and must be returned to the school office by Thursday, September 6, 2018.

*The Administration reserves the right to amend this Handbook at any time during the school year for just cause. Parents/Guardians will be given prompt notification of any changes.*
## Diocesan K-5 Standards-Based Grading Scale

The Diocese of Oakland Elementary K-5 Standards-Based Report Card uses a numerical (1-4) standards-based grading scale, rather than a percentage-based grading scale. This scale indicates the level to which students have mastered a given standard, NOT the percent correct on a given assessment. The definitions for performance on the numerical grading scale are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Advanced/Exceeds Mastery</td>
<td>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student exceeds learning target by performing at exemplary levels. In addition to exhibiting standard mastery, student applies conceptual understanding to new situations, shows mastery of next vertical standard, offers alternative perspectives, and/or applies higher order thinking skills. These are not just harder tasks, but learning that requires deeper or more rigorous thinking. Examples of this type of learning may include: applications for real-world use, teaching another person the material, using information to solve problems in a different context, explaining connections between ideas, demonstrating a unique insight, and/or creative application of skills.</td>
</tr>
<tr>
<td>3.5</td>
<td>Advanced/Exceeds Mastery</td>
<td>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student meets and sometimes exceeds learning target as exhibited in performances on basic application, strategic and extended thinking activities. The student who scores a 3.5 has not consistently shown exemplary performance on activities that require a high level of cognitive demand. The student is on track to exceed grade-level standards.</td>
</tr>
<tr>
<td>3</td>
<td>Proficient/Mastery</td>
<td>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student meets the learning target as exhibited in performances on recall, basic application, strategic and extended thinking activities. This level includes essential outcomes, common core and diocesan standards, and related skills and practices. The student exhibits mastery on assessment tasks involving fact and vocabulary recall, conceptual application, and strategic and extended reasoning, such as modeling and problem solving. No major errors or omissions with level 2 or 3 elements.</td>
</tr>
<tr>
<td>2.5</td>
<td></td>
<td>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student almost meets learning targets as exhibited in performances on recall, basic application, strategic and extended thinking activities. The student is on track to meet grade-level standards.</td>
</tr>
<tr>
<td>2</td>
<td>Developing/Approaching Mastery</td>
<td>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student is approaching an understanding of the learning target as exhibited in performances on recall, basic application, strategic and extended thinking activities. This level is the basic learning necessary and serves as the foundation for the higher levels of learning. Examples of this type of learning may include recall questions, fact-based skills, and basic applications. The student occasionally meets standards as demonstrated by a body of evidence that shows incomplete/inconsistent understanding and application of grade-level concepts. No major errors or omissions regarding the simpler details or processes but major errors or omissions regarding more complex ideas or processes. Does not make connections among ideas nor is able to demonstrate their learning without support. Exhibits basic understanding of standard on assessment tasks involving fact and vocabulary recall, conceptual application, and strategic and extended reasoning, such as modeling and problem solving. However, there are major errors or omissions with level 3 elements.</td>
</tr>
<tr>
<td>1.5</td>
<td></td>
<td>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student is beginning to develop necessary skills to meet the learning target as exhibited in performances on recall, basic application, strategic and extended thinking activities. Some skills are above basic, while some are still in need of intervention.</td>
</tr>
<tr>
<td>1</td>
<td>Needs Support/Below Basic</td>
<td>Using the most recent, comprehensive evidence requiring high levels of cognitive demand, the student exhibits limited skills necessary to meet the learning targets as shown in performances on recall, basic application, strategic and extended thinking activities. Student requires more time and experiences; shows limited achievement of the standard(s). The student rarely meets standards as demonstrated by a body of evidence that shows minimal understanding and application of grade-level concepts. Only a partial knowledge of some of the simpler details or processes and/or little to no understanding or skill demonstrated, even with help and support. May be able to complete some low-level assessment tasks involving fact and vocabulary recall with support but struggles on tasks involving conceptual application and strategic and extended reasoning, such as modeling and problem solving.</td>
</tr>
</tbody>
</table>

**NA = Standard Not Assessed** — Standard has not been taught and/or measured to date. This symbol is not used third trimester.
### Personnel 2018 – 2019

#### Administration

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastor</td>
<td>Father Joy Kumarthusseril, mf</td>
</tr>
<tr>
<td>Principal</td>
<td>Sister Janice Therese Wellington, O.P.</td>
</tr>
</tbody>
</table>
| Administrative Team   | Ms. Elizabeth Harmuth  
|                       | Mrs. Shannon Bellison               |

#### Teachers & Instructional Assistants

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Teachers</th>
</tr>
</thead>
</table>
| Pre-Kindergarten     | Ms. Brigette Brooks; Mrs. Mary Flack-Meza,  
|                      | Mrs. Erika Mascorro             |
| Kindergarten         | Mrs. Gloria Higares             |
| Grade One            | Ms. Alyssa Schirripa            |
| Grade Two            | Mrs. Jane Symonds               |
| Grade Three          | Mrs. Shannon Bellison           |
| Grade Four           | Ms. Brittani Gomes              |
| Grade Five           | Ms. Angela Longarini            |
| Grade Six Homeroom   | Ms. Jessica Casey               |
| 6: Religion/English-Language Arts |                      |
| 6-7-8: Social Studies|                                |
| Grade Seven Homeroom | Mrs. Amber Cunningham           |
| 7: Religion          |                                  |
| 7: English-Language Arts|                               |
| 6-7-8: Art           |                                  |
| Grade Eight Homeroom | Mrs. Kimberly Hughes            |
| 6-7-8: Math/Science  |                                  |
| Instructional Assistants |                        |
|                      | Mrs. Angel Cogal                |
|                      | Ms. Sierra Barisione            |
|                      | Mrs. Lourdes Prokop             |
|                      | Mrs. Magda Zachary-Morcos       |
| Music Instructor     | Ms. Robin Snyder                |
| Band/Strings Director| Ms. Robin Snyder                |
| P.E. Instructor      | Mr. Michael Avina               |
| Resource Department  | Mr. Sam Retelas, Co-Director    |
|                      | Mrs. Christina Govea, Co-Director|
|                      | Mr. Michael Avina               |
|                      | Dr. Kathleen Carmona (consultant)|
| Education Technology Resource Teacher | Ms. Elizabeth Harmuth; Mrs. Amber Cunningham |
| PowerSchool Co-Administrators | Ms. Elizabeth Harmuth; Mrs. Karen Murray |
| Librarian            | Ms. Traci Colon                 |
| Grade Level Coordinators | Gloria Higares (K-3)  
<p>|                      | Ms. Elizabeth Harmuth (4-5)     |
|                      | Ms. Jessica Casey (6-8)         |</p>
<table>
<thead>
<tr>
<th>Junior High Departmental Program</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Language 8:</td>
<td>Mrs. Betsy Justice</td>
</tr>
<tr>
<td>Mathematics, Science</td>
<td>Mrs. Kimberly Hughes</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Ms. Jessica Casey</td>
</tr>
<tr>
<td>Math 7-8:</td>
<td>Mrs. Alejandra Siqueiros</td>
</tr>
<tr>
<td>Religion 8:</td>
<td>S. Janice Therese Wellington, O.P.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Mrs. Veronica Florez</td>
</tr>
<tr>
<td>Bookkeeper</td>
<td>Mrs. Alejandra Siqueiros</td>
</tr>
<tr>
<td>Extended Care Directors</td>
<td>Mrs. Angel Cogal</td>
</tr>
<tr>
<td>Extended Care Staff</td>
<td>Mrs. Magda Zachary-Morcos; Ms. Janessa Colaci; Ms. Sierra Barisione</td>
</tr>
<tr>
<td>Counselor</td>
<td>Mrs. Danielle Bell</td>
</tr>
</tbody>
</table>
Family Verification of Having Read the Parent-Student Handbook
2018-2019

Our family (parents and students) has read the 2018-2019 Our Lady of Guadalupe School Parent-Student Handbook. We understand and agree to abide by all policies contained herein as well as any policies that are given by the principal during the school year.

Please return this form to school by Thursday, September 6, 2018.

Family Name ________________________________

Signature of Parent/Guardian_________________________ Date: __________

Student’s Name ________________________________ Grade: __________

Student Signature _____________________________________________

Student’s Name ________________________________ Grade: __________

Student Signature _____________________________________________

Student’s Name ________________________________ Grade: __________

Student Signature _____________________________________________

Student’s Name ________________________________ Grade: __________

Student Signature _____________________________________________

Student’s Name ________________________________ Grade: __________

Student Signature _____________________________________________
STUDENT LEARNING EXPECTATIONS

Grounded in the 4 Dominican Pillars of Prayer, Study, Community and Ministry:

An OUR LADY OF GUADALUPE student is:

A young person who embraces prayer as s/he lives a life of faith and
- follows the Gospel message of acceptance and forgiveness of others
- develops a prayerful and personal relationship with God
- knows the teachings of the Catholic Faith
- participates during Mass, Reconciliation, and Prayer Services

A young person who commits to study and who
- exhibits good study and organizational skills while working toward goals
- solves problems and thinks critically
- develops the skills to be an independent learner
- shares ideas clearly in oral, visual, and written format
- is able to learn within varied learning modalities.
- achieves an understanding of the curriculum based on his/her ability
- uses technology effectively and responsibly

A young person who embraces community and exhibits Gospel values by
- taking responsibility for his/her own actions
- being an active, respectful listener
- effectively expressing ideas to a variety of audiences
- resolving conflicts peacefully
- working effectively with others
- using technology/social media safely

A young person who is willing to serve others through ministry by
- reaching out to those in need
- demonstrating a sense of responsibility for the earth and its resources
- being aware of social justice, on an age appropriate level, and serving accordingly
- treating others as Jesus would