

# Our Lady of Guadalupe School

In the MSJ Dominican Tradition



*Faith* IS LIKE THE *wind*,  
YOU CAN'T *see* IT  
BUT YOU *Know* IT IS THERE.

*The twentieth-century theologian Paul Tillich said, "Faith is the most misunderstood word in the religious vocabulary." Faith is an attitude of trust in the presence of God, which is simple enough to say; yet to live by faith means to surrender your entire life over to God, abandoning your own desires and becoming a servant under the realization that everything you have (including your very existence) is a grace, a gift. As we see in the lives of the saints, amazing things happen when we make this transformation; indeed, that which begins with a mustard seed of faith can grow, by the grace of God, to bless the whole world. (Bishop Robert Barron from his homily, What It Means to Live by Faith)*

Dear OLG Families,

One of the easiest and most important ways to nurture faith is through the experience of the Mass. As such, each month we are inviting all our families to attend together a specific Sunday Mass once a month. The children are invited to wear their school uniform and can have Free Dress the following Monday. For the month of September, please join us on September 15 at the 10:30 Mass. This will be one of our Family Masses where the choir will be singing, our *dancersDivine* will be dancing, and the readings will be proclaimed by OLG School families.

Tomorrow is our Back-to-School Mass at 11:30 in the Parish Center. Please do join us if you can. Thank you to the 2019-2020 Student Council for leading us in this experience of our highest form of prayer!

We are adding an important section to the Parent-Student Handbook that you received at Back-to-School night. This addendum is section 6640, Anti-Bullying and Harassment Policy, from the Oakland Diocesan Administrative Handbook. It will be added to the on-line copy of the Parent-Student Handbook and it is also on the last few pages in this bulletin. Thank you for taking the time to read it. Thank you also to those families who have already sent in the signature page from the Parent-Student Handbook. These must be signed and returned to school by next Monday, September 9.

May the grace, the gift of faith continue to energize us daily!

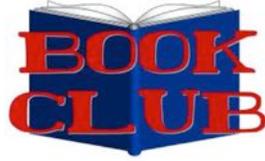
In Gods Peace,  
S. Janice Therese, O.P.

## CALENDAR AT-A-GLANCE

THUR	Sept 5	11:30am School Mass (Parish Center) – parents are welcome to attend
FRI	Sept 6	<b>BLUE &amp; WHITE FREE DRESS – for OLG’s Birthday!</b> 3pm – 9pm – Mountain Mike’s Fundraiser Night (in celebration of OLG School’s 55 <sup>th</sup> Birthday) 3952 Washington Blvd, Fremont (see flyer in this bulletin)
MON-FRI	Sept 9-13	8 <sup>th</sup> Grade Bake Sale – after school – all items are \$1.00
TUE	Sept 10	Stewards of Creation Club First Meeting
WED	Sept 11	Noon dismissal (Extended Care is available) 7pm – PTSG Meeting
THUR	Sept 12	Make-up Photo Day Chess Club First Meeting
FRI	Sept 13	<b>Cookie Dough Campaign Ends today</b> – Please send in completed order forms by Monday.
SUN	Sept 15	10:30am - Family Mass at OLG Church (41933 Blacow Rd.)



## Come Join the OLG School Book Club



If your student is in Grades 4-8, loves books, LOVES reading, and loves being around others who share their same passion for books and reading, then the OLG School Book Club is for them! We meet every other Tuesday during lunch. We eat lunch together and have our meetings/discussions in the school library. Together we read/discuss books, help with the school book fairs, sponsor the Read-A-Thon, participate in reading based outreach projects, and help to promote the overall JOY of reading throughout the OLG school community. *Our first meeting of the school year will be this coming Tuesday at lunch, September 3<sup>rd</sup>.* Please encourage your 4<sup>th</sup>- 8<sup>th</sup> Grader to join us in the library next Tuesday if they are interested in joining Book Club, even if they just want to see what it's all about. If you have any questions about Book Club, please contact Ms. Colon.

## Calligraphy Club

*Calligraphy club will be a club that meets once a week to create art while working on improving our calligraphy and hand-lettering skills.*

*Meets every Friday at lunch in Room 4 after the 12:45pm bell.*

*A \$10 club fee is required for materials supplied for the club.*

*Feel free to bring your own calligraphy pens and ideas for projects!*

*See Ms. Gomes if you have any questions.*





Want to learn how to play chess?  
Want to improve your skills?

Then join the OLG Chess Club

We will begin on Thursday, September 12 and will meet on  
Thursdays from 3:15-4:00pm in the Kindergarten classroom.

Grades 3-8 can join

If you are interested, please fill out the information below and return it  
no later than Tuesday September 10, 2019

Fee: \$10.00 ~ Checks payable to OLG School

If you have any questions, please see Mrs. Higaes or email her at  
[ghigaes@cndo.org](mailto:ghigaes@cndo.org)

Name \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Parent's email: \_\_\_\_\_



## Open Registration for the Stewards of Creation Club (formerly the Garden and Ecology Clubs)



Mrs. Murray is the moderator of this club. With the help of parent volunteers we plan to offer some fun, interesting, and unique learning experiences this year outdoors, in the classroom and in the garden.

- 4<sup>th</sup> grade – 8<sup>th</sup> grade students are eligible to join
- Weekly meetings will take place on **Tuesdays** from 3:10pm – 4:00pm (new day this year)
- There is a \$10.00 membership fee to cover the cost of materials.

If your child would like to learn about ecology, composting, creating art out of recycled objects, learning what it takes to make things grow, and more, please complete this form and return with \$10 (cash or check payable to OLG School). Membership is on a first come, first served basis. Contact Mrs. Murray ([kmurray@cndo.org](mailto:kmurray@cndo.org)) with any questions.

My child \_\_\_\_\_ in grade \_\_\_\_\_

has my permission to join the **Stewards of Creation Club** at OLG School. I understand that the club meets after school on Tuesdays and that if no one is at school at 4pm to pick up my child then he/she will be automatically signed into Extended Care. **First meeting is Tuesday, September, 10, 2019.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address (Please print clearly)

**\$10 Payment Due with this permission form.**

Check here if you are able to volunteer at the weekly meetings to help Mrs. Murray and the club members with the club activities. No special experience required. If only available on specific dates, please note that here:

## Service Hour Opportunities

Please make note of the following opportunities to earn Service Hours and call the school office if you can help:

- Volunteers are needed on Tuesday, September 24<sup>th</sup> in the afternoon, when all of the items ordered from the cookie dough/popcorn fundraising are delivered and need to be distributed. Distribution takes place in the Parish Hall.
- If you are able to take 3-4 large garbage bags filled with plastic bottle and aluminum cans to a recycling facility we can use your help! The bottles and cans have already been sorted. We just need a volunteer to take the bags to a recycler for redemption and to return the money earned to the school. You can earn service hours for the time involved in taking care of this.
- A Lunch volunteers is needed for Tuesdays. If you are able to help from 12:10pm – 12:50pm please contact the school office.
- 2-3 volunteers are needed to assist with our make up photo day on Thursday, September 12, starting at 8:20am. Duties include accompanying students to photographers and back to their classrooms, keeping children quiet while waiting their turn and assisting the photographers
- 2 parent volunteers are needed to help with the Stewards of Creation Club, which meets on Tuesdays from 3:10 – 4:00pm. No experience required. If only available on some Tuesdays, that is fine. Please contact Mrs. Murray at [kmurray@csdo.org](mailto:kmurray@csdo.org) if interested.



## Volunteer Requirements

In order for any adults to volunteer on campus and during school functions, they must be fingerprinted for the Oakland Diocese and they must also complete a free online course. Please contact Mrs. Murray at [kmurray@csdo.org](mailto:kmurray@csdo.org) or 510-657-1674 for details on how to complete the necessary requirements.

Thank you

## Service Hour Reporting

Please remember to report your service hours by completing the Google form located on the Parent page on the school website ([olgweb.org](http://olgweb.org)).

Families can claim 1 Service Hour for each \$10 spent on donations (up to 11 hours for a 2-parent family and up to 10 hours for a 1-parent family). You will need to upload a receipt when reporting donations on the Google form.

Hours spent volunteering with CYO count towards total service hours for a family and up to 20 of those hours can count towards the minimum required service hours for the school. This is because CYO is a parish-based organization.

See Mrs. Murray if you wish to purchase tickets:

A poster for a 'Dinner Dance: 2019' event. The background features a tropical sunset over the ocean with palm trees. The text is colorful and stylized. 'Dinner Dance: 2019' is in large red letters at the top. Below it, 'sponsored by the filipino group of OLoG' is in white. 'dancing!' is written in yellow cursive on the left. 'door prizes!' is in red, 'raffles!' is in green, and 'music by DJ Al Palaganas' is in red. 'Hawaiian Luau' is written in large green and yellow letters. The event details are listed at the bottom: 'Saturday, Sept. 14, 2019 6:00pm until Midnight', 'OLOG Parish Center; 40374 Fremont Blvd,', '\$30 per person', and 'because alcohol will be served, NO ONE under 18 is allowed'. A 'grand prize: 50" UHD Samsung TV' is mentioned on the left side.

**Dinner Dance: 2019**  
sponsored by the filipino group of OLoG

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door prizes!  
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**Hawaiian Luau**

grand prize:  
50" UHD  
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### PHOTO RETAKES



### Photo retake day is Thursday, September 12

Retake day is for students who:

- Were absent on the original picture day or
- Did have a photo taken on the original picture day but would like to retake the pictures after viewing them online (these students **MUST** have a photo envelope to give to the photographer).

\*\*Giftprints will be providing us with a link to view the photos for those who have already taken pictures. An email will be sent to parents as soon as we have the link. No orders can be placed until after photo re-take day.

**Note:** If you need a new picture order form, they are available in the school office. Please contact Mrs. Murray at 510-657-1674 or kmurray@csdo.org if you can't stop by to pick one up.

Remember that any students participating in the retake photo day must wear their **FULL** uniform for the photos!



This year's **Fall fundraiser is currently in progress**. Last Thursday, each student took home a catalog including items such as cookie dough, cinnamon rolls, cheesecake and popcorn to sell to your friends, neighbors, co-workers and family members. Please note that there is a separate order form for popcorn purchases. All other items are ordered on the white order form. **Extra order forms are available at the school office**. Please contact the office if you need additional order forms and we'll send them home with your child.

Even though participation in this fundraiser is **not mandatory**, families will earn **one service hour for every 5 items sold** from the catalog (for a maximum of 10 service hours).

In addition, **for every 10 items sold from the catalog your family will receive one free item!!** Please note which item(s) you wish to receive at the bottom of the order form.

The **campaign ends on September 13**. All order forms need to be turned in to the school **by end of day Monday, September 16**. Please **only send in checks, payable to OLG School**, for any fundraising items.

**Delivery of the fundraiser items will be on Tuesday, September 24**. Please plan to pick up the items ordered that day (after 2:00pm). Unfortunately, we don't have space to store orders overnight. Items can be re-frozen and kept for up to 1 year or they will also keep in the refrigerator for 3 days.



# LET'S CELEBRATE OLG SCHOOL'S 55<sup>th</sup> BIRTHDAY!!

**Friday, September 6, 2019, 3pm - 9pm**

*Come and join us at Mountain Mike's  
for a Pizza Fundraiser*



3952 Washington Blvd. Fremont, CA 94538  
510-490-4007

*Eat-In or Take-Out*

Present this flyer and **25%** of your order\* will be donated  
toward the on-going Parish Center Renovation.

This flyer must be presented when placing order. May not be combined with other  
discounts, specials or promotions. Other restrictions may apply. See store for details.

\*All Beverages not included.

#### **6640 ANTI-BULLYING AND HARRASSMENT POLICY**

This student anti-bullying and harassment policy must be published in the Parent-Student Handbook and applies to all students. Separate harassment policies apply to employees, parents/guardians, and other adults in the school community.

All schools in the Diocese of Oakland are committed to providing a safe, nurturing learning environment that promotes Christian values and respects the dignity of each individual student entrusted to our care.

#### **Why we have adopted an anti-bullying and harassment policy**

Bullying and harassment stand in the way of our social vision and the gospel values of empathy and inclusion. Therefore the Diocese of Oakland has adopted this policy to ensure that our schools prevent and respond to bullying and harassment during the school and after-school programs, at school field trips, school or Diocesan sponsored events, and when students are traveling to and from school.

#### **What is bullying?**

**Bullying** occurs when a student, or group of students, repeatedly try to hurt, humiliate, intimidate or get power over another less powerful student in any of the following ways.

- **Physical bullying** is when a student repeatedly uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, impeding or blocking movement, taking a student's belongings or stealing their money.
- **Verbal bullying** is when a student repeatedly uses words, images or gestures to intimidate or humiliate another student e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.
- **Relational bullying** is when a student repeatedly and intentionally excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading untrue rumors or gossip.
- **Cyberbullying** is when a student repeatedly uses their cell-phone, text messages, e-mails, instant messaging, the Internet and social media to threaten, shame or isolate another student. This is defined in more detail in the Diocesan Telecommunications Responsible Use Policy.

**Bullying is different from conflict.** Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want or value. If students are in conflict but are not using bullying to get power over the other student, we are committed to helping our students talk it through.

### What is harassment?

**Bullying may at times amount to harassment.** It is harassment to target a student online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

It is **sexual harassment** to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. It is the policy of the Diocese to ensure that schools investigate and respond to complaints involving sexual harassment as provided in the school's Sexual Harassment Policy.

Harassment in any form is illegal. Our Diocese does not tolerate bullying or harassment, or any act of retaliation against a student that has reported bullying or harassment. For these reasons it is the policy of the Diocese to ensure that each school takes the following measures.

#### **1. Adopt a school anti-bullying and harassment policy**

- Each school shall adopt a policy that prohibits bullying and harassment that includes
- Definitions of bullying and harassment [as defined in this Diocesan policy] and how to distinguish these from conflict.
  - The respective responsibilities of school staff, teachers, parents, guardians and students to ensure that no student is the target of bullying or harassment.
  - A requirement that if any member of school personnel witness an act of harassment or bullying, he or she shall take immediate steps to intervene when safe to do so and shall report, in a timely and responsive manner, incidents of bullying which he or she witnesses or is aware of to a designated official.
  - A process for students, parents and guardians to seek help and report bullying and harassment to the school including provisions for anonymous reporting.
  - A statement defining how the school will respond and the timeline for response when it learns or receives notification of bullying or harassment, which response may include progressive discipline, mental health referrals, counseling and Solution Teams.
  - Procedures for promptly notifying the parents or guardians of a target of bullying and the actions taken to prevent any further acts of bullying or retaliation;
  - Explanation of how the school will protect complainants from retaliation, how it will maintain documentation of complaints and their resolution, and the appeal process to the school's Pastor for any parent or guardian who is dissatisfied with how the school has responded to his or her complaint.

- h. A statement that the scope of the school's policy extends to any act of bullying and harassment during the school and after-school programs, at school field trips, school or Diocesan sponsored events, through social media or any other electronic communication and when students are traveling to and from school and applies to all students, teachers, staff, specialists, and anyone who works on the school campus, whether employed by the school or the Diocese of Oakland, working as contractors, or volunteers.
- i. Reference to the school's Sexual Harassment Policy and Telecommunications Responsible Use Policy which shall respectively be amended to be consistent with and cross-reference the anti-bullying policy

## **2. Publication of the school anti-bullying and harassment policy**

- a. The school shall post its anti-bullying and harassment policy in a prominent location in the administrative building on each campus and publish the policy in the Parent Student Handbook and any Faculty Handbook
- b. The school shall inform new teachers of this policy and remind teachers, staff and students of their respective responsibilities under this policy at the beginning of each academic year.
- c. The school shall inform parents and guardians how to seek help and notify the school if their child appears to be the target of bullying [Ask No Bully for example of a parent report form for incidents of bullying. do you want to make this standard across all schools?]

## **3. Training for teachers and staff in bullying prevention and response**

- a. Each school shall provide regular training for its entire staff, including, but not limited to, teachers, aides, support staff, and school bus drivers, on preventing, identifying, interrupting and responding to bullying and harassment.
- b. The content of such professional development shall include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among a perpetrator, target and witnesses to the bullying; (iv) research findings on bullying, including information about alternatives to suspension and solution-focused interventions (v) information on the incidence and nature of cyber-bullying; and (vi) internet safety issues as they relate to cyber-bullying.
- c. Training shall specifically include how certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability and provide guidance to school personnel on how to address such situations.
- d. Each school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of a training plan at his or her school.

**4. Effective response**

- a. Each school principal or their designee shall investigate any report of bullying and work collaboratively with relevant teachers and staff to ensure its resolution.
- b. The school principal or their designee shall record all reports of bullying and the steps taken to resolve the situation and shall maintain these records in a safe and secure place for a minimum of five years (this timeframe is still being finalized by our diocesan legal counsel).
- c. The school principal shall notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator.
- d. The school principal is responsible for informing the Diocese of any bullying incident which appears likely to involve a student suspension or lead to the involvement of local law enforcement or civil litigation.

**5. Social and emotional learning for students**

- a. The Diocese recognizes the importance of schools investing in bullying prevention by teaching our students modules that support social and emotional learning as a foundation for living by Gospel values.
- b. Each school shall review the scope of its existing social and emotional learning curricula and shall include teaching it across the curriculum at every grade level with age-appropriate evidence-based units that raise awareness of bullying and cyberbullying and build student skills in empathy, respect and inclusion.
- c. Schools shall make provision for informing parents and guardians about its bullying prevention curriculum including: (i) how parents and guardians can support the school in transfer of learning by reinforcing the curriculum at home and; (ii) how to recognize bullying; and (iii) information on how to support their child in being an ally or upstander to other students instead of a bystander, a target or a perpetrator of bullying.