

OUR LADY OF GUADALUPE SCHOOL - ROSE HILL

4522 Browne Ave.

Los Angeles, California 90032

School Office: (323) 221- 8187

School Fax: (323) 221 - 8197

Website: WWW.OLGROSEHILL.COM

OFFICE HOURS: 7: 30 A.M. - 3:30 P.M.

Parish Administrator: Father Pedro Cobenas

Principal: Mr. Juan Carlos Garcia

Vice-Principal: Ms. Lisa Cagigas

Administrative Secretary: Mrs. Debbie Jimenez

Marketing & Development Director: Mr. Jae Kim

SCHOOL HOURS

The school day begins at 8:00 a.m. and ends at 2:45 p.m. Yard supervision begins at 7:30 a.m. in the main school building. There is no supervision prior to 7:30 a.m. The first bell will sound at 7:50 a.m., at this time students will line up at their designated classroom doors. Students will be considered **tardy** if they arrive to class after the 8:00 a.m. bell.

Monday - Thursday Schedule

7:50 a.m. : First Bell

8:00 a.m. : Tardy Bell/Class begins

10:00 a.m. - 10:15 a.m. : Recess - Grades K - 4

10:15 a.m. - 10:30 a.m. : Recess - Grades 5 - 8

12:00 p.m. - 12:30 p.m. : Lunch - Grades K - 4 (Fridays 11:50-12:20)

12:30 p.m. - 1:00 p.m. : Lunch - Grades 5 - 8 (Fridays 12:20-12:50)

2:50 p.m. Dismissal

Friday: 1:00 p.m. Dismissal (Every Friday)

SCHOOL PERSONNEL:

Teachers:

Grade K: Ms. Denise Martinez

Grade 1: Ms. Sara Perez

Grade 2: Mrs. Dolores Gallegos

Grade 3: Mrs. Brenda Lopez

Grade 4&5: Ms. Lisa Cagigas

Grade 6: Mrs. Claudia Mateos

Grade 7: Mrs. Yanira De La Cruz-Lopez

Grade 8: Mrs. Lucia Saborio

Lunch Program: Mrs. Figueroa & Mrs. Gallegos

Cougar Care: Ms. Dolores Gallegos

Maintenance: Mr. Jorge Salazar

I. OUR LADY OF GUADALUPE SCHOOL MISSION STATEMENT

Our Lady of Guadalupe School is committed to providing a quality education, while building a foundation that reflects, good character, compassion, and strong Catholic values.

II SCHOOL PHILOSOPHY / STUDENT LEARNING EXPECTATIONS

We, the faculty of Our Lady of Guadalupe School, believe that the parents are the primary educators of their children. We are dedicated to the Catholic formation of each student to be lifelong learners in the service of Christ and all His people. We challenge our students to be spiritually adept, academically superior, healthy, and self-disciplined in a true Catholic environment.

Student Learning Expectations (SLES):

It is expected that a graduate of Our Lady of Guadalupe School will be:

- A. Committed Catholic Christians who:
 - 1. know the history of Our Lady of Guadalupe.
 - 2. know the sacraments and participate in liturgies.
 - 3. communicate with God through prayer, meditation, and song.
 - 4. are familiar with the Bible and its usage.
 - 5. act as disciples of Christ in daily life.
- B. Life Long Learners who:
 - 1. understand that the learning process never ends.
 - 2. accept responsibility for all of the choices they make.
 - 3. recognize and develop their own natural abilities.
 - 4. develop a positive self-image and sense of self-respect.
 - 5. exhibit the Six Pillars of Character: caring, citizenship, fairness, respectfulness, responsibility, and trustworthiness.
- C. Globally Aware Citizens who:
 - 1. respect all individuals, their ideas, and opinions.
 - 2. understand and accept various cultures and ethnicities.
 - 3. have an awareness of current events and world affairs.
 - 4. serve their community in a beneficial way.

- D. Academically Prepared Individuals who:
1. possess a solid foundation in all areas of the curriculum.
 2. utilize technology appropriately.
 3. demonstrate useful study and test taking skills.
 4. have the ability to define and pursue their goals.
 5. communicate effectively.

Student Learning Expectations (SLES) For K-1-2-3:

It is expected that a graduate of Our Lady of Guadalupe School will be:

- A. Committed Catholic Christians who:
1. know about the history of Our Lady of Guadalupe.
 2. know about the Catholic Church.
 3. pray each day.
 4. know about the Bible.
 5. know and follow Jesus.
- B. Life Long Learners who:
1. enjoy learning.
 2. accept responsibility for all of the choices they make.
 3. know and develop their talents.
 4. are confident.
 5. exhibit the Six Pillars of Character: caring, citizenship, fairness, respectfulness, responsibility, and trustworthiness.
- C. Globally Aware Citizens who:
1. respect themselves and others.
 2. know and accept people who are different.
 3. know what is happening in the world.
 4. help make the world better.
- D. Academically Prepared Individuals who:
1. do their schoolwork well.
 2. use the computer.
 3. are good thinkers.
 4. want to learn more.
 5. want to read and write clearly.

III. SCHOOL HISTORY

The history of Our Lady of Guadalupe Parish dates back to 1921 when the program of religious education began. The Sisters of Social Service who supervised a catechetical center on Mercury Avenue organized this program.

This center, then part of Sacred Heart Parish, became Our Lady of Guadalupe Mission in 1924. Monsignor Ramon Soriano was appointed administrator in 1945 and became pastor 1954 when Our Lady of Guadalupe became a full-fledged parish. In 1951, the Missionary Sisters of the Immaculate Heart of Mary were invited to conduct a census, engaged in-home visitation and took over the work of the Sisters of Social Service.

Soon the desire for a parochial school was born and plans were drawn up. In 1957, the surrounding hills witnessed feverish activity along Browne Avenue. On September 8, 1957, Our Lady of Guadalupe School opened its doors for the first time to the children of the area. Four Classrooms were ready to occupy.

The next four years experienced a population boom, forcing the addition of a new classroom every year. In 1961, the school building was completed when four more classrooms and a social hall were completed. In June of 1963, the school celebrated its first graduation.

In 1962, the kindergarten classroom was constructed separate from the school building, adjacent to the church. Financial limitations forced the closing of the classroom in 1974. In September of 1993, the need arose once again and the classroom was re-opened. In the 1970s, the Title 1 bungalow was built and the playground was enlarged. In 1994, the Missionary Sisters moved out of the convent, leaving it as a Parish Center which houses the computer lab.

Today, Our Lady of Guadalupe School is “re-imagining” itself. The addition of a new administration, new programs, and a new sense of trust, has created an incredible sense of vision and spirit at OLG.

IV. ADMISSION

Our Lady of Guadalupe School in the Archdiocese of Los Angeles, mindful of its mission to be a witness to the love of Christ for all, admits students of all races, color, national and/or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at this school. This school does not discriminate on the basis of race, color, and national and/or ethnic origin, in the administration of its educational policies and practices.

Likewise, this Catholic Elementary School does not discriminate against any applicant for employment on the basis of sex, age, handicap, veteran status, race, color, or national and/or ethnic

origin.

Students entering all grades are required to take an assessment, to adequately determine if the child is at grade level.

Families that wish to qualify for an In-Parish tuition rate, must immediately register at the Parish Center. Parents not completing weekly donations to parish will be placed under the Out-of Parish tuition rates. The church has now acquired a sophisticated database that will keep track of donations.

INFORMATION FORMS

Each student must have a yearly Emergency Form completed with updated emergency information. When a student becomes ill or is involved in an accident, the authorized person on the phone will be immediately contacted. Please be advised that as a parent/guardian you are responsible of informing us of any changes to your information.

Divorced or separated parents must file court-certified copies of the custody section of the divorce or separation decree in the school office. We will not honor any non-written arrangements, nor will we be held responsible for failing to honor arrangements.

Prior to acceptance, each child must have a health record with history of Immunizations and any known disabilities.

In case of absence due to communicable disease, a slip from the physician or Health Department must be presented upon return to school.

V. ATTENDANCE

1. If a student is not coming to school on a particular day, parents/guardians are asked to call the office before 9:00 AM on the day of the absence.
2. Parents/Guardians must call before 9:00 AM in order to give teachers sufficient notice and to inform teachers if required assignments will be picked up later that day. Assignments requested after 9:00 AM will be processed the following day.

3. When the student returns to school they will be expected to have a written notice.
4. On the rare occasion that a student is required to be dismissed early, parents are expected to notify the office first and to also send their homeroom teacher a signed note stating the reason for the early dismissal. The teacher will then make a notation on his/her attendance register. **NO STUDENT IS TO LEAVE THEIR CLASSROOM UNTIL THE OFFICE CALLS FOR THE STUDENT AFTER SOMEONE HAS ARRIVED TO PICK THEM UP.**
5. The medical excuse form must be brought to the office when the student returns to school.

TARDIES

A student is considered tardy if he or she arrives in the classroom after the 8:00 AM bell. In case of a tardy, the student must first go to the office to sign in. They may not enter the classroom without signing in at the office. Parents are asked to provide a written reason for the tardy if possible. If the student arrives after morning prayer and flag salute have commenced, they are to remain still until they are finished.

CONDITIONS FOR TARDY OR ABSENCE

1. If a student arrives after 10:00AM, they are considered a half(1/2) day(morning) absent.
2. If a student arrives after 12:00PM, they are considered a whole day absent.
3. If a student has been in school and leaves before 10:00AM and does not return, they are considered a whole day absent.
4. If a student has been in school and leaves after 10:00AM and does not return, they are considered a half(1/2) day (afternoon) absent.

CONSEQUENCES FOR TARDIES

1. Students who have any unexcused tardies or absences within a year will not qualify for perfect attendance.
2. When a student receives a fifth **un-excused** tardy during a trimester, a detention slip will be issued by the teacher.
3. At the eighth **un-excused** tardy in a trimester, the student will be placed on Attendance Probation and the file will be reviewed by principal.
4. Ten tardies in a trimester will result in the convening of a student review team which

includes the pastor, and may result in a Probation II status. The student would not be allowed to participate in any extra-curricular activity or event (sports, free dress, trips)

5. More than twelve tardies in a trimester, may result in the possible dismissal from school. The Los Angeles Unified School District will be called upon to hold a SARB hearing (Student Attendance Review Board) . A parent who allows their student to be consistently tardy is guilty of contributing to the delinquency of a minor.

6. Each student needs to meet the minute requirements for instruction in order to meet the grade requirements and be promoted to the next grade. Any student with chronic tardy violations will place themselves in danger of not passing to the next grade.

IT IS OUR HOPE THAT THIS INCREASED COMMUNICATION WILL HELP US WORK TOGETHER TO TEACH ALL STUDENTS THE VALUE OF PUNCTUALITY.

ABSENCES

Excused:

- a) Medical, Dental or Optometry visits
- b) Attendance of funeral
- c) Approved school-sponsored activity
- d) Court-related business

Un-excused: Any absence other than those listed above is considered an un-excused absence and will eliminate a student's eligibility for perfect attendance.

*Note: High school visits for eighth graders are considered **excused** absences.*

EXTENDED VACATIONS

The school discourages parents from withdrawing their children from school for extended vacations. The school does not guarantee that the student will be allowed to make up all the work missed. In the educational interest of your children, parents are asked to plan vacations during the regular school vacation periods.

VI. CODE OF CATHOLIC CONDUCT FOR STUDENTS/ PARENTS/GUARDIANS

The student's best interest in receiving a quality, morally-based education can be served if students, parents and the school work together. Differences between these individuals must be resolved in the peace of the Gospel. Hereafter, the parent refers to any caregiver of an Our Lady of Guadalupe student. The school or faculty refers to any employee of Our Lady of Guadalupe School.

It shall be an express condition of enrollment that students, both on and off campus, behave in a manner that is consistent with the Catholic principles of the school as determined by the school.

These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school, Archdiocesan policy, and Scripture.

It shall be an express condition of enrollment that the parents of an Our Lady of Guadalupe student shall also conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the school. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school, Archdiocesan policy, and Scripture.

These Catholic principles further include, but are not limited to, the following:

1. Parents 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.
2. Students and parents may not express displeasure with any other parent, any student, any faculty member, or any administrative member of Our Lady of Guadalupe's Church or School. This includes, but is not limited to, public denunciation or language that is accusatory, discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive. Students and parents are to be supportive of each other to encourage a positive Catholic environment at all times.
3. These expectations for students and parents include, but are not limited to, all school-sponsored programs and events (e.g. athletics, field trips, etc.), all activities on and off school campus, and all public behavior.

The school reserves the right to determine, at its discretion, 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 warning to the student and/or parent but may result in dismissal from the school.

The school reserves the right to determine , at its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of dismissal.

Any parent or other person, whose conduct in a place where a school employee is required to be in the course of his/her duties, materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor crime. Authorities will be notified.

Any parent, guardian, or other family member who upbraids, insults, or abuses any faculty member or administrator of the school or parish in the presence or hearing of a pupil is guilty of a misdemeanor crime.(Education Code 44811) Authorities will be notified.

VII. SCHOOL COMMUNICATION

Cooperation between home and school is vital. Cooperation begins with communication. Our Lady of Guadalupe School uses the following ways to communicate with parents.

MEETINGS

Mandatory parent meetings will be held throughout the year and will be announced in monthly newsletters. A couple are already scheduled in the school calendar. It is expected that all parents in the best interest of their children attend these meetings. As an incentive, students will be awarded free-dress passes for the following school day, if parent attends meeting.

Parent Teacher Organization(PTO) meetings will be held on a monthly basis and are scheduled in our school calendar. All parents are welcomed and encouraged to participate.

FAMILY INFORMATION PACKETS

A family information packet is issued to each family on a weekly basis. The packet is sent home with the oldest child in school. If the packet is lost or destroyed, please call the office for a replacement.

PARENT-TEACHER CONFERENCES

Conferences will be held at the end of the first and second trimesters. Report Cards will be distributed at this time for the given trimesters.

Parents who wish to speak to a teacher may call the school office or write a note to the teacher.

The normal working hours for the faculty are 7:30a.m. to 3:15p.m. Teachers will try to contact parents within 48 hours of receiving the parent message. Conferences generally require an appointment.

It is a school policy that a problem involving a teacher and a parent should normally be dealt with in a meeting between parent and teacher. If the meeting does not produce a solution, the parent may then contact the principal. The principal will not set an appointment until the situation has been discussed with the teacher.

A teacher may request a conference at any time deemed necessary.

PARENT NEWSLETTERS

A parent newsletter will be sent home on a monthly basis in the information packet. It is imperative that parents

read this newsletter which highlights important events and gives updates to our school calendar. All parents will be held accountable for being aware of all the information in the weekly newsletter. The newsletter is always available in the office. Our school website is also a good source for information. This handbook can also be found on-line.

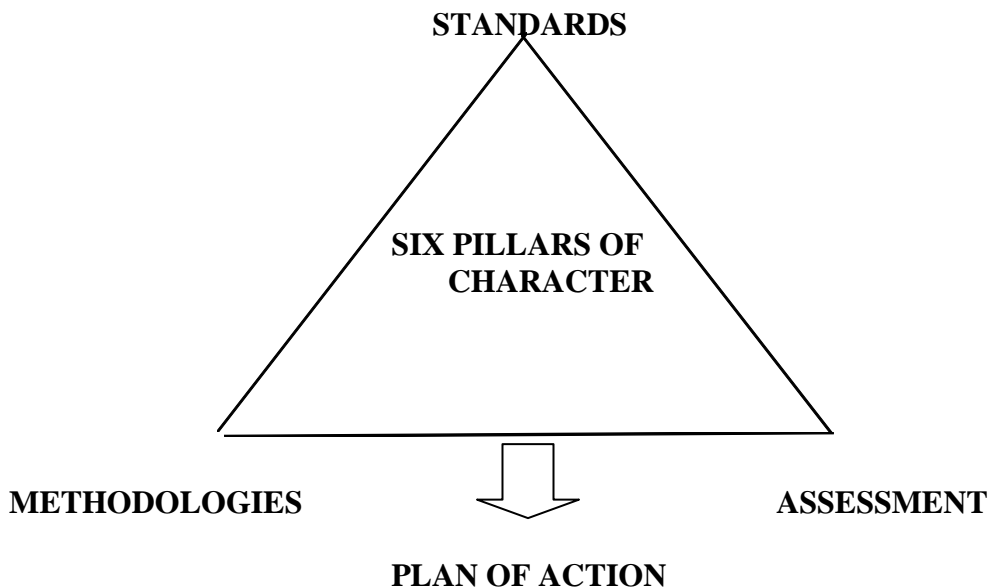
PARENT-TEACHER COMMUNICATION FORMS

Parent-Teacher Communication forms are sent home when a problem arises in academics or in discipline. The forms should be read carefully, signed and returned to the respective teacher the following day.

III. CURRICULUM

The faculty of Our Lady of Guadalupe School follows the curriculum of the Archdiocese of Los Angeles, and is required to use the manuals that accompany the adopted textbooks. Textbooks are aligned with state standards as well as Archdiocesan benchmarks. Time allotment suggestions for each subject are stipulated by the Archdiocese of Los Angeles and the State of California.

The school has established a curriculum model which will be integrated in the classrooms. This model incorporates the Six Pillars of Character which derive from the Josephson Institute's Character Counts initiative. These pillars are: trustworthiness, respect, responsibility, fairness, caring, and citizenship.



RELIGION CURRICULUM

Our Lady of Guadalupe School is an extension of the Archdiocesan community. Daily prayer, monthly Mass, seasonal reconciliation, and participation in the Sacraments, and daily Religion instruction are an integral component of our curriculum.

BOOKS

Textbooks are purchased by the school and are expensive. Students are required to have all books covered at all times. Failure to have books covered will result in fines and possible bill for a new book. A Lost or damaged book will be the responsibility of the student and/or parent.

TESTING

The Iowa Test of Basic Skills (ITBS) is administered to all students in October. Results of the test are sent home to parents and are discussed in a Parent-Teacher conference.

The Assessment of Catholic Religious Education Test (ACRE) is administered yearly to fifth and eighth grade students. All testing results are used to evaluate our academic program and are used in making changes to our curriculum.

GRADUATION POLICIES

Only students who meet all academic requirements for graduation will be allowed to participate in the end of the year graduation activities and ceremonies. Furthermore, parents must have completed their financial and service hour requirements.

REPORT CARDS

Report cards are issued at the completion of each trimester. Teachers will make every effort to keep parents informed on the progress of their children and parents, in turn are expected to keep in communication with teachers. Mandatory Parent-Teacher conferences are held after the first and second trimesters. **Report Cards are to be signed and return to the homeroom teacher the day after they are issued.** The addition of the Gradelink system will give parents online access to their student's progress, as well as receive email alerts on missing assignments, or test scores. Information and training on the system will be forthcoming.

PROGRESS REPORTS

Teachers will issue mid-term progress reports to inform parents of the student's current standing. Parents are required to sign the form and return it to the homeroom teacher the next day.

HOMEWORK

Parents can help children learn good study habits by providing a quiet, well-lit place to work and by giving assistance with effectively organized time. It is **imperative** that children complete their own assignments. Assignments are generally given to all students on weeknights, but make-up work or long-range assignments or projects are often required over the weekend. It is to the teacher's discretion whether homework assignments are given over the weekend. It is expected that papers be completed according to directions given, and that all work be

neat.

There is no excuse for unfinished assignments. Please exercise prudence in this area to help children learn responsibility. Making a habit of not finishing homework assignments will result in failing grades.

Recommended Homework Time Allotments:

Grades K-2: ½ hour maximum

Grades 3-5: 1hour maximum

Grades 6-8: 2hours maximum

INCOMPLETE CLASS WORK

Because all students work at a different pace, it may be necessary for a student to finish classwork at home according to the teacher’s instruction.

A student who consistently is not doing class work will be placed on Academic Probation. Parent will be notified and asked to sign the proper documentation.

COMPUTER /INTERNET USAGE

Parents are the primary educators of their children, and are responsible for their children’s behavior. Parents are responsible for setting and conveying the standards that are appropriate for their children to follow when using the Internet at school or at home. Student’s found to be using the Internet inappropriately, with or without any reflection on Our Lady of Guadalupe School (faculty, staff, or students) , are subject to criminal investigation, Penal Code #502, and subsequent consequences that could result in suspension or expulsion from the school.

FIELD TRIPS

Field trips are an important part of the educational experience. They are a privilege reserved for those students who behave well in class and follow the six pillars of character. The following policies govern field trips:

1. Students must submit a permission slip form signed by parent.
2. Parent phone calls cannot be accepted in lieu of the signed form.
3. A teacher reserves the right to exclude a student from a field trip for any reason.

PROMOTION

Only students who satisfactorily complete the prescribed course of study and meet the code of conduct for the school that year are promoted to the next grade level at the end of the school year. Promotion is indicated on the report card.

RETENTION

The decision to retain a student in the present grade will be based on a consideration of the overall welfare of the student made by carefully weighing academic, emotional, and social factors. Individual factors weigh heavily in the decision to retain student.

Process for retention:

1. The teacher may inform the principal by the end of the first trimester of the possibility of retention.
2. During the second trimester, the parents will be informed of the possibility of retention.
3. In the case of a student with a severe learning disability, it may be necessary to recognize that Our Lady of Guadalupe School may not be equipped to meet the needs of every student and that a transfer may be required.
4. The teacher's retention recommendation will remain in the student's records.
5. A student review team will convene consisting of the principal, teacher/s, and the parents to make a final decision.

Archdiocesan policy states that the final decision to retain a student is the responsibility of the principal.

PHYSICAL EDUCATION AND PHYSICAL FITNESS

All students are required to participate in physical education classes and activities. Students with a medical or special circumstance must notify the instructors with a note. The school will not be responsible should a child become ill and notification was not given prior to physical activity.

The physical education uniform must be worn every Thursday for P.E. Students may remain in P.E. uniforms on scheduled days.

ACADEMIC GRADING SCALE

A	93-100%
B+	90-92%
B	87-89%
B-	85-86%
C+	80-84%
C	75-79%
C-	70-74%

- D** 65-69%
- F** 64% and below

NON-ACADEMIC GRADING SCALE

- O** Outstanding
- G** Good
- S** Satisfactory
- NI** Needs Improvement

ACADEMIC HONORS

Academic awards will be awarded at the end of each trimester. Individual subject awards will be awarded at end of the school year.

1st Honors - All A's or O's across the curriculum including behavior.

2nd Honors - A's and B's or O's and G's Only.

Most Improved - Teacher's Discretion

Character Award - Students must have earned an A or O in behavior.

ACADEMIC PROBATION

Students not making satisfactory academic progress will be placed on academic probation as determined by the teacher. All new students are accepted on a probationary basis. If new students fail to show satisfactory progress any time during the school year, they will be placed on academic probation. A student may also be placed on probation for continued refusal to complete assignments or poor performance on tests. A student will be removed from probation when improvement is shown. If the student is placed on probation for the second time in a school year, extra-curricular activities may be curtailed or denied. A student placed on probation for the third time may be asked to withdraw from the school.

SUMMER SCHOOL

The availability of summer school will be determined on a yearly basis. All policies and guidelines listed in this handbook apply to any student enrolled for summer school. Summer school may be required if a student failed a course during the year, or as a condition for promotion. New students

enrolling at Our Lady of Guadalupe School are required to attend summer school. Summer School is available to students in grades 1 - 8.

IX. TUITION AND FEES

Tuition is paid directly to the SMART Financial Institute by automatic debit. In *very rare* and extreme cases will a family be permitted to pay in the office. If tuition and fees are not kept current, the principal reserves the right to ask that students be kept home until financial obligations are met. Please understand that we are a tuition-based school and rely entirely on tuition for funding of our program. Tuition is non-refundable. A fee of \$30.00 will be charged for any returned checks as well as for any fees not paid by due date.

Check writing privileges

As a result of excessive attempts to collect fees from returned checks in the past, any person who “Bounces a check” will immediately be limited to money order/cash payments effective immediately.

2009- 2010 Tuition and Fees

In - Parish Rates (Must make monthly contributions through church envelopes)

Number of Children	Tuition (Grades K-8)	Registration*
1	\$323/month for 11 months	\$460
2	\$498/month for 11 months	\$610
3	\$602/month for 11 months	\$770
4	\$657/month for 11 months	\$930

Out of Parish Rates

Number of Children	Tuition (Grades K-8)	Registration*
1	\$405/month for 11 months	\$460
2	\$586/month for 11 months	\$610
3	\$676/month for 11 months	\$770
4	\$737/month for 11 months	\$930

* **Registration fee includes** - (Textbook Rental, Consumable Workbooks, Student Insurance, Earthquake Supplies, Standardized Testing, Computer Lab Fees, 2 BBQ Raffle Books, 2 Fiesta

Raffle Books, \$15 Fiesta Tickets, Field Trip Transportation, Misc....)

Registration can be paid in two installments

1st payment of \$230 due on February 27, 2009 (Returning Students)

Balance of fee is due on April 27, 2009 (Returning Students)

***New families may pay in two installments, a schedule will be created at time of registration.**

Family Fundraising

Each family is required to raise a \$ 600 minimum profit in fundraising, through the various sales throughout the year. A buyout option is available at \$450 due at registration.

Service Hours

Each family is responsible for 35 hours of service to the school. 10 of these hours must be volunteered at the Fiesta. All service hours must be completed by the end of May. Any uncompleted hours will be charged at \$10/hour. A buyout option is available at \$350 due at registration.

Scholarships- Need-based scholarships are available through the Catholic Education Foundation. Additional assistance is also available. Inquire at time of registration. Current proof of income must accompany any requests for financial assistance.

X. MISCELLANEOUS

Parent/Guardian Visitation Rights

Parents/Guardians listed on the student's emergency card may visit the student's classroom with prior permission from the principal. Visitations are limited to no more than 30 minutes at a time.

Non-Custodial Parent

A parent who does not have legal custody of his/her child, but has the right of visitation, may visit, subject to the school's parental visitation policy, unless the school has received a legal order prohibiting such a visit. The parent/guardian who has the custody should be given the opportunity to present legal evidence regarding the extent of the other parent's visitation rights.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office.

Pick-up/Drop-off Procedures

1. With the exception of the first day of school, morning drop-off will be on Browne Ave. Please be advised that traffic will flow eastbound. The school-side of the sidewalk should be used. Please avoid driving up from the wrong side of the street. Supervision is available as of 7:30am.

2. Please do not use the small parking lot adjacent to the church building for pick-up or drop-off at the request of the church.
3. Parents may **park** in the parish lot by the parish center, and escort their children. There is no supervision or traffic control at this lot, with the exception of afterschool.
4. On rainy days, students in grades K-4 will remain in their classrooms until a parent picks them up. Students in grades 5-8 will be allowed to use any available exits.

The safety of our children is of supreme concern to us. By cooperating with these procedures we can ensure that the pick-up/drop-off of your children will be an organized, safe, and efficient.

Teachers will stay with children no more than 30 minutes after dismissal. If a child is not picked up by 3:15pm, they will be placed in Cougar Care. Please call and let us know if you will be late. Cougar Care (after-school care) information can be found towards the back of this handbook.

Work Permits

No minor may work without a permit. Under certain conditions work permits are granted to students. Student work permits may be obtained from the Work Experience office in the local area.

Student Withdrawal

The school grants full credit for all work a student accomplishes up to the time of transfer.

Access To Records

The principal only, as custodian of records, authorizes the release of personal information about the students. Access to records may include not only an oral description by the authorized school official, but also permission to read the original record. Official transcripts are not given to students or parents.

Pupil Pregnancy

A primary purpose of Catholic Education is to guide our student's growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family is enhanced through a fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values.

However, when pregnancy occurs outside of marriage, the total school community should seek to offer support to a pregnant student and/or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian manner.

Elementary students involved with a pregnancy have changed their status and thus some of their

obligations, responsibilities, and priorities. They have accepted the responsibility of bringing a new human life into the world. Such responsibility necessitates a change in status.

Abortion Policy

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including the conceived and not yet born, and the morally indefensible procurement of abortion. Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the values that ought to permeate Catholic education.

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion. Moreover, given the already existing network of parental programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. Furthermore, if any student's parent/guardian coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, that parent/guardian's son or daughter may also be dismissed.

HIV/AIDS Policy

The Archdiocese of Los Angeles has accepted the United States Bishops' statement, *The Many Faces of AIDS: A Gospel Response*, as adapted for use within the archdiocese. This document states:

Infection with HIV and of itself should not be a reason to exclude students from any Catholic elementary or secondary school, religious education program or institution of higher learning. However, alternate educational and catechetical arrangements may be made for infected students whose behavior has been shown to be a danger to others.

HIV/AIDS is not spread by casual, everyday contact. Therefore, barring special circumstances, students who are infected with HIV will be admitted to our elementary and secondary schools. Usually, these students are entitled to all rights and services accorded to other students. Decisions about any change in the educational program of a student who is infected with HIV shall be made on a case-by-case basis. Each situation will be analyzed and responded to as required by its particular facts. Any decision will take into account Christian concern and compassion, community health and well-being, and individual privacy and needs.

The school will undertake an educational effort to inform staff, students, and parents about Acquired Immune Deficiency Syndrome (AIDS). This educational effort will inform persons concerning the nature of HIV infection, including how it is contracted and how it is spread, according to current scientific evidence, school policy and procedures related to students with diseases such as HIV infection, resources for obtaining additional information or assistance, and procedures to prevent spread of all communicable diseases at the school.

Child Abuse Reporting Policy

The California Penal Code requires that any employee of the school who knows or reasonably suspects that a child has been victim of child abuse or neglect must report the incident to a child protective agency immediately by phone. No prior notification needs to be given to parents.

Student Insurance

The Student Accident Insurance is provided for all students. The program assists in medical expenses incurred due to accidental bodily injury sustained by child while attending school and while participating in a solely school sponsored and supervised activity. Forms may be requested by the parent for injuries that require medical attention or treatment. Insurance does not cover unauthorized activities.

Lunch Program

The school offers a lunch program through the Archdiocese of Los Angeles. The program runs from September through May. Applications are available in September. All lunch monies are paid on a monthly basis only.

Student Lunches and Snacks

Parents must drop off student lunches at the office. The lunch must be labeled with student name and grade. No glass bottles of any kind are permitted for lunch and snack. Students are not allowed to leave school grounds for lunch without a parent signature in the office.

Visitors

All visitors must check in at the school office. Parents are to report to the office if picking up students or dropping off lunches.

Telephone Use

Students are not allowed to use the office phone or receive any phone calls during school hours, unless it is an emergency. The principal or office personnel will determine the emergency.

Cell Phones

The use of cellular phones on campus during the school day is prohibited. If a student must contact a parent/guardian, they may request to use the school office telephone. Cell phones must be kept out of plain view in backpacks. Phones will be confiscated. Please ensure that ringers are silenced. Cell phones may be used once the student is off campus.

Toys, CD Players, MP3 Players

Students are provided with play equipment from the school. They are not to bring toys, radios, CD players, tape recorders, playground balls, computer games, trading cards, magazines, etc., unless

they are being used for a class project or report. Permission from teacher and principal is needed. It is at the discretion of the principal if any of the above items are confiscated and kept in the office until the end of the school year in June. The school will not be held liable for any of the above items if they are lost or stolen.

Sick or Injured Students

It is at the parents' discretion to send their child to school when they are sick or are injured in any way; however, for the well being of the child, we encourage parents to keep their child at home. If a child is sent to school and they feel sick or come to school injured, the office will call the parent to pick up the child. Any student who is hurt at home or school and comes to school with a cast, bandage leg or arm, etc., must have a doctor's note. It will be at the discretion of the principal to allow any injured student to participate in walking to and from yard, recess or any play activity. For the safety of the child, they will be asked to stay sitting on the bench near the school office.

In the case of injury at school, we will perform our due diligence to administer the appropriate First-Aid. Please be aware that we do not have a nurse on staff. Parents will be notified immediately.

Medication

To protect all children and to conform to the State Education Code, no student may bring any medication (prescription or non prescription) to school. **Only medication prescribed by a health care provider may be taken during school hours.**

If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, an "**Administration of Medication during School Hours**" form must be requested from the school office. Physician/health care provider will write directions on the form. It must be signed and dated.

Medication must be delivered by the parents or guardian to the office in the original labeled prescription bottle, together with the Medication form signed by the health care provider and parent/guardian.

Students carrying inhalers must have a Physician/health care provider's release on file stating that he/she may have it with them while at school or at a school activity.

Only under these conditions may any medication be given at school.

Immunization and Communicable Diseases

All students must be properly immunized in accordance with State of California guidelines before admission to Our Lady of Guadalupe School. Students who have been absent because of a reportable communicable disease must have a permit from the Public Health Department or Doctor before re-admittance to school.

School Rules

- Respect the rights of others
- No public displays of affection
- Respect authority
- Display concern for others
- Display conduct that is conducive to learning
- Display appropriate social skills
- Hallways should be quiet at all times.
- Be prompt and be prepared to learn
- All work completed in a timely manner
- Respect property
- Follow dress code
- No gum chewing
- Show good character at all times

Discipline

Discipline is considered a direct result of a personal choice on the part of the individual. Students are taught that they have the ultimate responsibility for controlling their minds and bodies and they should always consider carefully the results of their decisions before they act.

Discipline is considered an aspect of moral guidance and not a form of punishment. Conduct grades are based on the observance of class and school rules at all times and places. Teachers or supervisory personnel are responsible for handling all normal discipline problems. In instance of serious misconduct, the faculty, or staff member will refer the student to the principal. The principal reserves the right to interpret the gravity of the situation, and determine the consequence.

RESTORATIVE DISCIPLINE COUNSELING

Detention will no longer be practiced as a disciplinary measure at Our Lady of Guadalupe School. In place of detention, students will participate in counseling sessions with their teachers that lead to the resolution of the conflict or behavior. Further action will be taken after a third counseling session, which may include a disciplinary referral.

BEHAVIOR CONTRACT

After the third counseling, the student will be placed on a Behavior Contract. The student will be placed on contract for a period determined by the teacher. If the student fails to abide by the contract, he/she may be asked to leave the school. Students will not participate in extra-curricular activities while under contract.

EXPULSION

Reasons for expulsion are, but not limited, to the following offenses committed by students:

- *Actions gravely detrimental to the moral and spiritual welfare of other students.
- *Habitual profanity or vulgarity.
- *Assault, battery or any threat of force or violence directed toward any school personnel or student.
- *Bullying or harassing school personnel or other students.
- *Open, persistent defiance of the authority of the teacher.
- *Continued willful disobedience.
- *Use, sale or possession of narcotics, drugs or any controlled substance.
- *Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
- *Smoking or having tobacco.
- *Stealing
- *Forging signatures
- *Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school.
- *Habitual truancy.
- *Possession of harmful (e.g., knives, guns, etc.) or materials that can be used as weapons.
- *Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.
- *Actions in or out of school which are detrimental to the school's reputation.
- *Violation of the Computer Network User policies and guidelines.
- *Inappropriate conduct or behavior unbecoming a student in a Catholic school.

Suspension

Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student. A suspension from school for one or more days (not to exceed two weeks) may be administered at the discretion of the principal.

Gang - Membership/Involvement/Affiliation

Membership in, active involvement in, or affiliation with or dress in a gang or group responsible for coercive or violent activity is grounds for expulsion. Writing of gang names/tagging on personal property or school property is also grounds for expulsion.

Graffiti

All penalties related to the willful defacing of school property pertain to graffiti as well, including restitution and the possibility of expulsion.

Classroom Parties

Classroom parties are at the discretion of the principal. Birthday celebration of a student should be celebrated at home; however, if parent wishes to bring in a simple treat (cupcakes) it must be pre-approved by the principal. Please give at least a week notice.

Mixed Parties

Mixed parties involving students of the upper grades even when they are held at home are discouraged. Parents/guardians are asked to cooperate with this regulation, even though, strictly speaking, the matter of parent-sponsored parties is under parental control and not that of the school. School-sponsored dances are held at the discretion of the Principal.

Harassment Policy

Our Lady of Guadalupe School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by another student, lay employee, religious, or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

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

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex.

Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person.

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal work or movement.

Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

Submission to such conduct is made either explicit or implicitly a term or condition of a student's academic status or progress.

Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.

Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

- a) Making unsolicited sexual advances and propositions, using sexually degrading words to describe an individual or an individual's body.
- b) Displaying sexually suggestive objects or pictures.
- c) Telling inappropriate or sexually related jokes.
- d) Making reprisals, threats of reprisals, or implied threats of reprisals following negative response to sexual advances.

It is the responsibility of Our Lady of Guadalupe School to:

Implement this policy through regular meetings with all administrators, including the pastor in the case of parish school, ensuring that they understand the policy and its importance.

Make all faculty, staff, students and parents, aware of this policy and that commitment of the school toward its strict enforcement.

Remain watchful for conditions that create or may lead to a hostile offensive school environment.

Establish practices designed to create a school environment free from discrimination, intimidation or harassment.

It is the student's responsibility to:

Conduct himself or herself in a manner that contributes to a positive school environment.

Avoid any activity that may be considered discriminatory, intimidating, or harassing.

Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.

Report all incidents of discrimination or harassment to the principal.

Discontinue any actions perceived as discriminatory, intimidating or harassing.

Bullying

Bullying is the habitual harassing, intimidating, tormenting, browbeating, terrorizing, oppressing and/or threatening words spoken to another person.

Bullying is a form of harassment which typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, and stealing, that are intimidating by one or more students against a victim or victims.

In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs

repeatedly over time to create an ongoing pattern of harassment and abuse.

Bullying is a form of harassment and may result in serious disciplinary action, up to and including expulsion. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Student Threats

All student threats to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal should notify the police immediately. The Department of Catholic Schools should also be notified.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat should be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student, who has made the threat, shall be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat should be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

PARENT RESPONSIBILITY FOR STUDENT DRESS

Parents and students are expected to cooperate with the uniform code. If there is a disagreement about acceptable appearance at school, the principal will make the final decision.

Issues relating to dress or appearance of a student that are not specifically mentioned in the parent/student handbook, but are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the principal.

Casual dress is privilege granted to students at different times during the year. Casual dress clothing must be neat and modest. Parents are responsible to ensure that students are dressed in a manner suitable for a Catholic school student.

If a student frequently offends against normal standards of dress, grooming, or hygiene, and has been corrected in this regard, the cooperation of parents shall be sought to correct the problem.

Lack of improvement in personal appearance is grounds for suspension of a student during that school day. The school may also reserve the right to require that parents bring an appropriate change of clothes to school, if a student is inappropriately dressed. The principal will make the final decision.

COMPLAINT REVIEW PROCESS

Concern for the dignity and rights of each person are conducive to the Church's mission as a true witness to the spirit of the Gospel. The Archdiocesan Complaint Review Process offers assistance in those situations where schools and various persons come into conflict and reconciliation at the local level has been impeded.

The purpose of the Complaint review process is to provide a structure for bringing about resolution and reconciliation. This is done in an atmosphere of mutual understanding with respect for the dignity and worth of all parties. Because the desired result is reconciliation, legal representation is not permitted at any stage of the Complaint review Process.

Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form. All those participating in the complaint review process are responsible to strive towards reconciliation and act in good faith.

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the responsible official and/or the persons directly involved. The responsible official reviews the facts presented and facilitates a thorough discussion of the problem.

The goal is to achieve a just resolution of the problem and reconciliation among all persons concerned. The responsible official orally responds to the complaint and provides the person bringing the complaint with a written summary of the response.

PERSONAL APPEARANCE OF STUDENTS

The wearing of a uniform is an integral part of Catholic school discipline. Students in uniform are less pressured at school by clothing trends and peer comparisons. Students are to follow the dress code in its entirety. When a student fails to follow the dress code, a dress code violation will be issued. After two dress code violations have been issued, then a student will have to serve detention. Personal disregard for the dress code will be addressed as a disciplinary matter.

DRESS CODE

The New Embroidered OLG Polo shirts must be worn as a top on any day except for Mass days. New Uniforms are available from Kids Unlimited exclusively.

Girls:

Gr. (K – 4)

Plaid bib jumper (Knee Length)

to be worn with plain white cotton blouse with a collar and short sleeve. Must be worn for Mass, but may also be worn any other day, except for P.E.

Plaid skort (knee length) to be worn with a plain white cotton blouse with a collar and short sleeve or a blue short sleeve polo cotton shirt.

Navy blue walking shorts (knee length) and pants to be worn with a plain white cotton blouse with a collar and short sleeve or a blue short sleeve polo cotton shirt. White turtlenecks are allowed everyday except Mass days..

Gr. (5 – 8)

Plaid skirt (knee length) to be worn with a plain white cotton blouse or over blouse with a collar and short sleeve. Must be worn for Mass.

Plaid skort (knee length) to be worn with a plain white cotton blouse or over blouse with a collar and short sleeve or a blue short sleeve polo shirt.

Navy blue shorts (knee length) and navy blue pants to be worn with a plain white cotton blouse with a collar and short sleeve or a white/blue short sleeve polo shirt.

Girls Shoes and Socks (K – 8):

All girls may wear the all black Mary Jane , black and white oxford (no higher than one inch heel), or solid black or white sneakers.

8th grade girls have the option of wearing flat penny loafers (no higher than one inch heel).

All girls may wear long white or navy blue knee-highs with all uniforms, except for P.E.

Knee high should be above the calf and below the knee. Socks must show above shoe.

White or navy blue tights are allowed.

Boys:

Gr. (K – 8)

Navy blue walking shorts (knee length) or navy blue pants to be worn with plain white cotton short sleeve shirt with a collar or blue short sleeve polo shirt. Shorts may be worn everyday except Mass days.

Boys in grades 1st – 8th grade must wear navy blue or black belt with shorts and pants.

Boys Shoes and Socks (K – 8):

All boys must wear all black or all white walking or tennis shoe with shorts or pants. The entire shoe should be black or white, including the sole. If any discrepancies with a shoe style, the final decision will be at the discretion of the principal.

All boys' socks must be a white sock for shorts, pants and during P.E. Socks must show above shoes

P.E. for Girls and Boys (K – 8):

All students must wear a P.E t-shirt, shorts or sweat pants (all these items must be ordered in the office).

Socks must show above shoes.

A cross trainer/running shoe is recommended; Students may come dressed to school with their P.E. uniform on the P.E. day only.

Sweatshirts, vests, cardigan sweater, pullover or jackets:

Sweatshirts are allowed Mon.-Fri. with any type of uniform. **May not be worn on Mass day.**

Vest, cardigan sweater may be worn Mon – Fri.

Only school jackets may be worn; however, during very cold or rainy days a heavier jacket may be worn over a school sweatshirt, vest or sweater.

All students must have a cardigan sweater for picture day.

Mass Uniform for Boys & Girls:

All girls must wear their jumper or skirt with white cotton blouse or over blouse with appropriate shoes and socks as mentioned. No polo shirts allowed.

No skorts, shorts or pants are allowed for any school Mass.

Cardigan sweater, vest or pullovers are allowed. No sweatshirts allowed.

All boys must wear a solid navy blue tie that fits appropriately.

Boys must wear pants with the blue short sleeve oxford shirt. No polo shirts allowed.

GENERAL REQUIRMENTS FOR ALL STUDENTS

All students are required to have a school sweater and a sweatshirt.

Pants may not be rolled, pinned, or tucked into shoes.

T-shirts worn under the uniform must be solid white with no logos.

Skirts, jumpers, skorts, and shorts are to be knee length.

Skirts are not to be rolled at the waist

Shorts may not rolled up at thighs

Walking shorts may be worn throughout the year, except on Mass days.

Faded, dirty, or torn blue slacks or shorts may not be worn to school.

Uniforms that are oversized or baggy are not allowed.

Length of pants should be appropriate length and not too baggy at the bottom or too long.
Belts must be visible when shirt is tucked in.

ALL UNIFORM ITEMS MUST BE PURCHASED THROUGH KIDS UNLIMITED.

GROOMING

A simple clean and neatly style hair cut is expected for all students.
Hair length for boys is to be above the collar. (No ponytails or ducktails)
No haircuts that include shaving head to the scalp are allowed.
Excessive gel and “spikes” are not acceptable.
Boys must be clean-shaven and short side burns.
Both boys and girls are to have their hair out of their eyes.
Hair coloring, Sun-In, tinting, or highlighting is not acceptable for boys and girls.

MAKE-UP/NAIL POLISH

No make-up or nail polish is to be worn by students, including lip-gloss.
Girls are not allowed to come to school with acrylic nails.

JEWELRY

Modest jewelry is only allowed.
Single rings and watches are acceptable.
Only one ring and one bracelet per hand are allowed.
Girls are allowed to wear only one stud earring in each ear lobe.
Boys are not permitted to wear any kind of earrings.
Choker necklaces and pins are not to be worn.
No body rings and/or body piercing is allowed.

CASUAL DRESS DAYS

Throughout the year there may be occasions when students are permitted to have casual dress. The following guidelines must be followed on these days.

These items are NOT permitted on casual dress days:

- Overalls of any kind
- Short tops
- Sandals, platforms or boots
- Any open toe shoes
- Tank tops
- No bare midriffs or netted shirts
- Any sweat shirts or t-shirts with derogatory words or images.
- Cut-off shorts/pants

Over-size pants
Hats, beanies, caps
Mini dresses or mini skirts
Skirts and dresses must follow the same length rules as their daily dress code.
Sweat pants or sweat suits

In addition:

Blouses and dresses must have sleeves. Boys may wear t-shirts that are neat and not excessively long. All shorts must be knee length

If a student comes dressed inappropriately to school or has violated the dress code, parents will be called to bring school uniform, and a dress code violation will be given.

Student will receive a dress code violation for violating any part of the casual dress guideline, after the second violation, the student will be given a detention and not allowed to participate in any other free dress days for the remaining of the school year.

EXTRA CURRICULAR ACTIVITIES

Athletic Program

The school offers students in grades 4 thru 8 a sports program, which includes volleyball, basketball, football, and softball. The parent & student must abide by the school's sports contract. Parent must be up to date with all financial responsibilities before a child may participate in sports. A physical examination is required for all students. Please visit CYOUSA.ORG for information on the CYO and all its policies, as well as updated schedules and game sites. Eligibility: A student must have a "C" average in all classes, No "F's", and at least a "B" grade in conduct.

Student Council

Our Lady of Guadalupe School has an active Student Council organization that encourages student involvement in all aspect of school life. Yearly elections are held and the student leaders are elected by members of the student body. These elected officers are responsible for most student activities as well as making recommendations to the school's administration.

Eligibility:

A student must have a "C" average in all classes, No "F's", and at least a "B" grade in conduct.

Yearbook

Our Lady of Guadalupe School sponsors the publication of the annual school yearbook. The sale of the yearbook is on a pre-publication order basis. Students involved in these organizations need to meet the criteria as set forth by the moderators. Eligibility: A student must have a "C" average in all classes, No "F's", and at least a "B" in conduct.

EARTHQUAKE & FIRE SAFETY

Students, faculty and staff are regularly drilled in the fire and earthquake procedures.

If a natural disaster occurs of sufficient magnitude to render the building unsafe or school impractical, parents should attempt to pick up their children. If the earthquake is mild, we will resume classes.

The following recommendations and procedures are designed to provide as much safety and calm during and after a major disaster. Please discuss the situation with your children in order to eliminate a tendency to panic. Make sure they understand the emergency procedures listed for the school, as well as your own family plan.

Have a definite plan for reuniting your family after a disaster. If you are not available, please let your children know who is listed on your emergency card. Students will only be released to those specifically listed on the card.

Encourage your child to take the same route home daily, in case of an emergency. Also remind them that the safest place for them is the school, until they are picked up by you or an authorized adult.

SCHOOL PROCEDURE

During the earthquake, the children/teacher will initiate the “drop” procedure. Students will take cover under their desks. If they are on the yard, they need to “drop” where they are and when it is safe they must meet at student control area located in the big yard.

Student will be moved outside of the building and meet at the student control where their teacher will take roll count.

The school building will be checked for any injured persons.

The Fire Dept. & Police Dept. will be notified if needed.

In a major earthquake, the students will stay under the protection of the school staff until the parent or authorized adult is available to pick up the child.

PARENT PROCEDURE

DO NOT CALL THE SCHOOL. The phone lines must be kept free for emergencies.

Listen to the radio or T.V. We will be operating under the directives given for the public schools in our area.

When you arrive to pick up your child, please follow the directions of the school personnel.

Parents are asked to go the parent control area located on the big yard and wait until your child is brought to you.

Students will only be released to parent(s) or authorized adults listed on the emergency card.

Students will not be allowed to leave the school premises alone.

Please remain calm, and trust that your children are in good hands.

COUGAR CARE (After-school care program)

OLG is happy to offer an after-school care program for your convenience. Cougar care is available to students in all grades. The program will run from dismissal to 6:00pm, Monday thru Thursday. On Fridays the program will run from 1:00pm to 6:00pm.

Registration fees are as follows:

1 student: \$80
2 students: \$110
3 students: \$130
4 students: \$145

There is a daily drop - in rate of \$10 per student. Any student that is not picked up by 3:15PM will be automatically placed in Cougar Care.

**The “Re-Imagining” of Our Lady of Guadalupe School
requires that:**

- 1. We invite we do not issue a summons**
- 2. We imagine the future *with* rather than *for*.**
- 3. We release ourselves and others from the past and share a liberating responsibility for the present.**
- 4. We listen to each other as we engage in conversations about what we seek, about the purpose of school, of education, about what it is that we want for our children.**
- 5. We talk of who we are and who we want to be as students, parents, and educators.**
- 6. We listen to the Gospel with fresh ears!**
- 7. We open ourselves to be transformed by the renewal of our minds(Romans 12:2)**
- 8. We “Re-Imagine” the Our Lady of Guadalupe**

school, together.

**Our Lady of Guadalupe School
2009-2010**

I/We have read the Parent/Student Handbook for the 2009-2010 school year. I/We agree with the policies and procedures listed within this handbook. It is our understanding that the Principal reserves the right to amend any or all parts of this handbook at any time.

All students attending Our Lady of Guadalupe School must sign below after parents have read and explained the handbook.

Student Signature:_____ Gr._____

Student Signature:_____ Gr._____

Student Signature:_____ Gr._____

Student Signature:_____ Gr._____

Parent Signature:_____

Parent Signature:_____

Date: _____

Please return this completed form promptly to the school office!

