

OUR LADY *of* GUADALUPE
PARISH SCHOOL



2020-2021

Parent/Student Handbook

Our Lady of Guadalupe Parish School Policies & Procedures

A. GENERAL INFORMATION

1. Statement of School Mission

At Our Lady of Guadalupe Parish School, we are committed to Catholic education. We strive to nurture the academic, moral and spiritual needs of each child. In an "atmosphere animated by the Gospel spirit of freedom and charity", we endeavor to foster academic integrity, personal responsibility, Catholic moral values and Christian service.

2. School Organization, Staff Roles and Responsibilities; List of Personnel

Rev. Celso Marquez, M.Sp. S.	Parish Administrator
Mrs. Ofelia Godinez	School Secretary
Mrs. Beatriz Gallardo	Preschool Director
Miss Isis Benitez	Kindergarten Teacher
Mrs. Carmen Sandoval	1st Grade Teacher
Mrs. Katherine Rebolledo	2 nd Grade Teacher, Religion Program Coordinator, Curriculum and Teacher Lead
Mrs. Kimberlee Eggly	3 rd Grade Teacher
Mr. Jorge Perez	4 th Grade Teacher
Mrs. May Santos	5 th Grade Teacher
Mrs. Jean Solomom	6 th Grade Homeroom, Jr. High Math & Science Teacher, Long Term Sub.
Mr. Carlos Lopez	7 th Grade Homeroom, English Language Arts 8 th Grade Homeroom, Jr. High Religion & Social Studies; Communication/Community Liaison
Sr. Shawn Marie Doyle	TK Instructional Assistant
Mrs. Hope Reynoso	Pre School & Kindergarten Instructional Assistant
Mr. Ruben Marin	Athletic Director, Physical Education Teacher, Dean of Discipline & Campus Supervision
Mrs. Isidra Perez-Ipatzi	Custodian & Morning Yard Supervision

3. Consultative School Councils & Parent Organizations

At this time, Our Lady of Guadalupe Parish School does not have an established Consultative School Council. The Principal, in conjunction with the Pastor, are considering the implementation of such a council in the near future.

The general responsibilities of the Consultative School Council would be the following: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the board's goals and activities.

The membership of such a council would include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The Our Lady of Guadalupe Parish School PTO (Parent Teacher Organization) is the established Parent Organization. The main functions of the PTO are to help raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the PTO shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

The PTO meets approximately one Wednesday a month at 6:00 p.m. in the evening. All parents are welcome at each meeting.

4. School-Wide Learning Expectations (SLE's)

Outreach...

- To our Brothers and Sisters in Christ

Leadership...

- Being Responsible Honest & Brave

Growth...

- Spiritual, Personal and Academic

5. History of the School

An important departure in Catholic School work in the Archdiocese occurred in 1906. The Mexican-American population of Oxnard at the time had increased to such an extent that

Father John Laubacher felt the need to do something for the Mexican-American children. The result was that he established Guadalupe School on Seventh Street.

The Sisters of St. Joseph of Carondelet taught the children until 1926, when a community of exiled nuns arrived from Mexico, found refuge in Oxnard, and took over the work of teaching the children of Our Lady of Guadalupe Parish School. The exiled Sisters, after only two and half years, were invited to open a convent in Los Angeles and conduct a school for girls only. Thus, in 1928, the Sister's of St. Joseph again resumed the administration and teaching at Our Lady of Guadalupe Parish School. With the Dedication of subsequent faculties of teachers and Sisters the children of Our Lady of Guadalupe Parish School continue to receive a Catholic Education.

Today Our Lady of Guadalupe Parish School is an award winning, nationally ranked school in Math and Reading and had been recognized by various organizations, including The White House for excellence in education.

6. School Mascot & School Colors

The established Our Lady of Guadalupe Parish School mascot is the Spartan. Our school colors are Mayfair blue (a.k.a. royal blue) and white.

7. School Schedule and Calendar

For the most up-to-date school schedule and calendar, please visit the school's website at www.guadalupeschool.com.

The school office is open Monday through Friday from 7:30 a.m.– 3:00 p.m. On 1:00 dismissal days the school office is open from 7:30 a.m.– 1:15 p.m. The school day begins at 7:55 a.m. All students are asked to be at school by the first bell at 7:50 a.m.

2nd & 4th Fridays of each month are Faculty Meeting days and dismissal will be at 1:00 p.m. Should any change occur, it will be communicated at the earliest opportunity via calendar, bulletin, and/or email.

During school hours, all parents and other visitors to the Our Lady of Guadalupe Parish School campus **must** check in upon arrival at the school office. **No one is allowed access to the classrooms during school hours without permission from the school office/school administration.** Please see Archdiocesan Policies & Procedures Section 13.5.1 for more information.

The school calendar is subject to change at the discretion of the school.

8. Dress/Uniform Code

Uniforms must be worn starting the first day of school. Please refer to the Uniform Brochure from Dennis (also available on the school's website). In addition, please note:

General

- All clothing and outerwear **must** be purchased from Dennis Uniform Co. unless it is **Spirit Wear**, which may be purchased directly from the school.
- Students should be **neatly dressed** and **well groomed** at **all times**.
- Backpacks **are not to have any writing** or patches on them.
- *No sunglasses may be worn during school hours. Prescription transition lenses are allowed. Colored contact lenses are not allowed.*

Attire

- Girls' skirts/jumpers and skorts must be an appropriate length – **no more than 2"** above the knee.
- **White** athletic socks must be worn at all times by all students. **Girls** may also wear **white tights, or Mayfair blue or white knee socks**.
- *Black socks, tights, knee socks, or leggings are not allowed* (see exception above).
- Boys **must** wear a **black leather belt** with uniform pants that have belt loops. Dennis Uniform Co. sells belts with velcro. Belts must be **solid color** and having a **modest buckle**. Velcro black leather belts are permitted for older students as well.
- On **P.E.** days, students **must** wear the **Dennis gym wear T-Shirt with the Our Lady of Guadalupe logo**. Walking shorts are recommended for P.E. Students may dress in their normal uniform and can change into their P.E. uniform at appropriate times designated by their teacher. *2018-2019 is a transition year for P.E. uniforms. Next year, new P. E. shorts & new P.E. shirts are required. OLG P.E. sweatpants are also allowed.

Shoes

- Shoes are to be **black** with **black or white laces**. Shoes may have *limited* white markings.

Hair

- Hair color is to be the **natural color** of the student and the cut should be neat; *no extreme or drastic haircuts or styles are allowed at any time.*
- *Beads or similar adornments (i.e. feathers) are not to be worn in the hair.*
- Girls may wear hair accessories of color adhering to the dress code (**white, blue, black, brown or uniform plaid**).
- *No coloring/bleaching/streaking of any kind is allowed.*
- Boys' haircuts should allow it to be **off their faces**, neatly trimmed **around the neck, ears and above the collar**.
- *No hats are allowed at school.*

Jewelry

- Jewelry worn at school is *limited* to **one religious item** (bracelet or necklace).
- *No body piercing in areas that can be observed is allowed, and no tattoos.*
- Girls may wear **one small, stud-type earring in each ear** (no hoops).
- *Boys are prohibited from wearing earrings.*
- *Make-up is not to be worn at school.*
- *Nail polish or acrylic nails are **not** to be worn at school.*

Students will receive a uniform notice if dress/uniform is out of school code and depending on the severity and number of uniform offenses, **the school office may contact the parent/guardian to bring the appropriate uniform items to the school before the student may be admitted to class.** Upon the fifth (5th) notice, students will receive a detention.

Any interpretation as to questionable attire worn by students will be subject to the discretion of the Administration. "Spirit Dress" days are privileges and are in reality "out of uniform days". As such, it is expected that students will be dressed appropriately and within the boundaries of Catholic/Christian modesty on these days. Unacceptable school attire includes, but is not limited to, *tank or crop tops, low-cut tops, very short shorts, visible underwear of any kind, overly tight clothing, or extremely oversized clothing. Open-toe shoes are not allowed.* Clothing with *inappropriate wording or design* is also prohibited. Please check your child(ren) prior to their departure for school to prevent us having to contact you to bring suitable clothing to school. A student's attire is primarily a parenting issue.

On scheduled student body **Mass days and other designated days**, boys must wear the long pants, Oxford shirt (short or long sleeve), black tie, and black belt. Girls in grades TK - 3 must wear the jumpers and blouse. Girls in grades 4-8 must wear the skirt, Oxford shirt (short or long sleeve), and black tie. Shorts, skorts, and polos are never permitted on Mass days. On cold days, girls are advised to wear white tights under the jumper or skirt (this is optional, though). In addition, students are only permitted to wear the **cardigan, sweater, or vest** for Mass. The *sweatshirts and jackets* are not permitted for Mass.

B. ADMISSION AND ATTENDANCE

9. Absences, Notifying the Office, Tardiness, Half-Day Absences, Truancy, Absence Codes

Absences

Regular and punctual attendance is required. Under California law, all children who are between the ages of **six** and **18** must be enrolled in school and unless children are ill, they **must be in school on time every day.** Please note that **ten** excused and/or unexcused absences in a given trimester may result in loss of academic credit for the trimester and/or school year. Decisions regarding loss of credit are made at the discretion of the principal.

Absences are considered EXCUSED only in the following circumstances:

1. STUDENT ILLNESS

An *ABSENCE FORM* is to be filled out in every absence. If a student is absent 3 days or more due to illness, a Doctor's note MUST be presented in order to excuse the absence along with the *ABSENCE FORM*.

2. BEREAVEMENT (restrictions apply, please contact school office for more information)

3. MEDICAL APPOINTMENTS

Parents are asked **not to schedule doctor and dental appointments or other appointments during the school day**. We encourage parents to schedule such appointments after 12:00 p.m. dismissal on Minimum days. If it is unavoidable that a student leave early, arrive late, or be absent for the day, **a request must be made in person by a parent or authorized adult listed in the Emergency Card**. (For procedures when a child is to leave early or returning late to school see: "Half-Day Absences" below).

Absences not due to Illness, Bereavement or Medical Appointments are considered UNEXCUSED.

Absences cause a serious disruption in the continuity of the student's schooling. **Vacation during school time is strongly discouraged**. The decision for the absence is the responsibility of the parents and the student; it should take into consideration the student's academic status in school, with serious thought given to the impact of the absence. Students whose grades are average or below in any class cannot afford to take extended time off from class. The classroom learning environment and discussions cannot be recreated. Teachers will not provide student's assignments prior to their absence.

Immediately upon returning to school the student is responsible for meeting with his/her teacher/teachers to access missed work. The student and his/her parents should notify the school office and his/her teachers in writing **at least one week** prior to the anticipated absence. **The school accepts no responsibility for work missed on extended absences.**

If the above procedures are not followed, a failing grade will be given for all work missed, including tests and quizzes.

Notifying the Office

For any of the above reasons, California State Law further stipulates that **parents must notify their child's school office within 24 hours**. When your child returns to school, an ABSENCE FORM *must* be filled out *completely and neatly* and brought to the School Office. This form may be picked-up at the office or downloaded from our website.

Tardiness

Students are considered tardy if they are not in their morning line up area **by the 7:55 a.m.** bell. All students who are tardy must first report to the school office to sign the TARDY LOG and receive a "LATE SLIP". Five tardy arrivals will result in a detention and/or a teacher parent conference. If a child is more than 1 ½ hrs late to school it will be considered a "Half-Day Absence" (See below for "Half-Day Absences").

A student who is 30 min. late or more **must have a parent come in person** to fill-out the "Tardy Log" with a valid reason in order have an Excused Tardy, otherwise it will be an Unexcused Tardy and considered a Truancy (see "Truancy" below for more details).

Half-Day Absences

Students are considered absent for half of the day if they miss more than 1 ½ hours of school (if they arrive at 9:30 a.m. or later, or are picked up prior to 1:15 p.m. on regular days, 12:30 p.m. on Wednesdays, or 10:30 a.m. on Early Dismissal days).

Same rules for Excused and Unexcused Absences apply (see "Absences" above for more details).

PICKING-UP/DROPPING OFF A STUDENT

When a child is picked up early or is returning to school from a Medical Appointment or Personal Reasons, the procedure is as follows:

- All parents are to come to the main office to pick up their child and sign them out.
- Students will be called from classroom ONLY when parent/guardian comes to pick them up *and no sooner*.
- Please do not go to the classroom to get your child, the office staff will send for him/her.
- No student is permitted to wait outside for a ride for reasons of student safety.
- When students return to school from a doctor's appointment, they are to come to the school office and present a signed slip from the doctor listing the time of the appointment and the time they left the doctor's office. The student must sign in and obtain an authorization slip to return to class. An ABSENCE FORM **must** be filled out at that time *completely and neatly*.
- The school office personnel will make sure that students get back to their classroom. For safety reasons, no parent may walk their child to the classroom.

LEAVING SCHOOL EARLY

School Functions/Siblings

Students are not allowed to leave their regularly scheduled class to attend their siblings various functions (i.e., Preschool/Kinder Promotions, etc.). This is very disruptive to the teachers and classrooms in regular session. If necessary, a parent may choose to have the child go to the function and be marked absent or come to school after the function and be marked late. Please note that this will be considered an UNEXCUSED absence/tardy.

****IMPORTANT NOTE****

Students will not be called out of class 10 minutes prior to school dismissal. Great disruption is brought to the class, which is in the process of cleaning up and preparing for dismissal with final instructions and reminders being given.

Truancy

A student who is absent from school without a valid excuse three full days in one school year or is tardy or absent for more than any 30 min period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

Absence Codes

You may check your student(s) attendance through SchoolSpeak at:

<https://adla.schoolspeak.com/Schools/guadalupeschool>

The following are our absence codes:

Absences:

- Ex Student Illness/Medical Appointment Full Day Absence/Bereavement
- A No "Absence Form" has been filled out/Truancy

Half-Day Absences

- A/ Morning half-day absence (Illness/Medical/Bereavement)
- /A Afternoon half-day absence (Illness/Medical/Bereavement)

Tardiness

- L Tardy (less than 30 min)
- /L Early Departure (Less than 30 min)

Please see Archdiocesan Policies & Procedures Section 13.2 for more important information regarding our school absence policy. Please note that ten (10) excused and/or unexcused absences in a given trimester may result in loss of academic credit for the trimester and/or school year. Decisions regarding loss of credit are made at the discretion of the principal.

10. Communications Procedures

Good communication between school and home cannot be overemphasized. Our main portal for parent communication will be through **School Speak**. Teachers and Room Parents will also use the Remind App. We have been enjoying a wonderful sense of community and warmth among our school families, students, and staff. In an effort to facilitate this spirit of cooperation and good will as the year progresses, we would like to outline our expectations.

It is expected **that our parents will support the teachers and administration of Our Lady of Guadalupe Parish School** with regards to the **implementation of school standards, class rules and the spirit of both academic and athletic disciplines**. The students will achieve better results, **develop higher moral standards**, and grow into more responsible and successful young people when the **school and parents work together as a team**.

In the event that a parent would have a question or concern, the correct process is to **begin by discussing the situation with the faculty or staff member involved**. If there are still questions or concerns remaining of a serious nature, the parent should then approach the administration. We will not accept parents assuming an adversarial role by defending the improper actions and/or behavior of their child(ren), and challenging the established rules and policies of the school. This type of behavior benefits no one, and in fact, has been shown to encourage student disrespect.

The school makes parents aware of policies, schedules, events, and other information by sending the Principal's newsletter, the **"Parent Bulletin"**, home the first week of each month. Parents also receive necessary information by means of the Parent-Student Handbook, parent-teacher conferences, and parent meetings. In addition, each classroom teacher helps ensure clear communication through various methods such as: sending home portfolios of student work, reading, math, and spelling contracts, deficiency/missing assignment notices, progress reports, behavior and work habit referrals, etc. Report Cards are sent home at the end of each trimester, following the guidelines set by the Archdiocese of Los Angeles. All of this communication will be through **School Speak**.

All families/parents should have been emailed their log-ins and password for School Speak. If you have not, please email the Administrative Assistant and it will be take care of ASAP.

11. Arrival/Dismissal Procedures

Students should **arrive at school prior to 7:50 a.m.** as school begins promptly at 7:55 a.m. No student is to be on the school grounds prior to 7:00 a.m. for any reason. Students arriving between 7:00 and 7:30 a.m. are to **proceed immediately to the Morning Extended Care** classroom (room 4), where a school staff member provides supervision. From 7:30 a.m. until the first bell, students are supervised in their assigned line-up areas on the basketball courts. At 7:50 a.m., the "first" bell rings, signaling time to quiet down and prepare for the start of the school day.

During dismissal, students are to wait (seated) in their assigned class line-up area until a parent arrives to pick them up, either on foot (please walk to their class line) or through the carpool line. Students who have current walker permission forms on file may leave campus through the front gate only after a supervising staff member has given them permission. Students who have permission to walk home from school must exit campus promptly at dismissal time. They may *not loiter at the front of the school or with their class* in the line-up area.

In order to maintain a safe environment, students in Grades TK-8 are to go immediately to the designated arrival/dismissal area. **Any Our Lady of Guadalupe Parish School student at school 15 minutes after the dismissal bell will be automatically signed into Extended Care** by the Extended Care staff member, and the parents will be billed accordingly for time spent in Extended Care.

12. Security Procedures

The school reserves the right to inspect anything brought on campus.

An adult must supervise children at all times while on school grounds. Due to liability and insurance issues, older siblings may not supervise younger children without an adult present. All children still on campus 15 minutes after school dismissal either must be signed into Extended Care, under direct adult supervision, or enrolled in a school sponsored extra-curricular activity under direct adult supervision. Students may NOT be left at school to watch practices without direct adult/parental supervision.

As most practices begin at 3:30 p.m. (due to travel time for the opposing team, coach's work schedules, etc.), parents **must** make arrangements regarding supervision for students **before** the practice. We specifically provide Afternoon Extended Care for this purpose. It is NOT the responsibility of the coaches to supervise students before and/or after practices. This is a parental issue and for the safety of our students, the school will enforce this rule vigorously and consistently. Any student not picked up promptly after extracurricular activities will be signed into Extended Care, and the parents will be billed accordingly.

The safety of each child depends on parents following the direction of the parking lot monitors!

Please Note: As adherence to the parking lot Our Lady of Guadalupe Parish School rules ensures the safety of our students, no exceptions will be made. The administration reserves the right to enforce "parking lot" rules at their discretion.

Parking Lot Rules:

- FOLLOW DIRECTIONS issued by the staff.
- DRIVE **SLOWLY** in the parking lot and carpool line as many cars are driven too fast.
- STUDENTS MUST BE PICKED-UP OR DROPPED-OFF ONLY in the designated areas.
- NO PARKING in the pick-up/drop-off line. The driver **must** remain in the car.
- If your child is NOT READY AND WAITING WHEN YOUR ARRIVE after school to pick him/her up, you must park in the parking area.
- If your child REQUIRES YOUR ASSISTANCE GETTING IN OR OUT OF THE CAR before or after school, you must park in the parking area and then assist your child.

- PLEASE DO NOT USE CELL PHONES WHEN PICKING UP STUDENTS.

PLEASE DO NOT PARK ALONG THE CURB IN THE FRONT LEFT SIDE OF THE SCHOOL at any time between 7:00 a.m. and 4:00 p.m. (This is a no parking area used primarily for FIRST RESPONDERS in case of an EMERGENCY and you can be TICKETED BY THE POLICE). DO NOT STOP IN THE STREET IN FRONT OF THE SCHOOL OR IN FRONT OF ANY OF THE ENTRANCE GATES to let students out of the car at any time. These are NOT LOADING/UNLOADING ZONES and you may be ticketed by the police. PLEASE PARK your car in an APPROPRIATE PARKING SPOT if you are going to drop your students off in an area other than the designated carpool line.

Any student not participating in an adult-supervised extra-curricular activity must be enrolled in Afternoon Extended Care at 3:00 p.m. Any student found unattended on campus at that time will be sent to Extended Care, and the family will be billed accordingly.

Any adult who is supervising any student or child after 3:00 p.m. must maintain visual contact with and exercise control over said children. This means that if the adult is inside watching a game, the children being supervised must also be at that game, not outside the area. No students are ever allowed, for any reason, to walk-off campus unaccompanied by an adult, and then return later. No student is ever allowed, for any reason, to be on campus between the hours of 7:00 a.m. and 6:00 p.m. without being under the direct supervision of a designated adult. Our Lady of Guadalupe Parish School will deal with violation of this policy in the most severe manner possible, as it is a risk to the safety of the student.

Throughout the school year, there will be several safety drills (used in case of an earthquake or other disaster) to familiarize the students with emergency procedures. In addition, the students will practice school-wide Lock-Down drills to prepare them for a possible threatening situation occurring on the campus. In the event of an actual emergency, students will be kept under the school's supervision until called for by their parents or other responsible adult. Anyone picking up a child in an emergency, or otherwise, must be authorized to do so by being listed on the family emergency card (photo identification may be required by the school prior to release).

Should a serious and major disaster occur during school hours, please follow these guidelines:

- DO NOT CALL THE SCHOOL. Telephone lines must be kept open for emergency use.
- Parents should instead proceed to school to pick up their children as soon as it is safe as possible.
- Students will be grouped by grade.
- Students will only be released to authorized adults listed on the Our Lady of Guadalupe Parish School emergency form.

If an emergency occurs outside school hours, please listen to your local radio station for instructions on school closures. As a general rule, Our Lady of Guadalupe Parish School will follow the same schedule as the public schools in the area. In addition, the Our Lady of

Guadalupe Parish School room parents will institute our emergency calling system. Each family will be notified of school closure by telephone, text, or email, if operable.

13. Parent or Guardian Right of Visitation

Parents who are divorced or never married **must file court papers with the office or there is an assumption of shared custody.**

A person who does not have legal custody of his/her child, but has the right of visitation, may visit, subject to school's closed campus policy, unless the school has received a legal document prohibiting such visit.

Our Lady of Guadalupe Parish School **must be supplied with all court documents relating to the legal custody of a student, particularly if it affects who may pick up the student from school.** In addition, notarized copies of any custody agreements, restraining orders concerning proximity to a student, etc., regarding parents/guardians or relatives of students, **must be provided, in writing, to the school office and updated as needed. This is the parent/guardian's responsibility.**

Further, parents should avoid involving the school in custody matters. Our Lady of Guadalupe Parish School faculty, staff, and/or administration will not provide any written, verbal, or typed letters to parents that **DOES NOT** address grades and/or professional, educational, recommendations that reflect **solely** the needs of the child.

The school may not be held responsible for failing to honor custody arrangements.

Our Lady of Guadalupe Parish School voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records and staff will be available to discuss the student's records, unless a court order providing otherwise is filed with the school. Non-custodial parents must request information regarding school events, etc., from the school office. Please provide the school office with current addresses and phone numbers, and we will be glad to mail copies of all school correspondence to you, if you so desire, only upon request. Please make this request in writing to the school secretary.

Our Lady of Guadalupe Parish School maintains a "closed" campus and reserves the right to deny admittance to unauthorized visitors. Please see Archdiocesan Policies & Procedures Section 13.5.1 for more information.

14. Extended School Day Program

Our Lady of Guadalupe Parish School's Extended School Day Program is available from 7:00 a.m. to 7:30 a.m. (Morning Extended Care) and from 3:00 p.m. (2:15 on Wednesdays or 12:15 p.m. on selected noon dismissal days) to 6:00 p.m. (Afternoon Extended Care).

Extended Care operates Monday - Friday, excluding school holidays and days specified on school calendar. Our Morning Extended Care provides supervision only. The Afternoon Extended Care is program offers supervised, outside play, homework/study time, and snacks for students currently enrolled in Our Lady of Guadalupe Parish School.

Extended Care Goals:

- Provide a safe, nurturing and caring environment for the children enrolled in our school outside of regular school hours.
- Provide structured play and learning times.
- Provide an environment, embracing the philosophy of Our Lady of Guadalupe Parish School, where Christian/Catholic values are foremost, and the social and personal needs of the children are met.

Extended Care staff members are employed until 6:00 p.m. Please be courteous and respect this time of closure by making sure your child(ren) is picked-up by this time. (See Late Fee under Billing/Fees section below.) Parents or Guardians may not take children, from the schoolyard or other areas, without notifying the staff and signing the child(ren) out, once they are signed into Extended Care. The children will only be released to those adults whose names are on file as authorized family representatives.

Morning Extended Care is complimentary and offered at no additional cost to families. Afternoon Extended Care begins at 3:00 p.m. for all students unless the students are in a school-sponsored activity. Billing begins at 3:00p.m. for Extended Care. Extended Care is billed in half hour increments. All extended care fee payments are handled through the school office. Late Pick Up Fee: \$1.00 per minute after 6:00 p.m., payable at time of pick up directly to the Extended Care Coordinator.

Homework Club is a monitored supervised hour where students are able to obtain assistance from faculty members. Mr. Cesar Lopez provides this assistance for grades 1-4 and Mr. Carlos Lopez provides this assistance for grades 5-8. Students will be signed into Extended Care and will go to the rooms (8th and Learning Center) to receive assistance with their homework. **The cost of Homework Club is included in the Extended Day Care fee.**

15. Health, Illness, Accident Procedures

Our Lady of Guadalupe Parish School is bound by state law, which requires that each child be immunized against polio, OPT, hepatitis B, mumps, measles, and rubella prior to admission to school. Additionally, all students in the seventh and eighth grade are required to have the Tdap immunization. All students entering TK, Kindergarten, and First Grade must submit a **Health Screening Entry Form** to the school **office within 30 days after being admitted to school**. Failure to comply may result in the child being excluded from classes until the form is on file. The school does not conduct vision, hearing, and scoliosis screenings. If a child has any physical limitations due to chronic illness or other cause, it is **imperative** that parents inform the **teacher and the school office**.

Parents will be notified if a child is very ill or severely injured and the parents' directions will be followed when possible. In the interest of the sick child, parents are asked to respond as promptly as possible when a child must be sent home. In case of injuries, no emergency room can treat a child without the parent's permission. Therefore, it is essential that we have a current emergency card on file in the school office. Please notify the school secretary **immediately** should any information on the emergency form change during the school year.

If a child shows signs of illness, parents should not send them to school. All children should remain home until their temperature has been normal for 24 hours. In the case of a medical emergency during school hours, Our Lady of Guadalupe Parish School will have the student transported to St. Johns Hospital for treatment and the parent will be notified as soon as possible.

No medication (prescription or otherwise) **will ever be administered** at Our Lady of Guadalupe Parish School to a student **without prior written permission from the parent and written instructions from the child's physician**. Under California Law, if it is necessary for the school to administer prescription medication to a student, written instructions from the child's physician must be provided each year to the school office. These instructions must be on the form provided by the school (see Request for Medication form). Instructions on prescription bottles are not sufficient. **All prescription medication must be provided to Our Lady of Guadalupe Parish School in the original prescription bottle with the student's name and correct dose, as written by the pharmacy**. An exception to this rule is an asthma inhaler, when the written instructions from the child's physician include the instruction for him/her to carry the inhaler and self-medicate as needed.

All medications (over-the-counter and prescription) are to be brought into the office by the parent and kept in the school office during school hours. **At no time is a student to have medication in the classroom, on their person, or with their lunch, unless written directions to do so are provided to our school by the child's doctor**. For your convenience, a "Request for Medication" form and an "Administration of Inhaler" form are available in the school office. Please note that both forms need to be signed by your child's doctor, should you wish to have medication at school.

Each family must complete the emergency card issued by the Archdiocese of Los Angeles at the beginning of each school year. It is **imperative** that appropriate contact names be listed on the back of these cards in case of emergency when the parents cannot be reached. **Please keep us informed should the information change during the school year**. When filling out the Emergency Card, please consider carefully who you indicate to pick up your child(ren). These persons must live within a reasonable distance from the school if they are to be of any assistance. If any names or telephone numbers change during the school year, please notify the office immediately. No child will be released to any person whose name is not on the Emergency Card. This card must be completed and returned by the date indicated at the start of each school year or the student may be excluded from attending school. The importance of your card being accurate and complete cannot be over-emphasized.

C. ACADEMICS AND CO-CURRICULAR ACTIVITIES

16. Curriculum Offering

The academic curriculum at Our Lady of Guadalupe Parish School is one that challenges students to develop basic skills and good study habits. Our Lady of Guadalupe Parish School designs curriculum based on the Common Core State Standards for English Language Arts and Math, the California State Standards for Social Studies and Science, and the Los Angeles Archdiocese for Religion Standards.

In addition we offer Fine Arts and Physical Education to all grades.

Computer literacy is essential in today's technological society. Therefore, Our Lady of Guadalupe Parish School has computers, projectors and Apple TV's in the classroom for all grades in order to enhance the curriculum through technology. The school reserves the right to check all computers/devices, including the school's and those that are the property of students while on school grounds, at any time and without prior notice. *Our new iPads will also serve as a great learning tool to support the daily lessons and standards. They will also serve to collect data for student improvement and foster better communication between teacher and parent(s).

Grades 1-8 have a minimum of 30 minutes of physical education per week. TK – K has a minimum of 100 minutes per month. Along with participating in an organized program, the students take part in a variety of games and seasonal sports. Physical education classes and after school team sports afford the students ample opportunities to develop athletically and as “good-sports”.

The Outdoor School Education program is an opportunity for students in grade 6 to spend several days with their class and other schools students experiencing science in a "hands-on" fashion. There is a parent orientation meeting prior to the date of outdoor school, which is held at school during the evening. If a parent desires his/her child not to attend the recommended Outdoor School Program, the principal must be notified and arrangements will be made at the discretion of the principal. Parents must pay the Outdoor School Fee in full in order for their child to participate in the program.

This year, the school library is organized and managed by the teachers. The teachers will collaborate to ensure that students have the opportunity to check out books. We will continue to have a fall & spring Book Fair each year. All library fines and lost books are the responsibility of school families and must be paid prior to the close of the school year.

17. Religion Program & Expectations

All Catholic families are expected to participate at Sunday/Saturday Mass each week and to participate in parish activities, so that our children may have a sense of the importance of their faith commitment and the parish community in their lives. Sundays at 11:30 a.m. is the Mass that we encourage you to join other school families.

Instruction for the reception of the Sacraments of Reconciliation and Holy Eucharist takes place during the school day with the school's religion teachers. **At least one parent** from each

family is obliged to attend parent education programs/meetings required by the school prior to the Sacrament of Reconciliation and First Holy Communion.

Students in grades TK-8 attend the weekly mass at Our Lady of Guadalupe Church at 9:00 a.m. each Thursday. Throughout the school year, there are opportunities for the students to pray the rosary as a class/school, spend time in Adoration of the Blessed Sacrament, and participate in other meaningful faith experiences.

18. Graduation Requirements

There are long-standing traditions associated with eighth grade graduation from Our Lady of Guadalupe Parish School. These traditions are privileges and, as such, **participation is dependent on the student being in good academic and behavioral standing** in the school.

The week before graduation is set aside as a special time for the eighth grade class to celebrate, reflect and reinforce the values instilled in them at Our Lady of Guadalupe Parish School. In order to participate in graduation activities, it is expected that each family pay the \$150 eighth grade graduation fee. Individual eighth graders participate in graduation activities at the discretion of the Administration. A diploma will not be issued to any student who fails an academic subject during 8th grade in **any** trimester.

19. Academic Probation/Retention/Transfer

Our Lady of Guadalupe Parish School believes in the principle of academic excellence, and as such, believes that this is best achieved through collaboration between the student, the school and the home. In an effort to meet the academic needs of our diverse student population and maximize each student's potential for success, **any student who receives an "F"** (59% and below) **on a report card, or who receives two (2) or more "D's"** (60-69%) on a report card in the 1st or 2nd trimester, will be placed on **academic probation** for the following trimester.

Any student consistently achieving below grade level and/or ability, or who reflects a consistent lack of good work habits may also (at the school's discretion) be placed on academic probation. At that time, the school will provide written notification, and a meeting between faculty and parents will be required, in order to facilitate an intervention plan that meets the individual needs of that student more effectively. The student's status at Our Lady of Guadalupe Parish School may be placed in jeopardy in the future, unless academic progress and collaboration between home and school is evidenced. A student on academic probation may need to fulfill specific requirements during the summer as outlined by the school.

Advancement to the next grade level at Our Lady of Guadalupe Parish School is based on a student's daily performance, test results, recommendations of teachers, and his/her ability to complete work successfully on a more advanced level. Promotion to the next grade level depends on successful completion of all subject areas. The principal may recommend or require the repetition of a level, tutoring, or summer school classes when, after conferences

with teachers and parents, it is believed that the student will be better prepared academically or emotionally for the next grade level.

As a matter of courtesy, **notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date.** This will enable the school to prepare necessary information and settle accounts. Business Office accounts must be settled prior to a student's withdrawal from Our Lady of Guadalupe Parish School, and credits will be issued when applicable.

20. Testing & Assessment

Throughout the year, students in Tk-3 will participate in the STAR Early Literacy Assessment, and students from 2nd-8th will participate in the STAR Assessments for Reading and Math. The scores on these assessments will be shared with his/her parents, usually at Parent-Teacher Conferences.

Fifth and Eighth grade students also take the ACRE test to determine mastery of religion program standards.

Students are assessed daily in a variety of ways, ranging from informal assessments to formal assessments. To facilitate parent involvement and good school-home communication, Our Lady of Guadalupe Parish School uses SchoolSpeak, a digital, online grade book system. This online grade book can be accessed at <https://adla.schoolspeak.com/Schools/guadalupeschool>. Grades are posted on SchoolSpeak once a week. Parents must update the information in SchoolSpeak in order for contact information to be readily available in case of emergency. Parents new to the school requesting SchoolSpeak login information should contact the main office for more information.

21. Homework

Homework is a reinforcement and/or extension of material covered in the classroom. Its purpose is also to **foster habits of independent study**. Homework is generally assigned Monday through Thursday, although long-term assignments and make-up work are exceptions. Individual teachers will discuss homework requirements on "Back-to-School Night" in the fall.

In assigning homework, teachers follow these guidelines:

- Grades TK-2: Assigned only at teacher's discretion. May not be assigned every night. Not to exceed 45 min.
- Grades 3-5: Not to exceed one hour
- Grades 6-8: Not to exceed two hours

No homework or class assignments are given out ahead of time. Homework has been shown to be a valuable and worthwhile tool to enhance learning and self-discipline in students.

The school calendar allows time for families to vacation together and as such, the school discourages additional time taken for trips during the school year. If a family chooses to take their child(ren) out of school, **it is the responsibility of the students and parents** to make arrangements for class work missed to be completed upon their return to school. No work will be given in advance of the student's absence.

If your child is absent and you would like to pick up your child's homework for the day, please call the school office by 12:00 p.m. to request homework. Homework requests will be available for pick up only between 2:45 and 3:00 p.m., Monday through Friday, in the school office. Or 12:45-1:00 on the 2nd and 4th Fridays of each month.

22. Grading

A+	97-100%
A	94-96%
A-	90-93%
B+	87-89%
B	84-86%
B-	80-83%
C+	77-79%
C	74-76%
C-	70-73%
D+	67-69%
D	64-66%
D-	60-63%
F	below 60%

23. Honors/Awards

An honors assembly is held monthly beginning in October to recognize outstanding student achievement. For our final trimester this year we are implementing an Honor Holly program for highest academic honors. The following awards are given monthly to students in each class:

- Virtue Student of the Month Award
- Math Student of the Month Award
- English Language Arts Student of the Month Award

HONOR ROLL FOR GRADES 3-8:

Principal's Honor Roll: All grades must be a A (94) or better

High Honor Roll: All grades must be a A- (90) or better

Honor Roll: All grades must be a B (84) or better

HONOR ROLL FOR GRADES TK-2:

Principal's Honor Roll: All grades must be "Outstanding"

High Honor Roll: All grades must be "Outstanding" or "Good"

Honor Roll: All grades must be "Good"

24. Field Trips & Excursions Policy

Classes may participate, at the discretion of the principal, in educational field trips. These trips are to be planned by the teacher and supervised by the teacher and adult chaperones.

Chaperones must have gone through *Virtus* certification and **fingerprinted**. Anyone driving on a field trip must submit a copy of their current, **valid California Drivers License**, and **proof of insurance** to the school office prior to the field trip (see below).

No younger siblings may accompany parents on field trips, as the parent's purpose is to chaperone and supervise the students while away from school. It is not necessary for all grades to have the same number of field trips. Individual teachers in consultation with the principal reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Parents may be asked to pay a field trip fee in order for their child to attend.

All field trips must comply with the following requirements:

- Prior permission of the principal
- Correlation with teaching units for the purpose of achieving curricular goals.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip. Copies of the forms are attached as Appendix B and C. *Verbal permission will not be accepted.*
- All participants must have appropriate identification and travel documents.
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by the students.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips.

The school may plan field trips for one or more days including overnight field trips. The school, at its option, may decide not to offer overnight field trips.

- Transportation may be by personal car, school or chartered bus or van, boat, or

airplane.

- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must **be at least 25 years of age**, have a **clean driving record** for the past three years and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.

24. Summer School

The principal is responsible for the over-all administration of all summer programs. All archdiocesan policies are applicable to summer programs. Each year the decision to have a summer program is left to the sole discretion of the principal and the pastor.

25. Athletics & Extra-Curricular Programs

Athletics are available to students meeting extra-curricular activity eligibility requirements. Students participate at the discretion of the principal and Dean of Students. **A \$45 sports fee is required per student, per sport.** In addition, the student's **tuition account must be current** and kept current in order to participate. Athletics is an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social, and moral development of its students. It is within this context that the following Code of Ethics is presented.

Our Lady of Guadalupe Parish School Athletes' Code of Ethics

As an Our Lady of Guadalupe Parish School Athlete, I understand that it is my responsibility to:

- Place academic achievement as the highest priority.
- Show respect for teammates, opponents, officials, and coaches.
- Respect the integrity and judgment of game officials.
- Exhibit fair play, sportsmanship, and proper conduct on and off the playing field.
- Maintain a high level of safety awareness.
- Refrain from the use of profanity, vulgarity, and other offensive language and gestures.
- Adhere to the established rules and standards of the game to be played.
- Respect all equipment and use it safely and appropriately.
- Win with character, lose with dignity.

In addition to the mandated curriculum of the State of California and the Archdiocese of Los Angeles, Our Lady of Guadalupe Parish School provides students with the opportunity to participate in various enrichment activities in an effort to increase their awareness of multiculturalism, fine arts and community. Some of these activities require payment of additional fees. These include, but are not limited to, the following school sponsored activities: Student Council, the Our Lady of Guadalupe Sports Program, Altar Serving, Choir, Drama, and the Outdoor School. Participation in all curricular and extracurricular programs is contingent upon the following criteria being met:

- A student must be in **good behavioral standing**, subject to the Dean of Discipline and Principal's discretion
- A student **may not have a grade below a C-** at any given time and participate or be on academic probation. In the event that a student's grade drops below a C-, the student will be suspended from the activity (practice and games, etc...) until the grade is improved.

The Administration reserves the right to approve or disapprove all students' involvement in school activities. Student participation is at the discretion of the administration.

D. Tuition and Fees

26. Tuition and General Fees

Tuition and fees are determined on a yearly basis and are available through the school office. Fees may be assigned for field trips, sports, student council, choir, drama club, Outdoor School, graduation, etc... at the discretion of the administration.

27. Tuition Collection, Payment Plans, Automatic Deductions

No student will be permitted to begin classes in August unless all financial obligations from the prior year have been met and full registration fees paid. We expect that all tuition and fee payments will be made on time.

Tuition payments are due on the 10th or 20th of each month to Smart Tuition and are subject to a **late charge of \$30.00 after the due date**. Tuition payments processed through the school office are subject to a \$30.00 processing fee. Tuition payments start in June and go through May. Families that enroll in the summer or thereafter will be placed on an alternate payment schedule.

In the event of termination of enrollment, initiated by either the school or the parents, for whatever reason, **tuition is not refundable**. \$25 fee will be charged for any returned check. Any family that cannot meet its scheduled payment must contact the school office.

A tuition account that remains delinquent as of the last day of each month **may result in the suspension of the student(s)**. Special circumstances will be given consideration, if notification in writing is given to the principal.

28. Tuition Assistance

In the event that a student's family is unable to meet their financial obligations to Our Lady of Guadalupe Parish School in a full and in a timely manner, ****it is the responsibility of the family to contact the school.*** In the event that a school family knows that it will be an "undue financial hardship" to meet their financial obligations for the upcoming school year, they must request tuition assistance and present requested **copies of financial records (W-2 forms, paycheck stubs, etc.)** to the administration. The Administration holds all information regarding Tuition Assistance in strict confidence. **There is no guarantee that tuition assistance will be granted if it is requested.**

29. Parent Service and Fundraising Requirements

Every family is expected to assist the school through volunteer efforts. The **school requires 30 Parent Service hours per family** for the school year. Six (6) mandatory hours go specifically to the Fiesta obligation. The school Fiesta is held in the spring of every year. Each family must work the Fiesta shift assigned to them by the school on this day or pay \$30.00 per uncompleted hour. Two parent hours cannot be bought and will need to be toward the assigned class' event or their three assigned Saturday Sales. The remaining 22 hours must be volunteered in ways approved by the school. ***These hours will be parent monitored this year through School Speak.*** Any of the 22 hours not completed and entered by May 30, 2015, will be billed at a rate of \$15.00 per uncompleted hour.

Each family is to **keep record of their own service hours** through the School Speak site.

Every family is expected to support the school's fundraising efforts by **raising \$425** profit for the school. A **\$50 cash donation** must be provided by each family during the time of preparation for the school Fiesta. In addition, each family is responsible for a **\$150 cash** donation that can be raised through the Annual School Raffle only.

E. Discipline

30. Rules and Regulations

Students are accountable for behavior **inside or outside of school** that is detrimental to the reputation of the school as determined by the principal. Every teacher has a classroom discipline plan specific and appropriate to his/her grade level. **We currently have a "Discipline Point System" in grade 4-8.** In addition, the school employs a school-wide referral system to notify parents of unacceptable student behaviors and to work with the

parents and students to correct such behaviors. Referrals may warrant student detentions, suspensions, and even expulsions as consequences for unacceptable behaviors.

For further information, please see Archdiocesan Policies & Procedures Section 13.8.

F. Electronic Communications

31. Electronic Communications Policy

Cell phones and other portable devices (iPods, Blackberries, etc.) may be brought to school. However, all portable communication devices **must be turned "OFF"** and stored in a **backpack, book bag, or other place where the device is not visible.** Portable communication devices may not be turned on at any time during the regular school day for any reason, except to call 911 in emergencies, or with the **express permission of a responsible adult in authority.**

The prohibition includes, but is not limited to, extended care, homework club, lunch breaks, class changes, and any other scheduled or non-scheduled activity that occurs during school hours.

Before and after the end of school, students may use portable communication devices only after the student has **obtained a faculty/staff member's permission.** The cell phone is only to be used in the presence of and under the guidance of the faculty/staff to communicate with parents.

If a student uses a portable communication device or any of its functions for any reason during the school day without express adult permission, the following measures will be taken:

- The device will be confiscated from the student
- The device will be returned only to the student's parent or legal guardian
- The student will be given a detention
- Depending on the circumstances, the student may be denied the right to bring the device to school.
- Repeat violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted
- If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken.

The school is not responsible for lost, misplaced, stolen, broken portable communications devices or for any unauthorized use of such devices. The school will not pay to replace devices that are lost, misplaced or stolen after they are confiscated and will not pay for any communications charges.

The school reserves the right to inspect anything brought on campus.

32. Parent Messages, Telephone Calls, Lunches and Birthdays and Responsibilities

Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Lunches, forgotten books and assignments, messages about after-school pickup arrangements will not be delivered to class. Students can come to the school office to check their voicemail or text messages under the supervision of a staff member or to pick up an item parents have delivered for them only at their break times.

If you or your child forgets his/her lunch, please drop it by the school office before 8:30 a.m. and if this is not possible, lunch orders must be placed on SchoolSpeak by 9:00 AM each day. All students should either bring a sack lunch with them to school or order hot lunch. Hot lunch is available as noted by the monthly hot lunch calendar.

If you would like to bring a treat for your child's class on his/her birthday, **please notify the teacher in advance.** With advanced notice to your child's teacher, you may send in a treat with your child at the *start* of the school day or bring a treat at the *end* of the day. If you send it with your child in the morning, the teacher will allow your child to distribute the treat at some point during the school day (typically recess or lunch). If you would like to bring in a treat at the end of the day the teacher will allow *only the last ten minutes* of class (2:35 p.m. - 2:45 p.m.) for a celebration *in the classroom*.

34. Parent Responsibilities

The strongest argument you can make to a student to put forth effort is the effort, care, and concern they see in you towards them. We expect the following from parents at Our Lady of Guadalupe School:

1. To set rules, times, and limits so that your child:
 - **gets to bed early** on school nights
 - **arrives at school on time** and is picked up on time at the end of the day
 - is **dressed according** to the school dress code
 - **completes class assignments** on time
 - has a lunch card or a sack lunch **every day**
2. To actively **participate** in all school activities such as parent-teacher conferences and fundraising projects.
3. To see that the student pays for any damage to schoolbooks or property, due to carelessness or neglect on the part of the student.
4. To **notify** the school with a written note within 48 hours when a student returns from having been absent.
5. To **call the school office before 8:00 a.m.** when a student is going to be absent.
6. To **notify** the school office of any **changes of address or important telephone numbers immediately.**
7. To **meet all financial obligations** to the school in a timely manner.
8. **To inform the school of any special situations** regarding the student's well-being,

safety, and health.

9. To **complete and return to school any requested information** promptly.
10. To **read school notes, check SchoolSpeak, emails, read the bulletins** and to show interest in the student's total education.
11. To **support the religious and educational goals** of the school.
12. To **support and cooperate with the discipline policy** of the school.
13. To **treat teachers with respect and courtesy** in discussing student problems.
14. To **refrain from malicious gossip** with regards to Our Lady of Guadalupe School.
15. To **be supportive** of the school administration.
16. To **model appropriate Christian behavior** with regards to teams, sports, and school athletic events.

ARCHDIOCESAN POLICIES AND PROCEDURES

Our Lady of Guadalupe Parish School operates according to the policies set forth in the Archdiocese of Los Angeles Administrative Handbook. Any information in the Archdiocese of Los Angeles Administrative Handbook that has been updated. Our Lady of Guadalupe Parish School Parent/Student Handbook, will supersede what is spelled out in the 2017-2018 Parent/Student Handbook.

The Archdiocese of Los Angeles Administrative Handbook can be found at www.la-archdiocese.org under publications.

Right to Amend

The principal and/or pastor reserves the right to amend this handbook at any time. Parents will be notified via email if changes are made.