

Our Lady of Guadalupe School



In the tradition of the

Dominican Sisters of Mission San Jose

Parent/Student Handbook

2008 - 2009

Student Learning Expectations (SLE)

An Our Lady of Guadalupe School Student Is

An Integrated Individual Who:

- Has the skills to be an independent worker, thinker, and learner
- Is able to facilitate effectively with partners and in small and large groups
- Can adapt to change and different learning environments
- Responds appropriately to constructive criticism
- Has the ability to use technology efficiently and with confidence
- Participates regularly in a physical education program
- Has an appreciation of the arts

A Learner Aware of Christian Values Who:

- Is knowledgeable of the teachings of the Catholic Faith, including the seven Catholic Social Principles
- Is involved in communal liturgical experiences
- Values diversity in others
- Listens critically and compassionately to the ideas of others

An Academically Capable Student Who:

- Has achieved an understanding of the curriculum according to his/her ability
- Exhibits disciplined study habits
- Is goal oriented

An Effective Communicator Who:

- Uses a variety of media, written, oral and visual to present ideas clearly
- Organizes information
- Articulates clearly and respectfully
- Utilizes the proper skills of written communication

A Socially Aware Person Who:

- Takes responsibility for his/her actions
- Develops awareness of others
- Resolves conflicts peacefully
- Is involved in community services/outreach

A Globally Aware Individual Who:

- Is aware and proactive of local and world community needs
- Demonstrates stewardship of the earth's resources
- Is aware of current events

OUR LADY OF GUADALUPE SCHOOL

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Dominican Sisters of Mission San Jose*

PARENT / STUDENT HANDBOOK

2008 – 2009

**Our Lady of Guadalupe School
40374 Fremont Blvd.
Fremont, CA 94538
(510) 657-1674
FAX (510) 657-3659**

Email: guadalupe@cndo.org

Web Site: www.guadalupe-school.com

**Extended Care Office (510) 657-1683
Extended Care Cell (510) 853-8294
Faith Formation Office (510) 651-4966**

**Our Lady of Guadalupe Parish Office
41933 Blacow Road
Fremont, CA 94538
(510) 657-4043
FAX (510) 657-4055**

Diocese of Oakland

Patron Saint of Our Lady of Guadalupe School

On December 9, 1531, Juan Diego, a poor Indian from a small village near Mexico City walked to Mass to honor Our Lady. As he walked by the hill called Tepeyac, Juan Diego heard beautiful music. Then, a radiant cloud appeared surrounding a young Native American woman dressed like an Aztec princess. The lady spoke to Juan Diego in his native language. She told him to go to the Bishop of Mexico, Juan de Zumarraga and tell the bishop that he must build a chapel here in the place where the lady appeared. According to an ancient chronicle, the lady said,

"My dearest son, I am the eternal Virgin Mary, Mother of the true God, Author of Life, Creator of all and the Lord of the Heavens and of the Earth.... And it is my desire that a church be built here in this place for me, where, as your most merciful Mother and that of all your people, I may show my loving clemency and the compassion that I bear to the Indians, and to those who love and seek me..."

Juan Diego obeyed the lady and went to the Bishop. The Bishop told Juan Diego that the lady must give him a sign before he would build the chapel. Because Juan Diego's uncle was very ill, he tried to avoid the lady, but could not. The lady told him that his uncle would get better and gave Juan Diego beautiful roses for him to take to the Bishop. He carried the roses in his cape, or tilma.

Juan Diego went back to see the Bishop. He opened his tilma and all of the roses fell out onto the ground. In addition, a painting of Mary appeared on the tilma, just as she had appeared at Tepeyac. The Bishop immediately knelt, recognizing that this sign came from Our Lady. Word came that the lady said that the image on the tilma should be called Our Lady of Guadalupe. For a short period, the tilma hung in the cathedral for all to see. When the new church was completed, the Sacred Image was placed above the altar.

Our Lady of Guadalupe is the Patroness of the Americas. Her Feast Day is celebrated on December 12.

Saint Dominic de Guzman: Founder of the Dominican Order of Preachers

“Dominic de Guzman was born in Old Castile around 1170. His father was a guardian of a fort on the border of Christian Spain and the boy would have been trained to arm if his mother’s pleading and his obvious talent for study had not succeeded in obtaining permission for him to follow his two older brothers to the priesthood. After completing his studies at Palencia, he was ordained and soon joined the chapter of Augustinian Canons at Osma. The devout young priest divided his time between prayer and teaching the truths of God. In 1203 he was called to accompany his bishop on a diplomatic mission and while on the journey met with the Albigensian heretics in southern France. He and the bishop had hoped to go to the Tartars as missionaries when their diplomatic journey was over, but found themselves commissioned by the pope to preach against the heretics.

By 1216, Dominic was moved to organize his fellow preachers into a religious order and obtained permission from Rome. Nine women converted from heresy were already established in a convent at Prouille to assist Dominic and his brothers by their prayer and good works. Many interested lay persons became closely involved in the work of Dominic for the Church.

Dominic introduced many innovations into the religious life – the election of priors, the participation of all in legislation, the flexibility of structures to allow of adaptation to problems of any age. He governed the new Order for only five years but at his death in 1221, the foundations were so firmly grounded that no persecution or trouble would shake it. At his death, he promised his weeping brothers that he would be of more use to them in heaven than he was on earth – a promise which he has kept abundantly in the seven centuries since.”

Saint Dominic’s feast day is celebrated on August 8.

Reprinted from the MSJ Dominicans website.

Mother Maria Pia Backes: Foundress of the Dominican Sisters of Mission San Jose

In 1876, Sister Maria Pia Backes, a Dominican Sister, traveled from the convent of the Holy Cross in Williamsburg, New York to take up missionary work in California, ministering to German-speaking Catholics in San Francisco. Sister Pia was accompanied in her journey by Sister M. Amanda Bednartz and Sister M. Salesia Fichtner. At the invitation of Archbishop Joseph Sadoc Alemany, O.P., the sisters established a school at St. Boniface Parish in San Francisco for the parishioners, teaching all academic subjects, including religion classes in German and German language classes. Seven years later, the new community was allowed to purchase property in San Francisco to build a convent and school and in 1883, the Convent of the Immaculate Conception on Guerrero Street was dedicated.

Until 1888, the sisters in California had to look to their superior in New York for permission to pursue significant community and apostolic activities. Because of the distance and the length of time required for communication, Sister Pia was permitted to begin discussions with Archbishop William P. Riordan of San Francisco concerning the formation of a separate community. Under the direction of Archbishop Riordan, the sisters in San Francisco elected Sister Pia as their first prioress. For the next thirty-four years, Mother Pia worked through the process, and in 1922, Pope Pius XI granted final approbation.

Mother Pia believed strongly in the ministry of Catholic education and worked tirelessly to establish and support Catholic elementary and secondary schools. During Mother Pia’s time as Prioress General, the Dominican Sisters of Mission San Jose founded and administered twenty-five schools in California and Oregon, as well as, seven schools in Mexico. Every year on February 8, the Dominican Schools celebrate Founder’s Day in honor on Mother Pia.

Mission Statement

Our Lady of Guadalupe School, as part of the parish community, provides a Catholic-based education for students in grades Kindergarten through eighth. The staff is committed to empowering students to achieve academic, social and spiritual success. In partnership with parents, we continually develop a school community that is supportive, creative, structured yet innovative and academic, as well as spiritual.

Philosophy

The staff of Our Lady of Guadalupe School provides a supportive environment that allows for individual creativity. The teachers encourage the students to become independent thinkers by providing lessons that develop the growth of his or her body, soul and mind. The staff is committed to offering an array of lessons and activities to support all types of learners.

Our Lady of Guadalupe School community, while placing emphasis on a structured curriculum, believes in finding and implementing innovative teaching methods. The strength of the school is its dedication to supporting the needs and talents of the individual child in a safe and nurturing environment to which children of all ethnicities, faiths and genders are respected.

The school, a Roman Catholic community which incorporates the teachings and beliefs of the Dominican Sisters, is dedicated to providing a spiritual education. The Pastor, administration and staff create a spiritual atmosphere by allowing students to participate in liturgical experiences throughout the school year. The holistic, spiritual teachings are enhanced by Diocesan guidelines. The nurturing of the student moral and spiritual development assist the students' academic growth by creating a tolerance in which the basics of education can broaden and flourish.

Our Lady of Guadalupe School is a child-centered school that empowers students to believe in themselves and their abilities. While recognizing the parent as the primary educator, the teacher facilitates the students' development. The Pastor, staff and parents are dedicated to creating life-long learners who are also integrated learners, aware of Christian values, academically capable, communicatively effective, socially and globally aware

Absent Notices and Attendance

The school day begins at 8:00 a.m. and students not inside the bench line at that time will be marked tardy/absent. Parents should make a definite effort to keep their child's attendance regular. If your child is absent, please phone the school office, 657-1674, before 9:00 a.m. EVERY DAY THAT THEY ARE OUT OF SCHOOL. If parents do not call the office, the school secretary will call home to determine the reason for the absence.

Upon returning to school, after having been absent, a child must bring an excuse note, written and signed by his/her parent/guardian, properly dated and specifying the cause for the absence. If a child is absent for ten (10) days during a report card period the report card grades may not be given. (From the Diocesan handbook, section 6220)

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

If your child has been absent from school, he/she may not participate in school-sponsored extra-curricular activities on the days they are absent.

Parents are encouraged not to take children out of school for extended vacations. If they absolutely must leave school for a family trip, a note needs to be sent in advance to the child's teacher and to the office notifying the school of the planned absence. The student is responsible for work missed, which is generally made up once the child returns to school.

Take Your Child to Work Day

Many companies have programs for a parent to bring their child to their work on a specific day, usually called Take Your Child to Work Day. Parents who wish to participate in this program, must write a note to the office, prior to the designated day when the student will be gone. The student will be allowed to go with the parent to work that day and will not be charged as absent for the school day.

Abuse of School Personnel

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

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

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

The following is taken directly from the Diocesan handbook in regard to interactions among parents and staff.

Copied from the Penal Code Section 71

"Any parent/legal guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than ten (10) days, or both. (This section does not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills.)"

"Every person who, with intent to cause, attempts to cause or causes any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat, directly communicated* to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable as follows:

1. Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.
2. If such person has been previously convicted of a violation of this section, such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison."

"*As used in this section, *directly communicated* includes, but is not limited to, a communication to the recipient of the threat by telephone, telegraph, or letter."

Accelerated Reader Program

The Accelerated Reader Program is an automated program that assesses a student's reading comprehension. Using this program, students read grade-appropriate books and then take computerized tests on the book's content. The student is awarded points which have been assigned according to the complexity of the book. Accelerated Reader points are cumulative and as students reach designated point levels (100 points, 250 points, etc.), they are recognized for their achievement. At the end of each trimester students with the highest point totals will be given a certificate.

Admission Policies

The Catholic Schools in the Diocese of Oakland, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color and national and/or ethnic origin to all the rights, privileges, programs, activities generally made available to the students at the schools. The Catholic Schools in the Diocese of Oakland do not discriminate on the basis of race, color and national and/or ethnic origin, age, sex, or disability in the administration of educational policies, scholarship, and loan programs, and athletic and other school administered programs.

Likewise, the Catholic Schools in the Diocese of Oakland do not discriminate against an applicant for employment on the basis of sex, age, disability, race, color and national and or ethnic origin.

“Every person, as a child of God, regardless of race, condition, or age, has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to Our Lady of Guadalupe School on the basis of sex, race, color, religion or national origin.”

(Administrative Handbook for Schools, Diocese of Oakland)

Admission to Our Lady of Guadalupe School requires the following:

- Complete information on the registration application
- Birth and baptismal certification presented for verification
- Student information (report cards, standardized test scores) from the child’s previous school
- A pre-entrance evaluation administered to determine the acceptance of the individual student
- Recommendation from former school

Priority of acceptance is as follows:

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

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

Altar Servers

Each site of Our Lady of Guadalupe Parish have an Altar Server Coordinator who trains and schedules servers at that site for Sunday Masses. Any student who has received their First Communion and wishes to serve should speak with the Altar Server Coordinator at the appropriate site. Altar servers for student Masses are chosen by the teacher of the class responsible for that Liturgy.

Assemblies

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

- Religious
- Educational
- Seasonal
- Fundraising
- Sports and Award Activities

Awards

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

Christian Value Award

Teachers recognize students monthly who have demonstrated Christian values in and out of the classroom. Students can receive this award for a variety of reasons, i.e. improvement, helpfulness, generosity, perseverance, etc. This award is given by grade, normally after the monthly student body Mass.

Peacemaker Award

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

- Responds to situations in a peaceful way
- Shows forgiveness
- Accepts others' differences without being critical
- Actively does something to bring about peace
- Acts as a mediator with conflicts between/among others
- Tries to solve problems on his/her own
- Acts with kindness and is affirming
- Seeks justice and fairness

Trimester Recognition Awards

At the end of each trimester, several awards are given as recognition of specific achievements. Awards will be distributed via the report card envelope for the 1st and 2nd trimester. An End-of-the-Year awards assembly will take place on the last day of school.

The following table lists some of the awards presented. Other awards can be added at the discretion of the principal. Not all awards are given in each grade.

Award	Description
Accelerated Reader	For students who have achieved top point scores in their class using the Accelerated Reader program.
Christian Living	For students in grades K – 3 who demonstrate Christ-like values in their treatment of others. These students are respectful of staff members, parents and fellow students. Must not have a 2- or lower in conduct.
Citizenship	For any student who exhibits respect for school rules and school property. These students are respectful during school assemblies and other activities, showing a general love of the school. Grades 4-8 must have a 1 or 1- in conduct. Grades K-3 must have a 2 or above in conduct.
Enthusiasm	For students in grades K – 3 who demonstrate an overall enthusiasm towards their academic achievement.
Honor Roll	For students in grades 4 – 8 who achieve a specific level of academic excellence. Must have a 3.7 grade point average or higher with no C's, Unsatisfactory grades (2- or lower in Conduct or Effort), or S- or below in Art, Music, or PE.
Honorable Mention	For students in grades 4 – 8 who achieve a specific level of academic excellence. Must have a 3.5 grade point average or higher with no C's, Unsatisfactory grades (2- or lower in Conduct or Effort), or S- or below in Art, Music, or PE.
Our Lady of Guadalupe	For students in any grade whose actions and conduct show empathy for the less fortunate, are respectful of others' differences and are generous in their treatment of their teachers and peers. Must not have a 2-, 3 or 4 in conduct or effort.
Consistent Growth	For students in any grade who have shown significant and consistent growth in any or all academic areas, conduct, and/or effort.
Outstanding Effort	For students in grades K – 3 who have demonstrated great effort in a particular subject area, specifically Religion, Language Arts, Math, Science and Social Studies.
P.E. Award	For the boy and girl in each grade who have shown outstanding and consistent effort in developing skills in physical education and good sportsmanship.
Perfect Attendance (Trimester)	For students who have no absences and tardies throughout the trimester.
Perfect Attendance (Year)	For students who have no absences and tardies throughout the entire year.

Graduation Awards & Scholarships

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

- Highest Honors (The Blue Cord) is given to students who have maintained a 3.9 or above in both their seventh and eighth grade years.
- High Honors (The Gold Cord) is given to students who have maintained a 3.7 and above in both their seventh and eighth grade years.
- Honors (The Red Cord) is given to students who have maintained a 3.5 and above in their seventh and eighth grade years.
- Valedictorian
- Student Council (The White Cord)
- Father Moreau Scholarship
- Service Award
- Pastor's Award
- Principal's Award

Dustin Slater Memorial Scholarship

The Dustin Slater Memorial Scholarship is given in memory of Dustin Slater, member of the class of 2003, to a 7th grader who exemplifies qualities that Dustin held important, such as kindness, diligence in effort, compassion, respect, curiosity and a desire to learn. The award includes a \$200 scholarship, a plaque for the student to keep, and the student's name engraved on a Memorial Plaque displayed permanently in the school's entryway. This scholarship will be awarded at the final awards presentation of each school year.

Bicycles

Students are allowed to ride bicycles to school. There must be written consent on file in the office. Bicycles may never be ridden on school grounds. Consistent failure to comply with this regulation will result in forfeiting the privilege of bringing the bicycle to school for a period of time. Bicycles must be locked. No one should linger by the bicycle area. The school is not responsible for theft or vandalism.

Birthdays

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

Students are allowed to celebrate their birthday by wearing free dress. However, if the student's birthday falls on a designated Full Uniform day or a scheduled free dress day, the student may choose another day to wear birthday free dress.

Individual teachers will address the handling of student birthdays in the classrooms at Back to School Night.

Books

Students rent, not purchase, their textbooks. Some books in the primary grades may be written in and kept, but most textbooks are not to be written in or damaged. Books are to be covered by students as directed by their teachers. Students will be charged an added fee at the end of the year if their textbook(s) are lost or damaged. The entire cost of the book will be assessed if the book is unusable for the following year. A portion of the cost of the book will be billed for partial damage. **Students need to be responsible for all school equipment.**

Bulletin

Important school information is sent home every Wednesday in an envelope that is given to the oldest child in each family. You are asked to read everything in the envelope carefully. The envelope must be signed and returned the following day, so it can be re-used. If the envelope is not returned, the information will be stapled together and sent home without an envelope. A replacement envelope will be provided for a nominal charge. **In an effort to save paper and copy costs, the Wednesday bulletin will not be included in the Wednesday envelope unless specifically requested by a family. Please notify Mrs. Keltie in the office if you need a hard copy.** The bulletin will continue to be posted on the website and will be sent to families via e-mail, if the school has your e-mail address. Also, a hard copy will be posted on the Announcement Board in the school entry.

All flyers and bulletins for fundraisers, etc., **must be approved by the Office.** The deadline for any announcement/notice is Monday noon or Tuesday noon if Monday is a holiday.

Calendar

The general school calendar is given to each family in the summer mailing and appears below. Holidays, teacher in-services, early dismissals and vacations are indicated. Another calendar is sent out every month with any changes indicated. Parents will be informed through the Wednesday bulletin if there are any unforeseen changes in the calendar dates. **IMPORTANT: Check the monthly calendar for updates.**

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

Day	Date	Event
Thursday	August 21	First Day of school / Noon Dismissal / Free Dress / Coffee Social / Back to School Meetings for K–8 at 6:30 PM. Fremont Blvd Site
Friday	August 22	Minimum Day / Noon Dismissal / Free Dress
Monday - Friday	August 25 – September 5	Full Day for Grades 1-8, Noon Dismissal for K / Full Uniform
Monday	September 1	NO SCHOOL / Labor Day
Thursday	September 4	BACK TO SCHOOL MASS / Full Uniform / Kick off for Gift Wrap Sale
Friday	September 5	Photo Day / Full Uniform
Monday	September 8	Kinder begins full days
Wednesday	September 10	General Parent Meeting, 7:00 P.M. at the Fremont Blvd Church
Friday	September 12	Minimum Day / Noon Dismissal
Monday	September 15	Pizza Lunch Begins

Day	Date	Event
Monday - Thursday	September 22-25	ITBS Testing for Gr. 2-8
Friday	September 26	NO SCHOOL / Student Holiday / MSJ Staff Development Day
Thursday	October 2	Blessing of the Animals 2:30 pm
Monday	October 6	Gift Wrap Sale Ends
Thursday	October 9	OUR LADY OF THE ROSARY MASS / Full Uniform / Progress Reports
Friday	October 10	NO SCHOOL / Student Holiday / Diocesan Elementary Staff In-Service
Monday	October 13	NO SCHOOL / Columbus Day
Saturday	October 18	OLG Parish Picnic
Sunday	October 26	Fall Festival
Friday	October 31	Halloween Parade, Activities / Minimum Day / Noon Dismissal
Monday	November 3	ALL SAINTS MASS / Full Uniform
Monday	November 10	NO SCHOOL / Veteran's Day
Wednesday	November 12	Raffle Sale begins
Thursday	November 13	Photo Retake Day
Monday - Friday	November 17-21	Grade 8 –CYO Camp
Friday	November 21	End of 1 st Trimester
Tuesday	November 25	Minimum Day / Noon Dismissal
Wednesday	November 26	NO SCHOOL / Student Holiday
Thursday – Friday	November 27-28	NO SCHOOL / Thanksgiving Vacation
Wednesday – Friday	December 3-5	Minimum Day / Noon Dismissal / Parent-Teacher Conferences / Report Cards distributed at conferences
Friday	December 5	St. Nicholas Day
Monday	December 8	IMMACULATE CONCEPTION MASS / Full Uniform
Friday	Dec 12	OUR LADY OF GUADALUPE MASS / Full Uniform
Wednesday	Dec 17	Raffle Sale Ends
Thursday	Dec. 18	Christmas Program 7:00 PM Fremont Blvd. site
Friday	December 19	Minimum Day / Noon Dismissal / NO PM EXTENDED CARE
Monday – Monday	Dec. 22-Jan. 5	NO SCHOOL / Christmas Vacation
Tuesday	January 6	Classes Resume
Thursday	January 8	NEW YEAR MASS/ Full Uniform
Thursday	January 15	PEACEMAKER PRAYER SERVICE/ Full Uniform
Friday	January 16	Graduation Photos
Monday	January 19	NO SCHOOL / Martin Luther King, Jr. Day
Saturday	January 24	Work Party 9am – 12pm
Sunday	January 25	CATHOLIC SCHOOLS WEEK MASS -11 AM, Fremont Blvd. site / Open House 12:30 – 2:00 PM
Monday – Friday	January 26-30	Catholic Schools Week
Friday	January 30	Minimum Day / Noon Dismissal / Progress Reports
Monday	February 2	NO SCHOOL / School Holiday
Monday	February 9	FOUNDER'S DAY PRAYER SERVICE / Full Uniform
Friday	February 13	Valentine's Day Celebration / Noon Dismissal
Monday	February 16	NO SCHOOL / President's Day
Wednesday	February 25	ASH WEDNESDAY MASS / Full Uniform
Thursday	February 26	Spring Photos
Friday	March 6	End of 2 nd Trimester
Monday – Friday	March 9-13	Grade 5 to Camp Arroyo
Friday	March 13	Report Cards
Saturday	March 21	Spring Fundraiser Event – Holy Spirit Hall

Day	Date	Event
Wednesday	March 25	<i>LENTEN PRAYER SERVICE / Full Uniform</i>
Thursday - Saturday	March 26-30	OLG School Play at Ohlone
Monday	March 30	NO SCHOOL / School Holiday
Thursday	April 9	HOLY THURSDAY / Noon Dismissal / No PM Extended Care
Friday	April 10	NO SCHOOL / GOOD FRIDAY
Monday – Friday	April 13-17	NO SCHOOL / Easter Break
Monday	April 20	Classes Resume
Thursday	April 30	<i>MASS OF NEW LIFE / Full Uniform</i> / Progress Reports / Services Hours Completion Deadline
Friday	May 1	NO SCHOOL / Student Holiday / Staff Retreat
Monday	May 4	Service Hours Reporting Deadline
Thursday	May 7	<i>MAY CROWNING MASS / Full Uniform</i>
Saturday	May 9	<i>FIRST EUCHARIST</i> / 11:30 AM Fremont Blvd Site
Monday	May 11	<i>FIRST EUCHARIST MASS FOR SCHOOL / Full Uniform</i>
Wednesday	May 13	General Parents Meeting / 7:00 PM / Fremont Blvd. Site
Friday	May 15	Minimum Day / Noon Dismissal / No PM Extended Care / Staff Planning Day
Monday	May 18	Registration for 2009-2010 / 3:00 – 5:00 PM
Tuesday	May 19	Registration for 2009-2010 / 5:00 – 7:00 PM
Wednesday	May 20	<i>STUDENT COUNCIL INSTALLATION PRAYER SERVICE / Full Uniform</i>
Thursday	May 21	Field Day / Hot Dog Lunch
Friday	May 22	NO SCHOOL / Student Holiday
Monday	May 25	NO SCHOOL / Memorial Day
Friday	June 5	<i>GRADUATION MASS FOR SCHOOL / 11:00 / Full Uniform</i>
Saturday	June 6	Graduation - 1:00 PM / Fremont Blvd Site
Wednesday	June 10	Minimum Day / Noon Dismissal
Thursday	June 11	Minimum Day / Noon Dismissal / No PM Extended Care
Friday	June 12	Last Day / Awards at 8:15 AM / Dismissal 10 AM / Report Cards / No After School Extended Care

Camp Arroyo

The 5th grade will attend Camp Arroyo, March 9th-13th. The focus of their week at camp is science and environmental awareness.

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

Car Pools

Car pools are formed by individual families if they wish to do so. This is not coordinated by the school. Information may be placed in the Wednesday bulletin.

Cell Phones

If necessary, students may have cell phones at school only if permission is given in writing by the parent/guardian. The permission slip will be kept on file in the school office. **The school is not responsible for lost, stolen or damaged cell phones.**

Students are not permitted to use their cell phones at school at any time. There are other phones (in the office) that a student can use if necessary. **Students must keep their cell phones turned off in their back pack at all times, including during Extended Care.**

If a staff member finds a student on campus with a cell phone that is turned on or out of their backpack, the cell phone will be confiscated and the parent will be notified. If there is a permission slip on file in the office, the phone will be returned when the student goes home that day. If there is no permission slip on file, the phone will remain in the school office until the parent/guardian personally comes to the office to retrieve it. A student who chooses to ignore rules regarding cell phone use at school may face further consequences.

Change of Address or Telephone

Please inform the school office immediately of any change in address (including zip code) or telephone number. It is critical that school personnel be able to contact parents or their representatives in case of illness or accident.

Chewing Gum

Chewing gum is never allowed on the school grounds.

Child Abuse or Neglect

School personnel are mandatory reporters, which means, that they are required by law to report any reasonable suspicion of child abuse.

A reasonable suspicion of child abuse means that “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse.” (Penal Code Section 1166a)

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

Classroom Parties

During the school year Room Parents organize classroom parties for various holidays.

Birthday celebrations will be discussed at Back to School Night since individual classrooms will handle birthdays differently.

Coloma Outdoor Discovery School

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

A special fee will be charged to cover expenses of this trip. Fourth grade parents may participate in special fundraising events to help offset expenses or may pay the fee in full.

Contact Information

Our Lady of Guadalupe School

40374 Fremont Blvd.

Fremont, CA 94538

(510) 657-1674

FAX (510) 657-3659

Email: guadalupe@csdo.org

Web Site: www.guadalupe-school.com

Extended Care Office (510) 657-1683

Extended Care Cell (510) 853-8294

Faith Formation Office (510) 651-4966

Our Lady of Guadalupe Parish Office

41933 Blacow Road

Fremont, CA 94538

(510) 657-4043

FAX (510) 657-4055

Parents can contact staff members directly using email. Each email address at school follows the same format: firstinitiallastname@csdo.org. For example, if you want to reach Lorrie Keltie, Administrative Assistant, you can send email to lkeltie@csdo.org or use the alternate email address provided by your child's teacher.

Custody Documents

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

CYO Camp

The 8th grade will attend the CYO Camp in Occidental November 17th – 21st.

CYO Sports

The parish sponsors and administers the CYO (Catholic Youth Organization) program. Both children of the parish and children who attend OLG school may join. Sports offered include basketball (boys and girls), cheerleading (girls), volleyball (girls), softball (girls), and track (boys and girls). Information on teams, sign ups and fees will appear in the Wednesday Bulletin.

Daily Schedule

The regular school day schedule is:

Grades K - 3	8:00 a.m. to 2:50 p.m.
Grades 4 – 8	8:00 a.m. to 3:00 p.m.
Morning Recess	10:30 a.m. to 10:50 a.m.
Lunch	12:30 p.m. to 1:10 p.m.
Minimum Day Schedule	8:00 a.m. to 12:00 p.m.
Wednesday Schedule	8:00 a.m. to 2:00 p.m.

The school secretary is in the office from 7:45 a.m. to 3:45 p.m. on school days. Although the principal is usually on-site, and makes every effort to be available to parents, her duties sometimes require her being away from the office or off school grounds. To be assured of a specific time to meet with her, it is best to schedule an appointment in advance.

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

Note: Teachers for grades K – 3 will remain outside until 3:00 PM. At 3:00 PM, Extended Care will assume supervision, but E.C. fees will not be assessed until 3:10 (or 10 minutes after final dismissal), when sign-in for all students remaining on school grounds is mandatory.

Parents will be charged for the time their child spends in Extended Care. Bills are assigned on the half hour.

Detention

As part of the school's disciplinary policy, students who accumulate "Head's Up" notices or warnings or choose to behave in a manner that is not acceptable for an OLG student may have to serve detention. At OLG there are three grade levels (Level I: K, 1, 2 & 3; Level II: 4 & 5; Level III: 6, 7 & 8) and the teachers in each level will determine what defines an appropriate detention for the students of that level. Further clarification of the level consequences will be given in writing within the first week of school.

Parents will receive written notification of their child's detention. This notification will explain why the detention was given and when the detention will be served. The notice must be signed and returned to the teacher by the end of the next school day.

Disciplinary Policies

Discipline promotes character formation and assists students in developing life-long social skills. Parents and staff share responsibility for this development by being role models and by encouraging Christian behavior.

Discipline is said to be maintained in a classroom or school when pupils work cooperatively with the principal, the teacher, and their companions towards the attainment of the class and the school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond school hours.

It is our aim, therefore, to use discipline as a guide for teaching the great commandments to love God, and to love our neighbors as ourselves.

Classroom Management

Our Lady of Guadalupe School has adopted the “Time to Teach” classroom management program, which was explained by teachers at Back to School Night. This program’s purpose is to instill awareness of behavior in the students while not detracting from valuable classroom teaching and learning. A “Refocus” procedure is utilized which requires reflection and decision making on the part of the student who is interfering with the right of the students to learn and the teachers right to teach.

Procedure

Teachers can contact parents any time they have concerns about a student’s behavior. When parents have concerns about their child(ren), the appropriate procedure is to contact the child’s teacher first to discuss the situation, whether it be academic or behavioral. If the result of this meeting is unsatisfactory and there is still concern, in the child’s interest, the principal may then be asked to enter into the dialogue. In an effort to nurture the Christ-centered learning environment which our students deserve, it is necessary for all members of the OLG community to show mutual respect for each other.

The well-being of the child is always primary in parent-teacher interactions and communication and teamwork is essential to a successful relationship. In fairness to all concerned, particularly the child, but also the parents and the teacher, it is very important that discussion about the situation be limited to the parties involved. Of course, as educational professionals, confidentiality on the part of teachers and the principal is an understood commitment to the child and family.

Discipline Issues

Discipline issues are handled by the staff and/or administration using the parent notification/detention system. These issues include, but are not limited to:

- Uniform violations
- Gum chewing
- Rough play
- Disrespect
- Teasing
- Name calling
- Refusing to sign into Extended Care
- Being involved in physical altercations
- Defacing property

- Leaving school without permission
- Cheating
- Stealing
- Use / sale / possession of any habit-forming substance
- Use / possession of a dangerous weapon
- Purposely disregarding the school Technology Authorized Use Policy
- Sexual harassment
- Defaming the character or reputation of a student in a public forum medium (i.e., Internet, email, yearbooks, notebooks, etc.)

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

- Being suspended for one or more days
- Being prohibited from using Extended Care
- Cleaning, repairing or replacing broken or vandalized equipment
- Being assigned other appropriate consequences, which may include expulsion

Non-renewal of Student Enrollment

The following paragraph is reprinted from the Administrative Handbook for Schools, Diocese of Oakland:

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

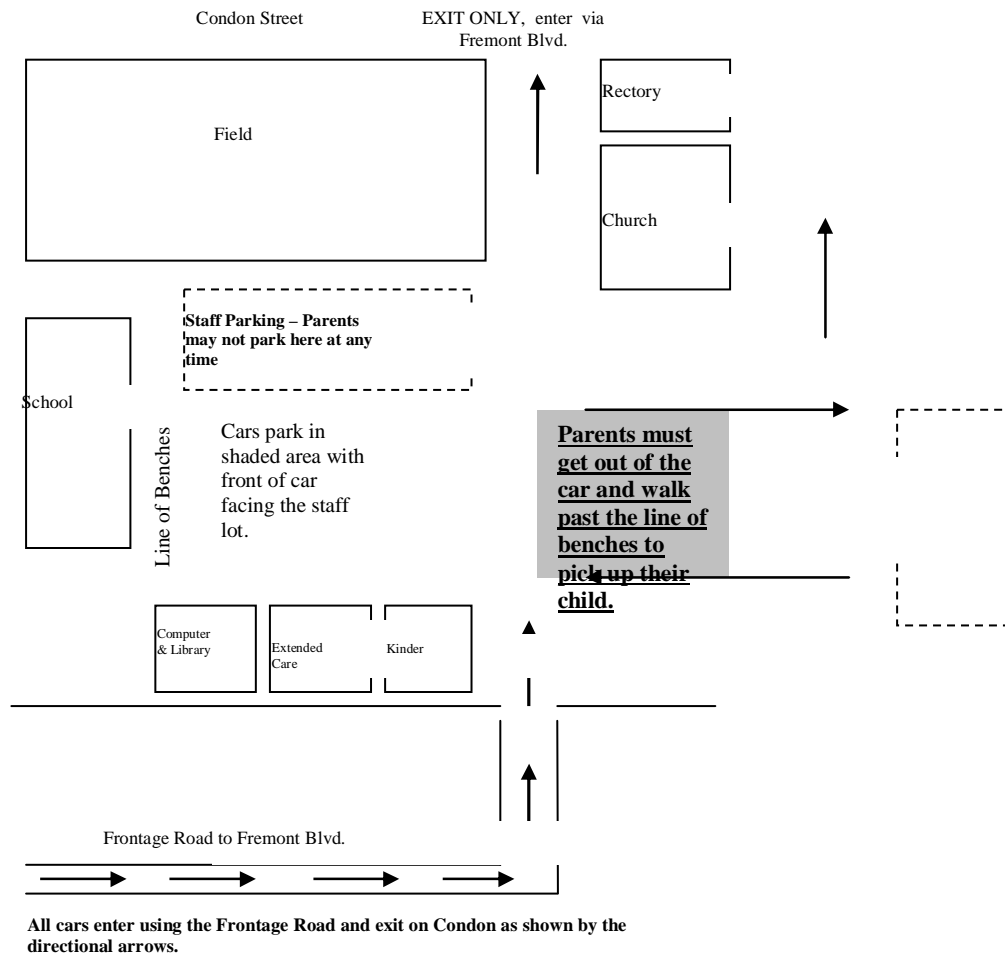
Procedures for Recommended Transfer

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

1. The school has explored means to meet the needs of the child;
2. There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude;
3. The transfer is to take place at the end of a grading period (trimester), a reasonable break in the school year, such as Christmas or Easter, or at the end of an academic year.
4. The final decision is made by the Principal, in consultation with the Pastor and Superintendent.

Dismissal Procedures at the End of the School Day

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



- Parents or authorized adults park their cars in the designated areas, leave the car and personally pick up the child from the line. **No child may leave the line area unless accompanied by an adult.**
- Any child still in line 10 minutes after dismissal of grades 4 – 8 will be signed into Extended Care automatically.
- **Pre-school children must remain with their parent(s) or a responsible adult at all times and are not allowed to play and run around the playground or parking lot at dismissal time.**
- **Staff members on yard duty must supervise the safety of the students for which they are responsible.**
- **We ask that parents not interact with staff members while they are on duty, since it may distract them from their supervision.**
- **Notify your child’s teacher if your child will be going home with someone other than his or her legal guardian.**

Dress Code

When a choice is made to attend a Catholic elementary school, it follows that a choice is made also to comply with the uniform dress code of that school, whether is be OLG or any other institution. Our dress code, including make-up, hair, jewelry, etc. is clearly laid out in our handbook, and it is expected that students will follow these appearance rules.

Correcting uniform violations takes valuable instruction time away from students and teachers, and is unfair to those who have chosen to follow the uniform rules. **It is the parent's responsibility to ensure that the child is properly dressed for each school day, whether in or out of uniform.**

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

Any child who does not follow the dress code will receive notification from their homeroom teacher that must be signed by the parents and returned to school, and will lose the privilege of free dress on the next school free dress day. Multiple dress code notifications will result in more serious consequences and will affect the student's Conduct grade on his/her next report card.

If you have any questions about whether a particular article of clothing or hair style is acceptable, please contact the office and resolve the issue before allowing your child to come to school. The final decision on whether or not something violates the dress code belongs to the administration.

General Dress Code Guidelines

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

- Gang-related clothing, hairstyles, hats, body decorations, and other accessories are not allowed at any time in school or on school grounds.
- All clothing must be size appropriate. Baggy, saggy clothing is not acceptable. Cargo pants are not acceptable. Belts must also be size appropriate. All pants must be worn at the waistline and shirts may be worn tucked into or over the waistband of pants, skirts or walking shorts. However, if the student is wearing a sweater, the shirt must not hang below the end of the sweater. Blousing a shirt is acceptable.
- On any school day, overly tight-fitting pants and low-riding hip hugger pants are not acceptable. Shirts should be long enough and pants high enough at the waist so that the child's body, especially the torso, is completely covered. Shirts are not to be tight fitting or low cut.
- Hairstyles for boys and girls must be neat and appropriate for school. Boys' hair must not extend beyond the shirt collar and must be cut above the ear and appropriately layered, not all one length. Bangs must not interfere with a child's vision. Extreme hairstyles (**specifically spiked, dyed, highlighted, shaggy, or completely shaved**) are not permitted. If a student comes to school with dyed/highlighted hair, he/she will be required to dye their hair back to their natural, original color or cut off dyed/highlighted hair, before returning to school. Consequences for shaved heads will be part of the detention process.

- Makeup of any kind (**including tinted lip gloss, glitter, and colored finger nail polish, artificial and French nails**) is not permitted. Clear lip balm and clear nail polish may be worn if needed. If a student comes to school with any of the above, she will be sent to the office to remove it.
- Tattoos, either temporary or permanent, are not allowed at any time.
- Jewelry, necklaces, or hair accessories (**including accessories with false hair in colors other than their natural color**) are not allowed with the following exceptions and clarifications: **1)** Girls may wear post earrings only. Hoops or dangling earrings are not allowed for safety issues. Multiple holes in each ear is acceptable however, wearing more than one earring in each ear is not allowed. **2)** Boys may not wear earrings to school. **3)** Watches and one ring of appropriate size is permitted for both boys and girls. **4)** One **fine chain necklace** with a small religious symbol or medal only is allowed for both boys and girls (no heavy chains). **5)** Headbands, scrunches, bows and barrettes in solid black, solid white, solid navy blue, maroon, gray, or the uniform pattern are allowed. **6)** No bracelets, thick chains are allowed for both boys and girls.
- Undershirts must be tucked in and the sleeves cannot extend past the end of the child's shirt.
- The only jacket allowed with the uniform is the uniform jacket.
- Hats may be worn outside on school grounds, as long as they are not gang-related or display inappropriate sayings or artwork. Students must remove their head coverings during morning prayers and the flag salute. Hats may never be worn inside the school building.
- Shorts may be worn as part of the dress uniform and the PE uniform, in addition to appropriate free dress days. **On all days, the bottom of the shorts, including free dress shorts, may be no higher than 3 inches above the top of the child's knee.** Longer shorts are acceptable, but shorter shorts are not. Parents must make sure that as their children grow, the length of their shorts remains in the acceptable range for the entire school year.
- Scout uniforms may be worn to school on meeting days.

2008 – 2009 Uniforms

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

The term **Full Uniform** means that no free dress or PE uniforms are allowed. Parents will be notified if full uniform is required on a specific day, usually through the monthly calendar and/or weekly bulletin. Examples of full uniform days are Mass and/or prayer service days.

School uniforms and PE uniforms are available at The Merry Mart stores in Santa Clara and Newark. The following table lists the correct uniform for the 2008– 2009 school year. If you have any questions whether a particular article of clothing, shoe, or hairstyle is acceptable, please contact the office and resolve the issue before allowing your child to come to school.

At no time are students to wear clothing that bears or infers inappropriate, suggestive, violent, or obscene language or design. Final decisions concerning clothing for free dress rests with the teachers and principal.

Required Uniform for 2008-2009

Category	Required Items	Optional Items	Exceptions & Notes
Boys' Dress Uniform	<p>Shirt - K-6: White, short-sleeved polo.</p> <p>Shirt -7 & 8: Solid Maroon short-sleeved polo shirt.</p> <p>Pants – K-6: Navy blue twill or navy blue corduroy</p> <p>Pants – 7 & 8: Gray uniform pants.</p> <p>Socks: Solid white, black or navy blue. Socks may not have decoration of any kind including logos.</p> <p>Sweater – K-6: Navy blue V-neck vest, navy blue V-neck pull-over, or navy blue V-neck cardigan with OLG logo</p> <p>Sweater – 7 & 8: Maroon V-neck sweater with Jr. High OLG logo</p> <p>Shoes: Solid black or solid white athletic or dress shoes with tie or Velcro fastenings, which must be tied or fastened. <i>If the shoe has a logo, it must be the same color as the shoe.</i> Clear inserts or clear plastic pieces on shoes are acceptable. Shoe laces must be the same color as the shoe.</p> <p>Belts: Black leather or woven belt for grades 5-8 only. Buckles can be gold or silver and must be of reasonable size.</p> <p>Jacket: Navy blue lined jacket with hood and OLG logo.</p>	<p>Shirt: Solid white undershirt (no logos), long-sleeved white turtleneck or polo shirt for cold weather only.</p> <p>Shorts –K-6: Navy blue twill walking shorts</p> <p>Shorts – 7 & 8: Gray walking shorts</p> <p>Jacket: Fleece Zip Top with school logo may be worn over school sweater or sweatshirt or under school jacket. Sold at Merry Mart through special order only.</p>	<p>Sweater: Only one sweater is required. A sweater is required with the dress uniform, even on hot days.</p> <p>Pants: Cargo pants, flair or bell-bottomed pants are not acceptable.</p> <p>Shorts: Must measure no higher than 3 inches above the top of the knee. Longer shorts are acceptable.</p> <p>Socks: Must cover the ankle bone.</p> <p>Shoes: <i>Boots and shoes with zippers and/or wheels are not acceptable.</i> Any area of the shoe (excluding silver or clear eyelets) that is a different color than the shoe must be covered. Using permanent marker, white out, fabric paint, etc. are all acceptable.</p> <p>Jacket: The school jacket is the only jacket allowed to be worn with the uniform.</p>

Required Uniform for 2008-2009 – continued

Category	Required Items	Optional Items	Exceptions & Notes
Girls’ Dress Uniform	<p>Jumper K-3: Rampart plaid uniform jumper</p> <p>Skirt – 4-6: Rampart plaid uniform skirt</p> <p>Skirt – 7 & 8: Gray 4 pleat uniform skirt</p> <p>Pants – K-6: Navy blue twill or corduroy pants</p> <p>Pants – 7 & 8: Gray uniform pants.</p> <p>Shirt – K-6: White short-sleeved polo shirt. Plain collar, NO lace or ruffles.</p> <p>Shirt – 7 & 8: Solid Maroon short-sleeved polo shirt. Plain collar, NO lace or ruffles.</p> <p>Sweater- K-6: Navy blue V-neck vest, navy blue V-neck pull-over, or navy blue V-neck cardigan with OLG logo</p> <p>Sweater – 7 & 8: Maroon V-neck sweater with Jr. High OLG logo</p> <p>Jacket: Navy blue lined jacket with hood and OLG logo</p> <p>Socks: Solid white, navy or black. Socks may not have decoration of any kind including logos and/or lace ruffles.</p> <p>Tights: Navy, black or white opaque tights</p> <p>Shoes: Solid black or solid white athletic or dress shoes with tie, Velcro or buckle fastenings. <i>If the shoe has a logo, it must be the same color as the shoe.</i> Clear inserts or clear plastic pieces on shoes are acceptable. Shoe laces must be the same color as the shoe.</p> <p>Belts: Black leather or woven belt for grades 5-8 only. Buckles can be gold or silver and must be of reasonable size.</p>	<p>Shirt: Solid white undershirt (no logos), long-sleeved white turtleneck or polo shirt for cold weather only. No lace or ruffles on collar.</p> <p>Shorts K-6: Navy blue twill walking shorts</p> <p>Shorts – 7 & 8: Gray walking shorts</p> <p>Socks: Knee length socks are allowed.</p> <p>Jacket: Fleece Zip Top with school logo may be worn over school sweater or sweatshirt or under school jacket. Sold at Merry Mart through special order only.</p>	<p>Pants, Jumper or Skirt: Only one of these items is required.</p> <p>Skirt and Shorts Length: The bottom of the skirt or shorts must measure no higher than 3 inches above the top of the knee. Longer shorts/skirts are acceptable.</p> <p>Pants: Cargo pants or bell-bottomed pants are not acceptable.</p> <p>Bike Shorts: Navy blue bike shorts must be worn under skirts/jumpers but cannot be longer than the skirt.</p> <p>Sweater: Only one sweater is required. A sweater is required with the dress uniform, even on hot days.</p> <p>Socks: Must cover the ankle bone.</p> <p>Tights: Must be opaque. <i>May not be textured or patterned.</i></p> <p>Shoes: Heels or platforms can be no higher than 1.5 inches. <i>Boots, sandals and shoes with zippers and/or wheels are not acceptable.</i> Any area of the shoe (excluding silver and clear eyelets) that is a different color than the shoe must be covered. Using permanent marker, white out, fabric paint, etc. are all acceptable.</p> <p>Jacket: The school jacket is the only jacket allowed to be worn with the uniform.</p>

Required Uniform for 2008-2009 – continued

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

Free Dress

Free dress days are days when students may wear clothing other than the school or PE uniform. Students must use a free dress pass, unless the administration has indicated this is a free dress or dress-up day. Free dress passes must be used within the school year in which they were received.

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

On all non-uniform days, students are expected to dress appropriately, befitting their age and the occasion. Beach attire, short shorts, tank tops and crop tops are not acceptable for free dress. T-shirts, with or without collar can be worn, but logo drawings must be appropriate. Jeans may be worn, but cannot be torn or frayed. Shoes must have tie, Velcro or buckle fastenings, and platforms, heels and sandals are not allowed.

Students may wear free dress on a PE day. However, the clothing and shoes worn must not inhibit the student's ability to participate fully in PE class.

Note that the items in the "General Dress Code Guidelines" section apply during free dress days. If you have any questions whether a particular article of clothing or hairstyle is acceptable, please contact the office and resolve the issue before allowing your child to come to school. The final decision on whether or not something is appropriate for a free dress day belongs to the administration.

If a child comes to school out of uniform or in inappropriate free dress, he/she will be given a uniform infraction and will lose the privilege of wearing free dress on the next free dress day. Parents will be called to bring the appropriate attire to school. The student will be given an OLG sweatshirt or T-shirt to wear in class until the parent arrives at school, in order for him/her to not lose valuable class time.

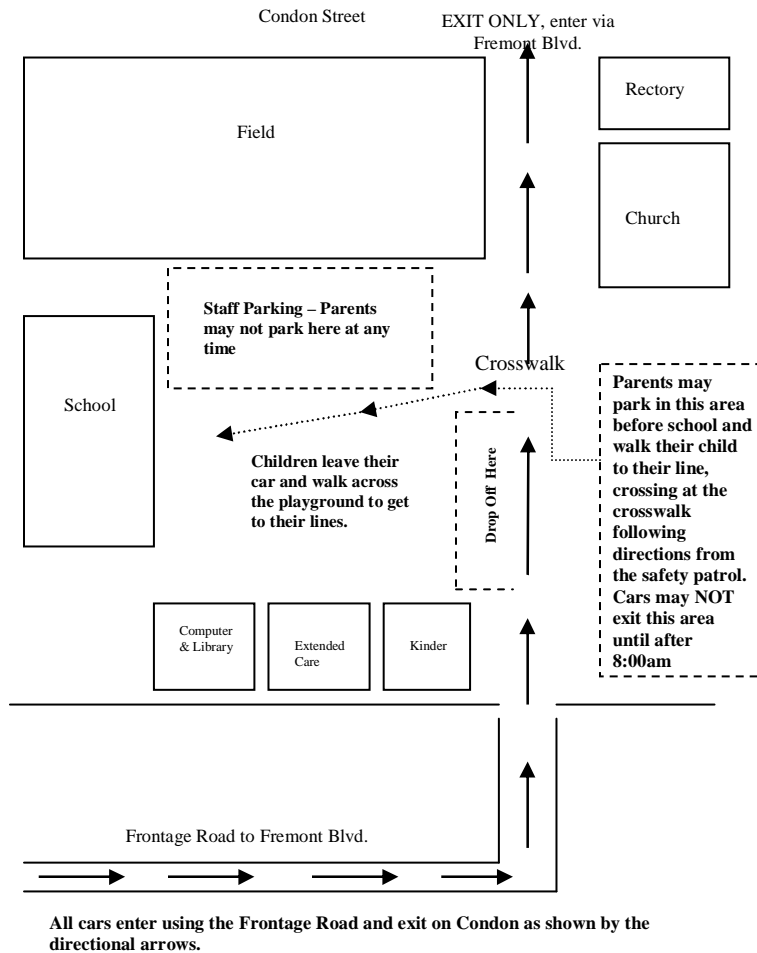
Drop Off & Pick Up Procedures

Our children's safety on the school yard is very important, so we must insist that all our parents follow the Drop Off and Pick Up rules carefully.

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

By approximately 8:30 every morning, the Fremont Blvd gate will be closed and blocked with cones. The entrance to the play ground near the church will also be blocked. Traffic is not allowed in the school play yard during school hours. Therefore, all vehicles wishing access to the school between 8:30 a.m. and 2:45 p.m. must enter from Condon Street and park at the side of the Church.

Before School Drop Off Diagram:



Before School Drop Off

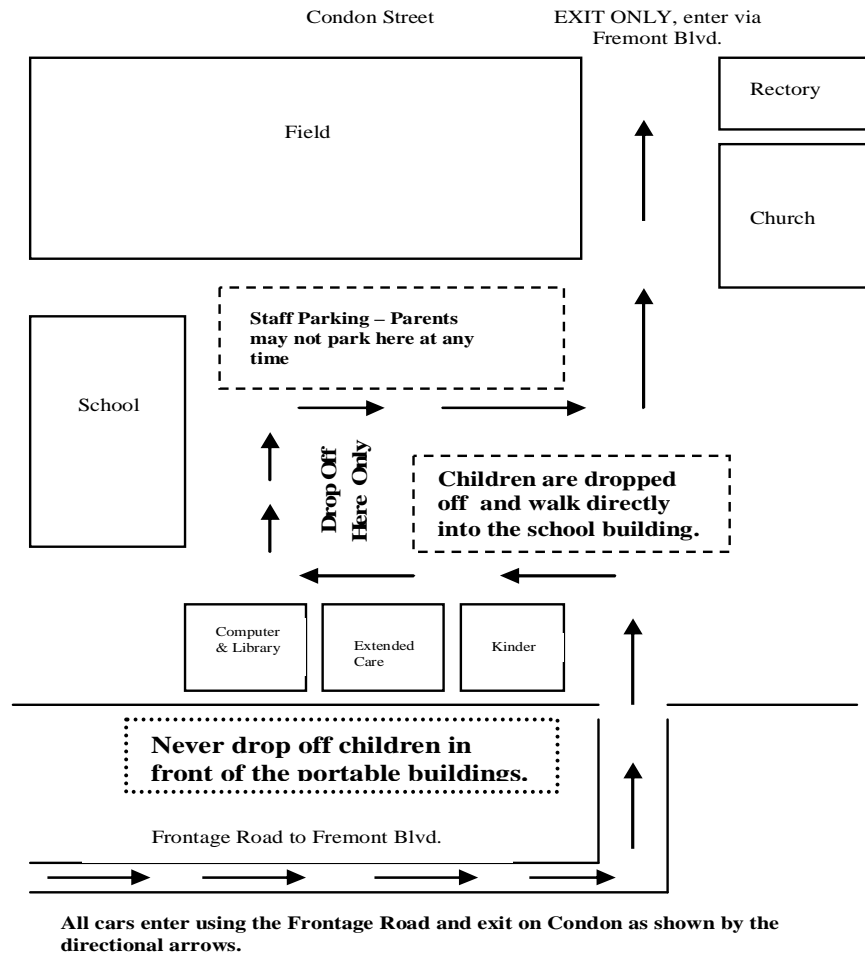
In the morning **all vehicles enter the school yard from Fremont Blvd. at not more than 5 mph.** It is very important to follow the directions of the staff members and safety patrol children on duty. **Please always show respect towards the teachers and safety patrol children. They are there for the safety of the children.**

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

Note: After 7:45am and before 8:30am, no one (including staff and parents doing work at the school) should enter the school yard using Condon Street.

Rainy Day Drop Off

On rainy mornings, there is a different procedure for dropping off students, so that they will not have to walk as far in the rain. The following diagram shows how you should drop off your child on a rainy day.

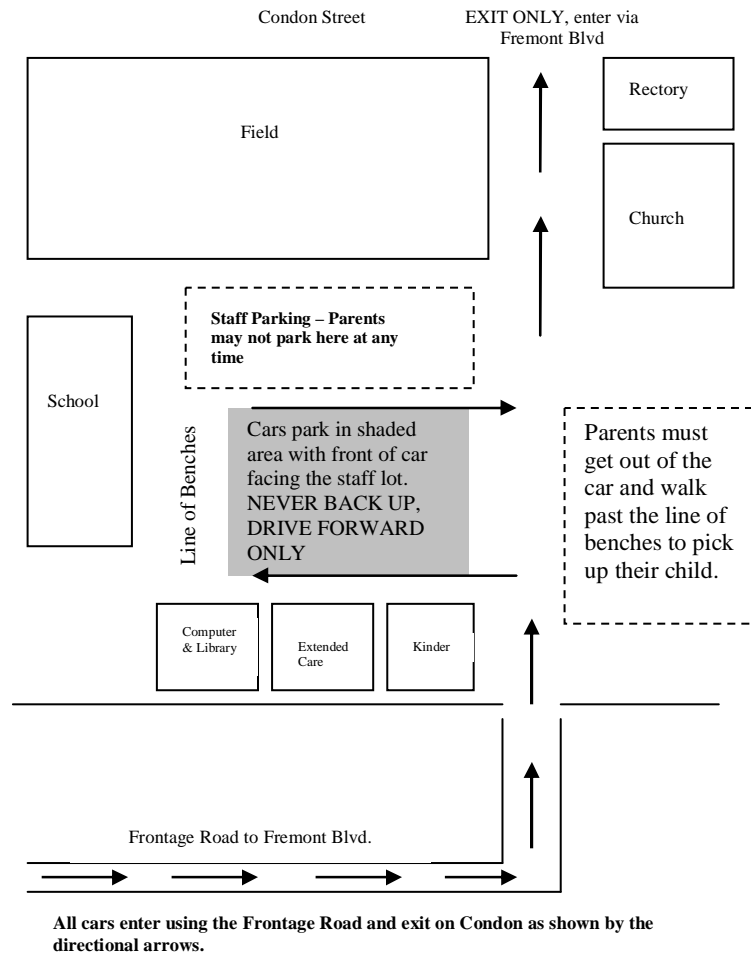


When entering the parking lot, bend to the left to drive parallel to the modular buildings. When you approach the benches, turn right. Continue driving until you reach the safety patrol, or the car in front of you stops. When you have stopped, you can drop off your child, who will walk behind the car and directly into the school building. You can then proceed out to Condon Street.

Do not let anyone out of the car while you are sitting next to the modular buildings. This includes kinder parents. It can be dangerous and will slow traffic. Wait until you are closer to the benches and a staff member assigned specifically to Kinder will assist your child getting out of the car and walk him/her to the appropriate building.

After School

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



- **All vehicles enter the school yard from Fremont Boulevard and should park facing Condon St.**
- Never drive faster than the **posted speed limit of 5 mph** while on school/parish grounds.
- Please pull up to the first yellow line in the playground parking area and fill up the next areas afterward. Do not leave large spaces between cars.
- Do not park next to the Kindergarten building. Use the designated rows only.
- Leave your car and walk to your child's line to pick them up. Walk with them to your car. Children are not permitted to walk to cars without an adult accompanying them.
- When leaving, make a right hand turn and proceed to yellow driveway lines. Do not go diagonally across the parking area. Exit onto Condon.
- **For the safety of the children, do not back up at any time.**

Electronic Devices

Personal electronic devices, such as radios, I-pods, DVD or CD players, electronic games, etc. may NOT be brought to school at all. Different rules apply to cell phones. Please **refer to that** section for specific information.

Emergency Information

Every child has an emergency card containing all pertinent contact information for that child. **THE EMERGENCY CARD MUST BE CURRENT AT ALL TIMES.** Students will not be accepted into the classroom until current emergency cards are on file. Changes of address, phone numbers, names of persons to be notified if parents are unavailable should be given to the school secretary as soon as they occur. **THE SCHOOL PERSONNEL MUST BE ABLE TO CONTACT PARENTS OR THEIR REPRESENTATIVES IN CASE OF ILLNESS OR ACCIDENT.**

Emergency Procedures

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

Extended Care Program

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

Extended Care Contact Information

Extended Care Office (510) 657-1683

Extended Care Cell (510) 853-8294

Extended Care Hours of Operation

Mornings - 6:45 – 7:45 a.m. daily

Afternoons - End of school day until 6:00 p.m.

Our Lady of Guadalupe School Extended Care is an extension of the school and, therefore, will be closed on all holidays and days when school is not in session. The afternoon sessions will be closed the day before Christmas break, Holy Thursday, Planning Day and the last two days of school. These days are all noted in the school calendar.

Extended Care Facilities

The Extended Care building is the module between the Kindergarten building and the Media Center. The area provides a place for the children to play a board game, work on art projects, watch a movie, or play Nintendo. Extended Care uses the computer lab and library on a regular basis, where bathrooms are located. Extended Care also uses the bathrooms located in the school building.

Extended Care Registration

It is required that all families fill out a registration form. Only Extended Care families are obligated to pay. If an unregistered family uses Extended Care more than twice, a fee will be charged accordingly. Children will not be released to anyone not listed on the form without a written authorization. Any additions or changes to the application form must be in writing.

A non-refundable fee of \$25 per child is due at the time of registration. All Extended Care forms and fees are separate from any school forms and fees. For those who do not wish to use Extended Care on a regular basis, drop-in attendance is welcomed. If drop-in is used more than two times per school year, the registration fee will be required and added to your monthly statement.

All checks should be made out to Our Lady of Guadalupe School and given to the bookkeeper. If your check includes the amounts for multiple school fees, please note the amount going towards each charge.

Extended Care Financial Policy

Fees are \$3.75 per child (regardless of the number of siblings), every hour and are calculated on the half hour. An after-hour fee of \$1.00 per child will be assessed for every minute past 6:00 p.m. **If you have incurred the late fee twice, the fee will be raised to \$3.00 per minute/per child and a conference with the principal and the Extended Care director will be scheduled immediately.**

You will receive your bill in the Wednesday envelope each month. Hours will be totaled approximately every 4 weeks. For exact dates, refer to your monthly statement. A late fee of \$25 will be assessed if paid after the 10th of the month. If payment is more than two months delinquent, your child(ren) will not be able to use Extended Care until the fee is paid. A \$25 fee will be assessed for any check returned by the bank, and if two returned checks are received a family may only pay fees through cash or a Cashier's check.

Extended Care Procedures for Checking In and Out

A sign-in sheet is located in the Extended Care building daily. When signing your child in and out, please use a full signature and correct time. These times are used for billing purposes so please make them legible. No student will be allowed to sign themselves in or out. The procedure will be enforced a.m. and p.m. **Failure to sign your child in or out may result a suspension from the program (time to be determined).**

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

A student attending any activity after school does not need to sign in to Extended Care. Immediately after dismissal of the activity, if the student is not picked up, they will be signed into Extended Care and charged accordingly. If the activity does not start immediately after the school dismissal the child must sign in and fees will be assessed. If an activity is cancelled or dismisses early, the student must sign into Extended Care and will not be charged the Extended Care fee during the time of the regularly schedule activity. Fees will be charged for time used after the activity normally ends. Parents must inform the Extended Care staff of this situation.

If a parent is on campus performing volunteer hours or in a conference, the student must sign in to Extended Care but will not be charged for the time. The parent must notify the staff on duty if this is the situation. If the parent is off campus, even if performing volunteer work, the student must sign in and will be charged for the time.

At no time will Extended Care be responsible for children who are not enrolled at Our Lady of Guadalupe School.

Extended Care Activities

The following activities are part of what is offered at Extended Care:

- Arts & Crafts – Come in and look at the walls filled with lots of great creations.
- Computers – Used several times a week for homework and free play.
- Indoor/Outdoor Free Play – This is the favorite activity of the day. Board games, field, playground, and the basketball court is where you may find your child at the end of the day.
- Indoor/Outdoor Organized Play – A game of bingo organized by the older kids is always fun.
- Walking Field Trips – Walking field trips are weather permitting
- Snack Time – Small snacks are given every afternoon after dismissal.

Extended Care Use of Computer Lab

The computer lab is used for homework and free play. During the Extended Care hours, all computer school rules will be enforced, with the exception that the internet can only be used for homework. In addition, all students must wash their hands and printing is not allowed without staff permission.

Doing Homework During Extended Care

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

Extended Care Snacks

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

Extended Care Field Trips

There may be a few walking field trips throughout the school year. Dates and times will be determined based on staff ratio and weather. Students will use the same permission slip that the school uses. Field trips are on a first-come-first-served basis due to the amount of staff per children. Field trips are open to 2nd through 8th graders only. Field trips are available to Extended Care students only.

Handling Illness and Medication During Extended Care

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

Extended Care Policy on School Phone and Cell Phones

Extended Care will not allow children to call home under any circumstances. Please make pick-up arrangements and play date arrangements in advance. Extended Care will follow the school's cell phone policy.

Extended Care Policy on Toys & Clothing

Children may bring their PE clothes only to change into during Extended Care. Other free dress may not be brought to school to wear during Extended Care.

Small toys are NOT allowed at Extended Care. Extended Care is not responsible for lost, stolen or damaged items, so it is important that you do not allow you child bring toys to school.

Extended Care Discipline

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

Parent Responsibilities for Extended Care

1. Pay fees by the 10th of the month for the prior month.
2. Pick up your child/children on time, not later than 6:00 p.m.
3. Check your student's homework daily.
4. Sign in your child/children in the morning and sign them out at pick up.
5. **For the safety of your child(ren), he/she will be required to sign in after school.** If they are not signed in, Extended Care staff will sign them in automatically and you will be charged accordingly, NO EXCEPTIONS.
6. Provide a lunch and extra snack if needed. Many students go without lunch on noon dismissal days.
7. Send a note if your child is being picked up by someone not on your list. Persons picking up children may be asked to show ID. You may fax a note (which must include your signature and the date) to the school office before 3:00 p.m.
8. Understand that fees may be increased as determined necessary by the program.
9. If picking up your child after 6:00 p.m., please sign using the exact time.

10. Drive **5 mph** on the school campus and follow parking procedure as described in the “Drop of & Pick Up Procedures” section of this handbook.
11. All school rules must be followed during Extended Care.

Expulsion

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

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

“The following offenses committed by students while under the jurisdiction of the school are reasons for expulsion. This should be included in the school handbook and in addition, local schools should clearly specify the rules that students are expected to follow.

1. Continued willful disobedience/consistent violation of school rules.
2. Open, persistent defiance of the authority of any school employee.
3. Habitual profanity or vulgarity.
4. Use, possession or exchange, whether or not for sale, of tobacco, drugs or alcohol on or near the school premises or at school sponsored events.
5. Vandalism to school property.
6. Habitual truancy.
7. Assault or battery, or any threat of force or violence directed towards any school personnel or students.
8. Possession and/or assault with a deadly weapon and/or any object which can be used to cause harm to another.
9. Theft.
10. The persistence defiance of school authority by any student or their parents.
11. The verbal or physical harassment of any student, teacher or administrator.”

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

Extra-Curricular Activities Requirements

Our Lady of Guadalupe School sponsors several extra-curricular activities for students, such as Student Council, Safety Patrol, the school Play, Choir, Junior High Dances. The school encourages all students to participate in these activities as long as they meet the following requirements:

- Must have a C average or above on their last progress report/report card.
- Will be placed on probation for the activity if student receives a 2- or lower in conduct and/or effort on their progress report or report card.
- Must not be on probation for a behavioral issue.
- May not participate in extra-curricular or Extended Care activities if absent from school the day of the activity.

Field Trips

Periodic field trips may be scheduled by the teacher with the permission of the principal. Field trips are extensions of the curriculum and the teacher is expected to work the experience of the trip into the instruction. Parents may be asked to drive and to help chaperone. If parents go on a field trip as a chaperone they must be responsible for a group of children. A field trip is an educational classroom experience, not a family outing. Therefore, parent chaperones, are not allowed to simply supervise their own child(ren). No younger siblings are allowed on field trips. If a parent serves as a chaperone, he/she will receive service hours. At least one faculty member must accompany a field trip.

The following procedures are used in scheduling educational trips:

1. Parental permission must be received in writing for each student prior to any trip. **ONLY DIOCESAN FORMS WILL BE ACCEPTED. NO LETTERS, NOTES, ETC. WILL BE ACCEPTED AS PARENTAL PERMISSION. A LEGAL GUARDIAN OR PARENT MUST SIGN THE PERMISSION SLIP.**
2. Transportation for trips will be arranged by the school. All students on educational trips must use the transportation provided by the school.
3. Students must return to the school at the end of the trip and check in with the teacher.
4. Students are subject to the control and regulations of the school and the chaperones. The teacher will review expectations of the chaperones and of the students.
5. The full school uniform will be worn on all educational trips unless special permission is given by the principal.

All students are expected to participate in field trips.

Parent Driver Volunteers

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

1. Must have on file in the school office a copy of their driver's license and a copy of the current Declaration of Coverage (\$100,000 minimum/\$300,000) from their individual insurance policy.
2. Must follow the state and federal regulations for transporting children, such as not allowing small children to sit in the front seat of a car with a passenger-side airbag and/or having booster seats as required for smaller children. Also, the car must have seat belts for every person in the vehicle.
3. Must have 2 adults in car. Each adult must complete the "Safe Environment for Children" program.
4. Must follow the regulations of the school. Volunteers are not to take side trips, i.e., to McDonalds, etc., but are to go directly to the place of the field trip and return directly to school.

Finance Board

The Finance Board members are appointed by the pastor and the principal. Together they make recommendations for the yearly budget and tuition rates. The Finance Board meets monthly.

Jose Govea	Parent
Michael O'Bryan	Parent
Eva Quinonez	Parent
Robert Sylvia	Parent
Corrie Budnick	Parishioner
<i>Ex-Officio Members:</i>	
Father John Prochaska	Pastor
Linda Parini	Principal
Lita Becker	Bookkeeper
Michiele Iorii	Development Director

Grades & Grade Reporting

Report cards and progress reports are distributed to parents through a reporting envelope or at Parent/Teachers conferences. Please watch the Wednesday bulletin and the school calendar for notification of when report cards and progress reports will be sent. Contact the office immediately if you have not received either of these reports.

Parents will be required to return written acknowledgement to the school indicating that they have received their child's report card and/or progress report.

Progress Reports

Progress reports are sent home in grades K-8 three times during the school year. **These reports commend the students for the achievement being made or point out areas of weakness so that parents will be alerted to the student's progress before report cards are distributed.** Progress reports do not become part of the students' permanent record. Parents may keep their copy of the progress report.

Report Cards

The report card, sent home three times a year, serves as a medium for the teachers in providing the parents with an evaluation of the child's development in academic subjects, attitudes and behavior. It is important to establish a good climate in the home for report cards. Each child should be considered individually and not in comparison with other children. Parents may keep their copy of the report card.

Additional Notification

Notification will be sent home between progress reports and report cards to students who:

Drop a whole grade in a subject.

Drop a half grade if the new grade is below average (e.g., drop for "C" to "C-")

Drop to an "S-" in Art, Music, or PE, if the progress report was "S" or above.

Grading Scale

Grading Scale for Grades K – 3

Grade	Meaning
VG	Very Good
G	Good
S	Satisfactory
NI	Needs Improvement
U	Unsatisfactory

+/- indicates the degree to which the grade is maintained
Note that Music, Art and PE receive only S+, S, S-, or U grades.

Grading Scale for Grades 4 – 8

Letter Grade	Numeric Equivalent
A	95-100
A-	94-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59-below

Note that Music, Art and PE receive only S+, S, S-, or U grades.

In all grades, Conduct and Effort are ranked on the scale shown in the following table.

Grade	Meaning
1	Very Good
2	Satisfactory
3	Improvement Needed
4	Unsatisfactory

+/- indicates the degree to which the grade is maintained.

Grade Point Average

Grade point average is a numeric descriptor of a student's achievement during a particular trimester or year. Each letter grade is given a numeric value as shown below. The grade point average is determined by adding the grade points for specific classes taken and then dividing by the total number of classes. For grades 4-6, the classes used are Religion, Math, Social Studies, Reading, English, Science and Spelling. For grades 7-8, the classes are Religion, Math, Social Studies, Reading, English, Literature, Science and Spelling. Even though some other classes may be graded on a letter scale, they are not used in calculating grade point average.

A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D+	=	1.3
D	=	1.0
D-	=	0.7
F	=	0

Graffiti

Students are not allowed to deface school property with graffiti. Anyone who participates in any kind of graffiti will be suspended immediately and a parent conference will be required. See p.12 for consequences for graffiti.

Health Services

Medication

School personnel are not allowed to administer medication of any kind. If a child requires medication during the school day, he/she must be able to take it on his/her own. Children's medicines must be left in the school office with a parent note and a form, completed by their physician. The child must come to the office to get it at the proper time. Over-the-counter medicines may be given to a child if parental permission has been given in writing.

Special Medical Information

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

Health Screening

Vision, hearing, and scoliosis tests are given each year to specified grades. Students in grades 4-8 are screened for scoliosis. Parents are informed prior to the screening. Parents who do not wish their children to be tested must state so in writing.

Immunizations

State required immunization dates must be on file in the child's health record. All students must have current immunization records on file; otherwise, they will not be accepted into the classroom.

As of Sept. 1995, the Oakland Diocese has required that all students entering school or Extended Care Programs for the first time be tested for tuberculosis. Multiple puncture tests (Tine Tests) are no longer acceptable for screening children. Therefore, the 2-step skin testing (Mantoux PPD) must be given. Parents need to submit the results of this test to the school office by the opening of school. All students entering the K and 1 throughout the state of California must have the Hepatitis B series of immunizations.

Homework

Each student is expected to do homework, whether the assignment be reading, studying, or writing. A proper place should be provided at home for the student to work. If any questions concerning homework should arise, the teacher should be consulted. When the child is given homework, the parent is not to do the child's assignment, but a check for neatness and completion will help establish good study habits.

Suggested cumulative homework time:

Kindergarten	10 minutes
Grades 1 and 2	20 minutes
Grades 3 and 4	30-40 minutes
Grades 5 and 6	45-60 minutes
Grades 7 and 8	60-90 minutes

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

Homework assignments may be posted on the school website or on Schoolnotes.com

Invitations to Out-of-School Parties

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

Leaving School Early

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

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

Library

Grades K-8 have a weekly library period. Books may be checked out for one week. If a book is lost or damaged, the student is responsible for paying to replace the book. The librarian is available for consultation concerning books, reports etc. Library rules are posted in the library.

Lost and Found

Lost articles are kept in the desk in the lobby of the school. The school assumes no responsibility for lost articles.

Please have jackets, sweaters, lunch pails, etc. marked with your child's first initial and last name. The family name is the most important. Check periodically to see that the identification has not worn off. There is little possibility of keeping track of uniform articles unless they can be clearly identified by name.

Lunches & Snacks

Parents must provide a healthy lunch for their child every day. Please remember that glass containers are not allowed on school grounds.

Parents may deliver homemade (no fast food) lunches to the office if forgotten. They may not give them directly to their child outside at lunch or break time. If extras are available, a lunch may be provided through the hot lunch program and the family will be charged for that lunch.

Parents are encouraged to include only food that the child will eat in appropriately-sized portions. If possible, parents should package portions of food separately to avoid waste. Please do not provide candy for snacks.

Pizza Lunch

Pizza lunch is available (for a small fee) on the first day of each school week. Student Council Grades 4, 5 and 8 sponsor the lunch on a rotating basis. Pizza lunch may be purchased bi-monthly or annually using forms found in the Weekly Bulletin.

Milk Program

Students are given the opportunity to purchase low fat white or chocolate milk daily.

Beverage Machine

A beverage machine including water, soda and fruit drinks is available outside the front of the school. The cost for one bottle is \$1.00. Students are not allowed to purchase sodas until lunch. Other beverages, such as water, are permitted earlier in the day. Open containers are not permitted in the classrooms. Beverages (other than water) are not permitted during class time.

Parent Notification or “Heads Up” System

Our disciplinary plan is intended to provide a vehicle for communication between the home and the school. We use a notification system for all students. The notification system is used whenever a child is on the school grounds, during the school day as well as during Extended Care.

Children in Kindergarten will formally participate in the notification system beginning with the 2nd trimester. Prior to that, problems of any nature will be handled by the Kindergarten teacher and parents will be notified with written notes, phone calls, or e-mails.

Notification is given when the student exhibits behavior that is not acceptable or the student breaks a school rule. Some examples are:

- Gum chewing
- Rough play
- Disrespect
- Cheating
- Teasing
- Name calling
- Refusing to sign into Extended Care

Note: Notification must be signed and returned the next school day.

Getting a notification may include having the student perform other actions such as missing morning recess or lunch recess, cleaning, not being allowed to use Extended Care, and/or writing a letter of apology if the person giving the notification feels this is warranted.

Notifications are tallied, and accumulating multiple notifications carries consequences. As was noted on p. 12, those consequences differ for students on different grade levels, and will be discussed with parents more specifically at the student’s appropriate level.

Parent/Teacher Conferences

Formal parent/teacher conferences are held at the end of the first trimester. A letter indicating date and time will be sent home to parents. Every effort is made to set up schedules on the same day for families with more than one child.

Conferences with teachers or the principal may be arranged by appointment whenever necessary. Please call the office to schedule an appointment.

Parent – Teacher – Service Group (PTSG) BOARD

All parents are members of the PTSG. The members of the PTSG Board are elected or appointed by the principal to sponsor and support educational programs for the students and parents. Also, this service group assists with fundraising activities, the improvement and maintenance of the school's physical plant and offers special social and educational activities for the families.

Dena Pruitt	President
Michelle Pernia	Vice President
Jean Ng	Parent
Astier Ataklti	Parent
Delani Sathianathen	Parent
Jocelyn Russell	Parent
James Cabral	Parent
Dan Fulks	Parent
Joseph Dacany	Parent
Elizabeth Harmuth	Staff

Parents in the Classroom

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

Parents must always follow the instructions of the teacher and not make decisions on how to handle the children on their own. A parent volunteer in the classroom should inform the teacher if he/she notices a problem. Only the teacher, not the volunteer, should make disciplinary decisions and take the necessary action.

Note: When working in a classroom, a parent volunteer must respect the confidentiality of the classroom. A parent volunteer should never share information concerning students outside of that classroom. If that occurs, the teacher will make the decision whether or not the parent's continued assistance in the class room is appropriate.

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

All adult volunteers must have completed the Safe Environment for Children program

Parking

There is limited parking available at the school. In the morning before school, parents may park in the basketball court area of the playground or in the spaces near the Church. During the school day, from 8:30 am until five minutes before dismissal, all visitors, including parents must park in the spaces near the church. At dismissal, parents may park in the playground between the benches and the driveway. For the safety of the children, those who park in the spaces near the basketball courts must not leave the schoolyard until the 8:00 am bell rings.

The Staff Parking Lot is reserved for school and parish staff only.

Permission to Walk Home

Students in grades 6-8 will be permitted to walk home with their parents written permission. Written permission forms signed by the student's parents will be kept on file for the school year.

Personnel 2008 – 2009

Administration

Pastor	Rev. John Prochaska
Parochial Vicar	Rev. Juan Franco Rev. Jim Sullivan
Principal	Mrs. Linda Parini
Administrative Team	Mrs. Margie Chu Ms. Elizabeth Harmuth
Administrative Assistant	Mrs. Lorrie Keltie
Director of Faith Formation	Deacon Mike Cantlon

Teachers & Instructional Assistants

Kindergarten	Mrs. Gloria Higas
Grade One	Mrs. Stephanie Lapp & Mrs. Christina Govea
Grade Two	Mrs. Margie Chu
Grade Three	Ms. Shannon Peterman
Grade Four	Mrs. Leslie Harris
Grade Five	Ms. Elizabeth Harmuth
Grade Six	Mr. Jeffrey Dyer
Grade Seven	Mrs. Bonnie Cantlon
Grade Eight	Mrs. Kimberly Hughes
Instructional Assistants	Ms. Christina Govea Mr. Doug Keltie Mrs. Lourdes Prokop Mrs. Ann Squiers Mrs. Elizabeth Werner Mrs. Magda Zakhary
Art Instructor	Mrs. Ann Squiers
Music Instructor	Mrs. Francine Zeppa & Mrs. Hannah Druckman
P.E. Instructor	Mrs. Elizabeth Werner
Resource Specialists	Dr. Kathleen Carmona Mr. Sam Retelas
Technology Coordinator	Mrs. Nora Maldonado
Grade Level Coordinators	(K-3) Mrs. Stephanie Lapp (4-5) Mrs. Leslie Harris (6-8) Mrs. Bonnie Cantlon

Junior High Departmental Program{XE Junior High Department}

Literature	Mrs. Bonnie Cantlon
Mathematics, Science	Mrs. Kimberly Hughes
Social Studies	Mr. Jeffrey Dyer
Religion	Deacon Mike Cantlon

Staff

Librarian	Ms. Traci Colon
Bookkeeper	Mrs. Carmelita Becker
Extended Care Director	Mrs. Stephanie Pennelly
Extended Care Aide	Mrs. Barbara Becker
Maintenance	Mr. Jesus Navarro
Counselor	Ms. Fiona Brandon
Development Director	Mrs. Michiele Iorii

Physical Education

A regular program in Physical Education is part of the curriculum. All students are expected to participate, unless excused for medical reasons. In this event, a written explanation must be supplied by the doctor and kept on file in the office.

The P.E. uniform is to be worn to school on assigned P.E. days for grades K-8, unless there is a “Full Uniform” day. Please, refer to your calendar and the bulletin for those. P.E. grades will be affected if a child does not wear the P.E. uniform on P.E. days.

Playground/Yard Rules

Yard supervision is performed by staff members and parent volunteers. Yard supervisors must circulate at all times, be alert, and address problems as they occur. Volunteers should refer discipline problems to a staff member on duty.

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

All accidents must be reported to the office.

Students must follow specific rules while on the playground before school, during recess & lunch, and after school.

- Students are never allowed to leave the school grounds without written permission from their parent/guardian who must check in at the office before taking the child.
- Before or after school, play equipment is not available or permitted. Students are not to bring play equipment from home to school.
- Play activities stop at the first bell in the morning, at the end of recess and at the end of lunch. In the morning, when the first bell rings, students go immediately to their lines. At the second bell, students are to be in line or will be considered late. At the end of recess and lunch, at the first bell, students freeze. When the whistle blows, students proceed to their lines. They should be in line when the second bell rings.
- During recess and lunch periods, students are to play in the assigned areas.
- No wooden bats or soft or hard baseballs are permitted on the school grounds.
- No climbing trees.
- No playing or running in the restrooms or school building.
- Touch football ONLY is allowed with a nerf ball on the field. No other type of football is allowed on school grounds. Football is not allowed on the asphalt.
- No Dodge Ball

- No Kickball on the asphalt.
- Use approved playground equipment properly.
- Skateboards, rollerblades, scooters, or shoes with wheels may never be used on the school grounds.
- Vulgar language (oral or written) and gestures are not acceptable.
- All adult supervisors are to be obeyed and respected.
- Students from other schools are not permitted to play or congregate in our school yard.

Probation

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

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

School Board

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

Jose Govea	Parent
Rafael De La Cruz	Parent
Tina Evangelista	Parent
Brenda Hess	Parent
Imelda Pedrigal	Parent
Ferdie Pernia	Parent
Eva Quinonez	Parent
Susan Ramsel	Parent
Rudy Reyna	Parent
Fatima Guadamuz-Cabral	Parent
Donna Yap	Parent
To be announced	Parish Representative
<i>Ex-Officio Members:</i>	
Father John Prochaska	Pastor
Linda Parini	Principal
Margie Chu	Administrative Team
Michiele Iorii	Development Director
Lorrie Keltie	Faculty/Staff Representative

School Photos

Each year in the fall, school photographs are taken of the students from Kindergarten through eighth grade wearing school uniforms. Special graduation pictures are also taken of the eighth grade later in the year. Spring photos are taken of students in free dress. Information will be sent home in advance. Pictures are purchased on a voluntary basis.

Photographs of students may appear on the school Web site and/or in other publications. Parents who do not wish their children's photographs to be placed in public media must notify the principal in writing, using the school's Permission to Publish Photos or Work form. This form will remain on file for the current school year and will need to be renewed each year. If a parent changes his/her mind about publishing photos or work during the current school year, they must submit a new form with the new response.

Service Hours

All OLG families are required to perform **40** service hours for the school for the 2008– 2009 school year. Parents can complete their service hours by doing things for the school, such as participating in fund raising activities, serving on a board or committee, helping teachers in the classroom or chaperoning field trips. Service hours have a two fold purpose. Parent volunteers provide an invaluable service to our school and its student centered activities, and they also provide parents the experience of community and fellowship with fellow parents and staff.

Note: The service hour requirement should be completed by performing an actual service for the school, not exclusively by making donations. Although the school may welcome and even solicit donations for various events, these donations may not take the place of all service hours.

In an effort to facilitate the relationship between the parish and the school, in consultation with the pastor, and with the approval of the School Board, parents may count toward their school service hour requirement up to 10 hours (25%) of service performed at parish functions.

Service hours must be completed by the adults in the household, not by students. Although some students can perform services for the school, their hours do not count as part of the parent service hour requirement.

Service hours must be completed each year by **April 30th**. Any hours performed after April 30 will be applied to the following year. Service hours must be submitted by May 8 to be credited for the school year. If a family does not complete their service hours by April 30 and submit them by **May 4th**, the family will be assessed a fee of \$25 per hour for each unfulfilled hour, which must be paid before registration for the following school year.

Sexual Harassment Policy

Policy Statement

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

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

Definition of Sexual Harassment

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

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

Employee to Student Sexual Harassment

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

Student to Student Sexual Harassment

1. This policy prohibits student to student sexual harassment in connection with any school activity at any time including, but not limited to any of the following.
 - a. While on school grounds;
 - b. While going to or coming from school;
 - c. During the recess and lunch period whether on or off campus;
 - d. During, or while going to or coming from, a school sponsored activity.

2. Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.
3. Retaliation

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

Complaint Procedure

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the complaint procedure is contained in Administrative Handbook for Catholic Schools, Diocese of Oakland and listed below. Complaints may be reported to a school counselor, the principal, or assistant/vice principal. Written complaints may also be filed at the office of the principal or designee. Complaints should be presented in written form to the principal.

Diocesan Procedure Statement:

The schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees; whether verbal, physical or environmental. It is a violation of this policy for any employee, agent, student, volunteer or third party at a school site to harass a student or employee.

Complaints may be reported to a school counselor, the principal or assistant principal. Formal written complaints may also be filed at the office of the principal or designee.

A complaint does not have to be written in order to be investigated.

Spiritual Celebrations

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

Student Council

The Student Council is comprised of elected officers from grades six through eight. The offices include: President, Vice-President, Secretary, Treasurer, Commissioner of Religion, Commissioner of Ecology and Safety, Commissioner of Spirit, Commissioner of Audio-Visual, and Commissioner of Representatives.

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

Student Council Members 2008 – 2009

President	Nikki Formoso
Vice President	Brandon Calantog
Secretary	Giselle Ramirez
Treasurer	Marie Simon
Com. of Spirit	Janeen Lima
Com. of Religious Affairs	Angelica Cabral
Com. A/V	Joey Maya
Com. Ecology/Safety	Ian Pernia
Com. of Representatives	Angela Pedrigal
Moderators	Ms. Peterman and Mrs. Hughes

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

- Must have a C average or above on their last progress report & report card.
- Must have a 2 or higher in Conduct on their last progress report & report card.
- Must not be on probation for a behavioral issue.

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

Student Insurance

The Student Accident Insurance Program is mandatory for all students while attending school or a school-sponsored activity. The premium for each student is paid by the parent as part of student fees. An extended coverage policy is made available to families in September for an additional fee should you wish to pay for it.

Suspension

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

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

The type of suspension used depends on the severity of the offense.

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

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

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

“No student shall be suspended from school for more than five (5) school days at a time unless exceptional circumstances exist, such as to complete an investigation when the student’s return poses a threat to the safety of others. The student must be given the opportunity to ‘make-up’ work that was given during the time of the suspension.”

Tardiness

Forming good habits of punctuality has a positive effect on the child’s self-esteem. Children who arrive late are to report to the tardy line, located next to the 8th Grade line and report to the office for an admit slip before going to class. After three tardies, a tardy notification card will be sent home for a parent signature and is to be returned to school the following day. At that point, the child will lose the next free dress day.

Tardiness can be excused for a doctor/dentist appointment (must have a note from doctor or dentist). Emergencies are understood, however should be rare. Children must be inside the line of benches by the 2nd bell (8 a.m.) or they will be marked tardy. Tardiness will not be excused for being caught in excessive traffic or rainy days. .

Note that the tardy count does not carry over from trimester to trimester. At the beginning of each trimester, the tardy count for each student is zero; no matter how many times the student may have been tardy the previous trimester.

Internet Use Agreement

PLEASE READ THIS DOCUMENT CAREFULLY.

Internet access is available to students and teachers at Our Lady of Guadalupe School. We are very pleased to bring this access to Our Lady of Guadalupe School and believe the Internet offers vast, diverse, and unique sources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers and millions of individual subscribers all over the world. Students and teachers have access to the following:

1. Information and new developments in the areas of math, science, humanities, the parents, etc., as well as the opportunity to correspond with scientists, mathematicians, artists, poets, business persons, government agencies, and specialized researchers.
2. Public domain software and shareware of all types.
3. Discussion groups on a wide range of topics such as different cultures, foreign nations, environment, music, art, politics, etc.
4. Access to many worldwide library catalogs and databases resources such as university libraries and museums;
5. Exchange of ideas and classroom projects with people from all over the world through the use of electronic mail.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Our Lady of Guadalupe School has taken precautions concerning access to inappropriate materials. On a global network, however, it is impossible to control all materials, and an industrious user may discover inappropriate Internet usage. We at Our Lady of Guadalupe School firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure inappropriate material, which is consistent with the educational goals of the Diocese.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. In general, this requires Christian, ethical and legal utilization of the network resources. If an Our Lady of Guadalupe School student user violates any of the provisions of Diocesan policy, the student's parent/guardians will be notified, and the student's Internet access may be terminated with the possibility of future access denied. The signatures are binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Internet Use Agreement

Parent / Guardian

IMPORTANT: PLEASE READ CAREFULLY BEFORE SIGNING:

As the parent or guardian of this student, I have read the expectations for Internet use. Our Lady of Guadalupe School has taken precautions to eliminate inappropriate materials. However, I also recognize it is impossible for Our Lady of Guadalupe School to restrict access to all controversial materials, and I will not hold them responsible for materials acquired through the use of the Internet.

Furthermore, I accept full responsibility for supervision if and when my student's use is not in a school setting. I hereby give my permission to provide access for my student on the Internet and certify that the information contained on this form is correct. I exempt Our Lady of Guadalupe School and agree to hold it harmless from financial responsibility if my student incurs any financial liability, and thus I accept responsibility if such financial commitments are made.

Student's Name: _____

Name of adult who explained
this agreement to the student:
(Please print)

My student may have access to the Internet. YES NO

Parent / Guardian's Name:
(Please print)

Signature: _____

Date: _____

Internet Regulations

Grades K – 3rd

INTERNET UNDERSTANDINGS ~ Users are expected to abide by the terms, conditions and regulations of the Diocese of Oakland and Our Lady of Guadalupe School.

I understand the importance of being polite on the Internet, and I will not send inappropriate messages to anyone who may be using the system.

I understand that in order for all students in my class to have access to Internet, it is necessary that I not waste time while using the system.

I understand that if I am assigned a password, I will not share it with anyone.

I understand that I will not provide my personal name, address, or phone number or those of others to anyone on the Internet unless authorized to do so.

I understand that disciplinary measures may be taken if I engage in illegal activities through Internet access.

I understand that the same rules apply whether I am using the Internet at home or at school.

STUDENT INTERNET USE AGREEMENT

I have read (or had explained to me) and understand the above agreement. I further understand any violation of the terms, conditions, and regulations are unethical and may constitute a criminal offense. Should I commit any violations, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken.

STUDENT'S
NAME (PLEASE
PRINT)

STUDENT'S
SIGNATURE

DATE

GRADE

Internet Regulations

Grades 4th – 8th

INTERNET UNDERSTANDINGS ~ Users are expected to abide by the terms, conditions and regulations as attached.

I understand the importance of being polite and refraining from sending abusive or offensive messages to or about others.

I understand that accessing the Internet is a privilege granted for the primary purpose of conducting research, completing class assignments, and gaining familiarity with evolving electronic communications.

I understand that if assigned an Internet password, good security practices dictate confidentiality at all times. I will not share my password with anyone.

I understand that electronic mail (e-mail) is not guaranteed to be private. People who operate the system may have access to all mail.

I understand that I must not reveal my personal address or phone number or those of others over the Internet.

I understand that I will be financially responsible for any unauthorized commitments I make through the Internet.

I understand and respect the right to acknowledgment, the right to privacy, and the right of all authors and publishers to determine the form, manner and terms of publication and distribution of works in any medium.

I understand that in order to assure system wide security, each user of shared computer resources must follow designated security guidelines.

I understand that actions I may take such as plagiarism, invasion of privacy, unauthorized access, violation of copyright laws as well as other illegal activities may be grounds for disciplinary and/or appropriate legal action.

I understand that the same rules and responsibilities apply whether I am using the Internet at home or at school.

STUDENT INTERNET USE AGREEMENT

I have read (or had explained to me) and understand the above agreement. I further understand any violation of Diocese of Oakland and Our Lady of Guadalupe School policy is unethical and may constitute a criminal offense. Should I commit any violations, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken.

STUDENT'S
NAME (PLEASE
PRINT)

STUDENT'S
SIGNATURE

DATE

GRADE

Telephone

The school telephone is used for the business of the school. Students may obtain permission to use the telephone in emergency cases only. "Forgotten" books, homework, etc., are not considered emergencies.

Cell Phones

Please see cell phone policy on p. 10

Tuition and Fees

Our Lady of Guadalupe School charges tuition for attendance at the school. As per the contract, there are four payment plans available to parents and you may choose the one that works best for you:

- Plan A: Full amount in one payment by cash, check or money order due on or before the first day of school. This qualifies for a 3% reduction in your annual tuition cost.
- Plan B: Three equal payments before September 1, December 1 and March 1.
- Plan C: Ten equal payments made from August to May.
- Plan D: Twelve equal payments made from July to June.

Tuition is being collected using the SMART tuition collection service.

Extended Care payments are due on the 1st of each month and become late after the 10th of each month. A fee of \$25 will be assessed for each late payment. A \$25.00 fee will be assessed for any check returned by the bank. After two checks are returned by the bank in the current school year, all future payments will only be accepted in cash, money order or cashier's check.

Delinquent Tuition Policy

Accounts are considered delinquent if payments are 1 or more months behind.

Any family with a delinquent account must meet with the pastor and/or the principal to review the situation and set up a payment schedule. If the payment schedule is not followed, the student(s) will not be allowed to attend school until suitable arrangements can be made. If a family still owes money at the end of the school year and has not established and maintained a suitable payment schedule, their registration fees for the following school year will not be accepted. **8th grade students will not be allowed to participate in any graduation activities if their accounts are not current.**

Registration Fees

Each school year, parents are required to pay a **non-refundable** registration fee before the student can attend school. Even if a family chooses not to attend Our Lady of Guadalupe School, or a family only attends school for part of the year, the registration fees will not be returned.

Fee amounts will vary from year to year and are distributed to all families yearly. Some fees apply to every student and some apply to only certain families or grades. The following table lists the current fees and to whom they apply. **Note that fees may change from year to year.**

Fee Name	Applies To
School Dept. Administrative, Audit, WASC fee	Every child
Student Accident Insurance	Every child
Health Fee	Every child
ITBS Testing	Every child
CTN/Learning Resource Services	Every child
MSJ Dominican Assessment	Every child
Technology Fee	Every child
Earthquake Replenishment	Every child
PTSG and Classroom Party Fee	Every child
Books, computer software and school supplies	Every child
Diocesan Earthquake Insurance	Every child
CAPSO	Every child
Auction Classroom Project Fee	Every family
First Earthquake Fee	Every new student
First Communion Program	Each 2 nd grade student
Social Science Camp Deposit	Each 4 th grade student
Science Camp Deposit	Each 5 th grade student
Graduation/Retreat Deposit	Each 8 th grade student

Visitors

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

THE ADMINISTRATION RESERVES THE RIGHT TO AMEND THIS HANDBOOK FOR JUST CAUSE. PARENTS WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE.

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Family Verification of Having Read the Family Handbook

2008-2009

Our family (parents and students) have read the 2008-2009 Our Lady of Guadalupe School Parent/Student Handbook. We understand and agree to abide by all policies contained herein as well as any policies that are given by the principal during the school year.

PLEASE RETURN THIS FORM TO SCHOOL BY SEPTEMBER 5, 2008

Family Name _____

Signature of Parent/Guardian _____ Date: _____

Student's Name _____ Grade: _____

Student Signature _____

Student's Name _____ Grade: _____

Student Signature _____

Student's Name _____ Grade: _____

Student Signature _____

Student's Name _____ Grade: _____

Student Signature _____

Student Learning Expectations (SLE)

Grades K - 3

An Our Lady of Guadalupe School Student Is

A Person Who Learns With His/Her Whole Person:

- Able to work, learn and have his/her own ideas
- Can work respectfully with others
- Willing to learn in different ways
- Listens positively to others' suggestions
- Works on computers successfully
- Participates in PE
- Participates and is grateful for Art and Music

A Follower of Jesus:

- Knows and loves Jesus and the Catholic Church
- Prays and participates in Mass and prayer services
- Accepts everyone
- Listens to the ideas of others

A Strong Student:

- Able to learn as much as he/she can
- Studies well
- Works towards goals

A Good Communicator:

- Shares oral, visual and written ideas well
- Puts things in order
- Speaks clearly and politely
- Writes well

Aware of Others:

- Takes responsibility for his/her actions
- Thinks of others
- Solves problems peacefully
- Reaches out to those in need

A Person Who Knows Our World and Community:

- Knows and helps the community and world
- Takes care of the world around them
- Knows what is going on in the world