



Parent and Student Handbook

Our Lady of the Assumption School



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Welcome Letter from the Principal

Dear Parents and Students,

It is with great joy that I welcome you to Our Lady of the Assumption Catholic School for the 2026–2027 school year. Since 1958, we have proudly served families throughout San Bernardino County, providing a Catholic education that nurtures hearts, inspires minds, and ignites the spirits of our students.

At OLA, all students and families are welcome. Our inclusive community values diversity and is deeply committed to ensuring that every child and family feels accepted, respected, and supported. We believe that each child is a unique gift from God, created with individual talents, learning styles, and potential. With this belief at the center of our mission, we strive to meet every student academically, socially, emotionally, and spiritually. Our school upholds a rich tradition of academic excellence rooted in Catholic faith and values. We offer a variety of academic programs designed to support diverse learning needs while maintaining strong academic rigor. At the same time, we emphasize educating the whole child, encouraging students to grow into confident, compassionate, faith-filled, and justice-oriented young people.

Our Lady of the Assumption is a family-focused, caring community where students are known, valued, and encouraged to thrive. We remain deeply committed to the safety and well-being of every child entrusted to us. Our small class sizes, with one class per grade level, foster close relationships, leadership opportunities, and meaningful cross-grade interactions that strengthen community and character.

We are proud that our graduates leave OLA well-prepared for high school and beyond, equipped with strong academic skills, moral integrity, and a deep foundation in faith.

This Parent/Student Handbook contains important policies, procedures, and services that support the mission and daily operations of Our Lady of the Assumption Catholic School. We ask that you read it carefully and keep it accessible throughout the school year as a helpful reference.

Thank you for choosing Our Lady of the Assumption Catholic School. We look forward to partnering with you in forming faith-filled, knowledgeable, and compassionate students. Blessings for a joyful and successful school year,

Patricia Godsy

Principal
Our Lady of the Assumption Catholic School

Introduction to Our Lady of the Assumption Catholic School

Statement of Philosophy

The Catholic school community of Our Lady of the Assumption School strives to live Gospel values and to support and develop within our school community the pillars of our San Bernardino Diocese: Faith Sharing, Collaboration, Reconciliation, and Hospitality. Our goal is to share the Diocesan Vision of Hope with our school community and to engender an enduring love of learning within our students and families.

We hold that:

- Every child is a child of God, individual and free.
- Teachers function as mentors in the learning experiences of their students.
- Parents and teachers have a shared and mutually supportive responsibility in the educational process of the children.

At Our Lady of the Assumption School, teaching is a ministry, inviting students to develop a personal relationship with God. We integrate elements of our Catholic faith into the entire learning process, provide regular opportunities for worship, promote community service learning, and we develop and implement opportunities for service. In the interest of social justice, our goal is to create an awareness of the needs and problems of the world community and our responsibilities for others in need. Finally, we endeavor to assist our students in developing the skills necessary to meet life's challenges as responsible citizens and followers of Christ.

We center our community in Christ, recognizing Him as the core of our being, and acknowledging Him as the source of all Faith, Hope, and Love.

Our Lady of the Assumption School, an educational ministry of Our Lady of the Assumption Parish encompassing preschool through grade 8, is a community of believers that exists to pass on the values, teachings, and traditions of our Roman Catholic faith. Located in the northern area of San Bernardino, California, we serve our Parish as well as those located in the city of San Bernardino and the mountain and high desert Parishes. We also open our doors to the surrounding community and those of other faiths with the expectation that all families accept the mission and philosophy of Our Lady of the Assumption School.

Our school, commissioned in 1958, and originally stated by the Sisters of Mercy, focuses on helping our students recognize and develop their individual gifts and talents so that they may reach their highest potential in all areas; spiritual, moral, academic, social, cultural, and physical. Beyond providing a rigorous Catholic education, we also offer a technologically rich learning experience for our students. We also instill in our students, with their multicultural backgrounds, a respect for life, an appreciation of all God's gifts, and a sense of personal responsibility towards the environment.

Catholic Education

A Catholic school is not a place where but a people who. Catholic schools create an educational adventure for children, permeated by our Lord's Gospel. Our Lady of the Assumption educates the whole child as a community of learners. As a community of believers, we grow together in our Christian faith to love God and our neighbors.

An education grounded in our faith's tenets is our school's top priority. We offer a Diocesan-approved Religion Program in all grades as we walk with them through their faith journey. Teachers and our Campus Ministry Team provide retreat opportunities for our students at age-appropriate levels. Students in upper grades attend Aquinas High School-sponsored retreats in Fall and Spring. Also, all students take part in the planning and celebration of special liturgies during the school year, and each class hosts a Sunday Mass. Parents/Guardians are notified of these Masses and are expected to attend.

Members of the OLA school community work with OLA Parish ministries, performing Outreach projects, such as food drives, performances for senior luncheons, visits to convalescent hospitals, blankets for the homeless, care packages for the military, Ronald McDonald House, Holy Childhood Association, and gifts to those in need.

Our Lady of the Assumption is part of the Catholic school system of the Diocese of San Bernardino. The Catholic school system encompasses twenty-seven elementary schools and three high schools, which are located throughout the Riverside and San Bernardino counties.

The Diocesan Office of Catholic Schools and the Director of Catholic Schools are located in San Bernardino, as is the Bishop of the Diocese of San Bernardino. Under the authority of the pastor of Our Lady of the Assumption and the Diocesan Superintendent of Catholic Schools, the principal is the administrator of Our Lady of the Assumption School. The principal is responsible for the building of a Catholic community, supervision of the instructional program, administration of school operations, and marketing and public relations.

The principal's leadership of Our Lady of the Assumption is based upon prayerful discernment and the wisdom of the pastor and advisory groups. In addition to faculty and staff, two consultative bodies are available to ensure an active presence of the entire school community in our Catholic educational program: Our Lady of the Assumption Parent Teacher Group (PTG), Led by Cindy Harris.

Mindful of our families' instructional and financial interests, the full support and participation of these groups, both individually and collectively, help the principal in administering Our Lady of the Assumption School.



MISSION

The Mission of Our Lady of the Assumption school is to raise BRUINS.

Bringing our Catholic identity everywhere

Respecting all of God's Creation

Understanding and implementing technology

Involvement in our community

Nurturing our mind, body, and soul

Sharing Christ Today with the Leaders of Tomorrow!

SCHOOLWIDE LEARNING EXPECTATIONS

An Active Catholic Who:

- Prays daily
- Participates meaningfully in Mass, prayer, and liturgies
- Understands the teachings of the Catholic faith and the importance of the Sacraments
- Is an active example of a faith-filled leader
- Nurtures their faith with ongoing instruction
- Studies and reflects on the Word of God
- Strives to fulfill the Church's mission of message, community, service, and worship

To Be A Responsible Citizen Who:

- Exhibits strong moral values in decision-making
- Models honesty and fairness in words and deeds
- Accepts responsibility for his or her actions
- Values and respects diverse cultures and beliefs
- Shows concern for global issues such as current events, politics, social economics, and the environment

To Be A Life-Long Learner Who:

- Has the skills necessary for academic advancement
- Uses critical thinking skills in decision-making
- Accepts challenges that allow for growth in all areas
- Sets realistic goals and pursues them with confidence
- Utilizes available resources and values research
- Adapts to changes in technology

To Be An Ambassador Of Hope Who:

- Knows that each person is loved by God
- Realizes life is a gift from God to be cherished in all its forms
- Trusts in the grace and wisdom of God
- Appreciates God's gifts in others and treats them with respect and dignity
- Answers the Gospel call to love, peace, and justice

Administration and Staff

Administration:

- Father Rogelio Gonzalez, Pastor
- Tish Godsy, Principal

Staff:

- Jackie Gaeta, Office Manager

Governance

Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.

Non-Discrimination Statement for Students

The Diocese of San Bernardino schools admit students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the respective school. The schools do not discriminate on the basis of sex, race, color, national and ethnic origin in the administration of their educational policies, admission policies, financial assistance, and athletic and other school-administered programs.

Accreditation

Our Lady of the Assumption Catholic School offers a solid academic program provided by degreed and credentialed personnel. The school is accredited by the Western Catholic Educational Association (WCEA). WCEA accredits Catholic elementary and secondary schools in nine western states (26 archdioceses) and the U.S. Territory of Guam. WCEA co-accredits and partners with three regional agencies (WASC, NAAS, NCA CASI) and two private agencies (CAIS and HAIS). WCEA began in 1957 in San Francisco and has a long and successful history of assisting school improvement through the accreditation process.

Role of Parents
The Church's vision of the parent's role in educating their child/children is put forth in the following passage from the Declaration of Christian Education, Vatican Council II:
It is particularly in the Christian family, enriched by the grace and sacrament of matrimony, that children should be taught from their earliest years, according to the faith received in baptism, to know God, to worship Him, and to love their neighbor.
While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability and to work along with them for the welfare of their children.

Parent Teacher Group (PTG)

The purpose of the PTG organization is to bring about a closer relationship between the school, the home, and the parish through combinations of volunteer work, fundraising, education, and special activities. The organization strives to bring parents together as a community, to support and develop the school through active participation in the school Parent service hours (participation in service hours in mandatory requirement. Service hours not completed will be billed at the hourly rate of \$35 per hour). By getting involved, parents make the most of the opportunity to meet other parents and become an active part of their child's school life.

It cannot be over-emphasized how important each individual and combined effort is to the support of the school and parish programs; without parent involvement, our school could not function efficiently.

The PTG's objectives include, but are not limited to, the following:

- To develop a closer relationship between the home and the school so that parents and teachers may cooperate in the education of each child and become partners in the educational thrust of the school.
- To support the school philosophy and promote an appreciation of Catholic education.
- To support the school, students, and families.
- To provide occasions for experiencing a sense of community and communication between home and school through occasions such as community service, meetings/celebrations, and hospitality events.
- To strengthen and support of Our Lady of the Assumption and parish life in general.
- To sponsor fundraising activities to provide whatever is needed by Our Lady of the Assumption.

School Board

Our Lady of the Assumption Board is an advisory group selected by the pastor and principal. The purpose of this board is to advise the principal on long range planning and policy matters. The school board does not involve itself with the daily operations of the school. The board sets policies, as needed, for the best administration and operation of the school such as, but not limited to the following:

- Capital Campaigns
- Development
- Long range planning
- Marketing
- Social Action
- Scholarships
- Building and Grounds

Admission

Our Lady of the Assumption School adheres strictly to a policy of racial and sexual non-discrimination as dictated by the Diocese of San Bernardino.

Non-Discrimination Policy

The schools of the Diocese of San Bernardino admit students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the respective schools. These schools do not discriminate on the basis of sex, color, national or ethnic origin in the administration of their educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Immunization Requirements

The California School Immunization Law requires that children be up to date on their immunizations to attend school. Diseases like measles spread quickly, so children need to be protected before they enter. California schools are required to check immunization records for all new student admissions at kindergarten through 12th grade and all students advancing to 7th grade before entry.

To attend school, your child's immunization record must show the date for each required shot.

Required Immunizations:

- Polio (OPV or IPV) - four doses (three doses OK if one was given on or after 4th birthday)
- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT) five doses (four doses OK if one was given on or after 4th birthday)
- Tdap (7th Grade Entry) one dose of Tdap (Given on or after the 7th birthday.)
- Measles, Mumps, and Rubella (MMR or MMR-V) two doses (Both doses given on or after 1st birthday. Only one dose of mumps and rubella vaccines are required if given separately.)
- Hepatitis B (Hep B or HBV) three doses
- Varicella (chickenpox, VAR, MMR-V or VZV) two doses for ages 5-17 years.
-

If a licensed physician determines a vaccine should not be given to your child because of medical reasons, submit a written statement from the physician for a medical exemption for the missing shot(s), including the duration of the medical exemption. A personal belief exemption is no longer an option for entry into school.

California Age Requirements

Students may enter the kindergarten of this school if they will attain the age of five (5) years on or before September 1st of the year in which they are seeking enrollment.

New Student Admissions

Parents are required to present the following:

- Birth certificate
- Baptismal certificate (if applicable)
- Evidence of compliance with immunization requirements
- The mandated health assessment form

For the admission of students beyond first grade, parents are required to present the following:

- Birth certificate
- Baptismal, First Holy Communion, and Reconciliation certificates (if applicable)
- The proper transfer or some appropriate notification from the school previously attended
- A copy of the last report card

The office requests cumulative records from the previous school.

New students will be accepted based on readiness testing and on the recommendation of the previous school of attendance. All students will be on probation for their first year of attendance. Students who have been accepted either conditionally or non-conditionally and who prove to be a discipline problem and/or are uncooperative will be asked to withdraw.

New students will be officially enrolled upon completion of all required forms and payment of all fees. Additionally, all parents must sign and return the Contract page for the current school year, acknowledging that they have read this handbook and agree to abide by the policies, rules, regulations, and philosophy of OLA and the Diocese of San Bernardino.

Class Size

Currently, the maximum class size will be 18 students in Pre-School 3 and 22 students in Pre-School 4, 25 students in grades K-5, and 30 students in grades 6-8. Thereafter, children will be put on a waiting list. Exception to the policy will be made at the discretion of the principal in the case that the student is a family member of another OLA student.

Registration

Registration is open the last week of January of each year. Early registration rates are available through March 30th. Registration fees are due at the time of registration. Families with children attending OLA are given the first option to register for the next academic year: new students are then invited to fill any vacancies in accordance with the school's Admissions Criteria. Once all vacancies are filled, applicants are placed on a waiting list according to both their readiness for the grade and the priority list.

In the case of returning students, all outstanding tuition must also be paid before confirmation of enrollment for the next school year.

Registration fees apply to all families. The fee covers a diocesan-assessed per capita tax and the cost of the student information systems registration process.

Resource fees apply to all students. The fee is used to purchase all digital licenses, iPad fees, textbooks, workbooks, standardized testing, student insurance, paper, art supplies, the cost of the copier and consumables used in each classroom.

Registration and Resource fees are payable at the time of registration. Registration and Resource fees are non-refundable. Please note that in case of withdrawal from OLA, the resource and registration must be paid in full. Service hours for the trimester will be billed if they are not completed.

Any child who transfers to another school at any time must have his/her tuition and any other outstanding fees paid in full BEFORE THE LAST DAY OF ATTENDANCE at Our Lady of the Assumption School. The tuition is considered earned for the month that the transfer takes place.

Daily Operations

Pick-Up and Drop-Off

Kindergarten – Eighth Grade

Morning Drop-Off:

All students are to be dropped off at the main gate in the Mary Courtyard starting at 7:40 am

Dismissal Pick-Up:

All students are to be picked up at the front gate. Students who have a Pre-School sibling will be picked up at the Pre-School area.

IMPORTANT:

Students not picked up by 3:10 p.m. will be checked into After School Care. A daily fee of \$25.00 will apply.

Front Gate Pick-Up Procedures:

Passing of vehicles is not permitted in the parking lot at any time. Vehicles may not line up earlier than five (5) minutes prior to dismissal.

Pre-School Pick-Up and Drop-Off:

All Pre-School students must be signed in and signed out of the Pre-School classroom. Parents and students must enter through the east gate, located near the sand playground area.

School Office Hours

The school office is open Monday through Friday, from 8:00 a.m. to 4:00 p.m., on days when school is in session. The office is closed for lunch duty from 12:00 pm -12:45 pm daily.

Academics

Our Lady of the Assumption strives to offer a well-rounded academic program following the guidelines given by the Diocese of San Bernardino.

We incorporate the following areas:

- Religion
- Family Life
- Language Arts (Reading/Literature, Grammar, Phonics, Spelling, Handwriting, Composition, and Library)
- Communications
- Math
- Social Studies
- Science
- STEM
- Art
- Music
- Physical Education
- Technology Literacy
- Spanish

Evaluation

Teacher evaluation of students (oral and written) is an on-going process. Renaissance STAR test in Math and English Language Arts is administered to students in kinder through eighth grades once each trimester. The High School entrance exam will be administered to all eighth-grade students in the fall of each year. Data gathered from these assessments will inform teacher instruction for the furtherance of student progress.

Parent/Teacher conferences are held at the time of the first report card. Teachers will schedule conferences at the end of the second trimester as needed. Conferences can be arranged, with prior request.

Should the situation arise that Our Lady of the Assumption cannot properly serve the needs of a child, we will do all we can to help guide parents in placing the child in a school that can best accommodate his/her educational needs.

L.E.A.P (Learn. Engage. Actively. Practice)

We, as a school community, recognize that different students have unique needs: educational, emotional, social, and behavioral. These needs should be addressed individually to create a learning environment that best matches each student. We strive to make certain each child can learn when provided with an appropriate learning environment through instruction, encouragement, and collaboration between students, school and home. We know that for students to be successful in the classroom, their curriculum and teaching methods are dictated by what they need and can learn. This curriculum's instruction is determined by how a child learns the best and will be dictated by the teachers, teacher aids, and parents working as a team.

Student Work

Student work is an integral part of the students' total learning experience. It helps students grow in responsibility, form good study habits, and reinforce or improve the skills or concepts learned in class. We believe that every assignment is important and completing the assignment on time prepares students for the sequential lessons to come. We expect students to do their best on their work, ensuring it is neat, accurate, and turned in on time. Projects will be assigned at least 3 weeks in advance and must be turned in on the due date. If a child is out on the due date, arrangements must be made to turn in the project. Late projects will not be accepted.

If your child is absent, it will be the responsibility of the student/parent to refer to Grade Link or Google Classroom to see assignments. After the child returns to school, he/she will be given one day for each excused absence to make up missed work. Extended illness may call for other considerations. This does not apply to projects or previously known about tests in Jr. high. When over extended periods of absenteeism occur, the parent(s), in cooperation with the teacher, must ensure that the child has learned the missed material covered in class.

Plagiarism or cheating will result in the student receiving a zero and a detention. If classwork/homework is late or not turned in the student will have 24 hours to turn in the assignment. After the 24-hour window 10% will be taken from the score earned for each day it is late. Students with missing work will not be eligible for extracurricular activities. Corrections on classwork must be completed with an explanation and returned the next school day to receive credit. Students will earn up to 80% on corrected assignments. Corrections will not be accepted after the 24-hour period.

Promotion, Retention, and Placement

Promotion: Only the students who have successfully completed the work of a particular grade will be promoted to the next grade level. Students will not pass just because they come to school. They must do all the classroom work, homework, and pass the tests and evaluations given by each respective teacher.

Retention: In cases of slow progress, retention may occur. Each situation will be considered individually by the teacher and principal. Any decision concerning retention shall be made after considering the student's emotional, physical, social, intellectual, and academic development. The deciding factor will be what is best for the student.

Placement: If a student's academic performance is below grade level and he/she is unable to be promoted, the student may be "placed" in the next grade. Placement in the next grade is for students who have not met the academic criteria for promotion to the next grade, but for whom retention is not a feasible option. Feasibility for placement and retention depends upon previous retentions/placements, chronological age, siblings in the same/next grade, academic ability, learning disability, attitude of student, and social considerations. Questions regarding student placement are to be directed to the principal.

Report Cards

Report cards are issued each trimester. Report Cards are available through Grade Link on the last day of the trimester. First trimester report cards will be printed and given at the Parent Teacher Conference.

Absences of 40 (approximately 13 per trimester) or more days during the year may result in the holding of the report card until the work is done. The term "incomplete" may be entered on the report card. There could be additional consequences due to high absenteeism.

Honor Roll (Grades 6-8)

Placement on the honor roll is an incredibly special recognition for academic achievement. At the end of each trimester, honor roll certificates are awarded to those students who meet the required criteria. All graded subjects are included.

We hold our honor roll students up as role models for other students to follow, and as representatives of Our Lady of the Assumption, we consider a student's long-term behavior just as important as the student's academic achievement. An outstanding record of behavior is defined as not having received any disciplinary notices within a marking period. This is why the Conduct and Responsibility grade is included in the determination of Honor Roll.

- First Honors: all A's
- Second Honors: all A's and B's

Discipline

Discipline at Our Lady of the Assumption School is an integral part of Christian formation and reflects our Schoolwide Learning Expectations, rather than serving as a form of punishment. Students are expected to demonstrate positive, respectful, and appropriate Christian behavior always, upholding the dignity of every individual.

Students are reminded that an OLA student always represents the school community. Conduct that is detrimental to the reputation of the school—whether occurring on or off campus—may result in disciplinary action by school officials and may include removal from the Honor Roll.

Students are not permitted to sell items at school or bring toys or non-academic items from home without prior approval from the principal. In addition, student lockers, cubbies, backpacks, and other school-assigned storage areas may be periodically inspected by the Principal or designated staff to ensure the health, safety, and academic well-being of all students.

Student Behavior

1. Students are expected to always show respect in attitude and behavior for themselves, fellow students, faculty and staff, parent/guardian participants, and visitors. Confrontational speech and/or actions toward adults or peers are not allowed.
2. Classroom rules and regulations, as determined by teachers, are to be followed.
3. Disruptive behavior in the classroom or on the playground will warrant consequences.
4. Unsociable language/actions are not allowed.
5. Chewing gum or sunflower seeds in the classroom or on the playground at any time is prohibited.
6. Students are encouraged to take pride in themselves and their work. Cheating or sharing of work in any form will be investigated and dealt with on an appropriate level, depending on age of student and/or severity of offense.
7. Bicycling, skateboarding, or skating of any type is not allowed on the campus before, during, or after school.
8. Lunches are to be eaten at the assigned tables in the lunch arbor or other homeroom teacher-approved locations. Students are expected to clean up after themselves. No eating on the floor or benches.
9. Throwing food, rocks, or other objects is forbidden, and will result in a detention.
10. All electronic devices including cell phones, smart watches, personal iPads, iPods, handheld games, etc., are not to be brought to school without the cell phone use contract being signed. Students will not be permitted to keep cell phones on their person or in their backpacks during the school day. All phones/smart watches must be checked in upon arrival to school and may not be used without permission. Use of devices without permission will result in the loss of this privilege. Please note this includes after school sports, tutoring, and daycare environment.
11. Consequences of inappropriate cell phone/internet use affecting the school environment is dealt with on a case-by-case basis depending on the severity of the issue, up to and including police involvement.
12. Games involving physical contact, such as Pickle, Keep Away, Tackle Football, or wrestling/pretend fighting of any kind, as well as pushing and/or shoving are not allowed.
13. The proper school uniform is to be always worn, except on free dress days. Students out of uniform are issued a uniform infraction notice. After three uniform infraction notices, a Detention is issued for all subsequent infractions. All uniform items are purchased through the approved uniform company only.
14. Any form of sexual harassment, hazing, threatened or actual violence, and/or bullying will not be tolerated. Such acts will be investigated and dealt with accordingly, depending upon the severity and/or persistence of the infraction. Students are expected to behave in accordance with precepts outlined in the Diocesan program.
15. Students are not permitted to engage in any public displays of affection, such as holding hands, kissing, etc.
16. No drinks other than water are permitted in the classrooms
17. No wireless headphones are permitted on campus
18. No sharing of iPads at any time. (Refer to the iPad contract)
19. Forging parent/guardian signatures will be reported to the parent and dealt with accordingly, depending on the severity of the action.
20. Students are required to conduct themselves in accordance with school behavioral regulations at all school events, both on and off campus. In the event that the classroom environment is adversely affected by off-campus behavior, including

social media postings, cyberbullying, and/or comments, parents will be informed of ensuing issues and disciplinary action may be taken proportional to the severity of the consequences of said behavior.

21. Defacing or destroying school property. Students and/or parents are held liable for the cost of replacement or repairs. This will be dealt with accordingly, depending on the severity of the action.

22. Possession of anything that might harm another person is not permitted.

23. The use of inappropriate language is not permitted.

Failure to abide by these Student Behavior rules may result in a time-out, an extra assignment, detention, parent conference, or more severe consequence depending on grade level and infraction severity. As primary educators, parents are encouraged to work with the teacher to ensure proper student behavior. Communication among parents, teachers, and administration is critical. Should a parent/teacher conference fail to rectify issues in question, the parent may elect to contact the principal for additional discussion. If further action is indicated; the pastor may be called.

Detention

Detention is held on Wednesdays from 3:00 pm to 4:00 pm. The cost of detention is \$10.00. Students serving detention must be picked up at 4pm in the classroom hosting the detention. Students not picked up at 4:00 pm will be checked into daycare for \$25.00.

We strive to:

- Help students become more responsible for themselves and others.
- Provide a nurturing classroom environment which is conducive to learning.
- Foster self-control in students by providing positive moral guidance.

Harassment

The Diocese of San Bernardino arms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of an individual's race, creed, color, national origin, gender, physical or mental ability, or life-style choice. Often, especially with young children, harassment may occur for no reason other than meanness on the part of the bully or harasser.

Harassment of any student by any other student or staff member for any reason is prohibited and will not be tolerated. It is the diocese's policy to provide an educational environment in which all students are treated with respect and dignity. Any bullying or harassing behavior that brings scandal and/or harm to the reputation of the school or diocesan community will be disciplined. It is acknowledged that these policies may differ from the Education Code under which public schools operate.

Bullying

Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time. When a group of students come together and become a negative voice and/or their actions reveal a unified deviant behavior, this will be interpreted as gang behavior. A child who is being bullied has a hard time defending himself or herself.

Bullying can take many forms:

- **Physical Bullying:** Hitting, punching, pushing, tripping, or blocking movements
- **Verbal Bullying:** Teasing, name calling, or threat of retaliation•
- **Non verbal:** (Emotional) Bullying: Intimidation using gestures or social exclusion
- **Cyberbullying**

Safety and Background Checks

Background Check / Live Scan

All parents are required to have a Live Scan and safety training before any involvement with school children. If driving for a field trip, parents must take the safe driver training, and show proof of insurance minimum of 100,000/300,000. Once clearance is received, usually within five to seven days, they can volunteer on campus.

As per Community Care Licensing, Preschool parents are also required to do a second Live Scan background check.

Attendance

State law requires regular student attendance for classes in school. Unless excused for a valid reason, students are expected to be on campus from 07:55 a.m. until 03:00 p.m. Students may not leave the campus for any reason without parent/guardian permission, once notification and approval.

Absences

Excuses for dismissal for appointments, vacations, and illness are the parents' responsibility. Careful consideration should be given to having a child miss school for a reason other than illness or family emergency. Parents and students are asked to keep absence to a minimum and abide by the following rules:

1. Parents must call the office to state the reason for the student's absence. A parent must call each day of the absence unless the length of the absence is known in advance (by submitting a written note to the office, signed by a parent).
2. Parents must go to the office to sign the child out; staff will then request the student to be dismissed from class and report to the office to be released to the parent.
3. Absences exceeding 40 days in one school year may result in a certificate of completion (if in grade 8) or can be held back, which is at the discretion of the administration.

If students are absent 13 days in a report card period, they will not receive their grades unless a satisfactory make-up plan is agreed upon and conditions met.

Medical / Dental Appointments

Parents are asked to schedule medical, dental, or orthodontic appointments outside of school hours. When there are no other alternatives and appointments must be scheduled during school hours, parents must pick up and sign-out their children at the office. A note from parents should be given to the teacher on or before the morning of the appointment to advise the teacher; the note should include the time and reason for the absence.

Tardiness

Attendance and punctuality play a huge role in increasing children's academic success. When students are not in class they miss information. Research shows that children with consistent school attendance learns more. If our students are to fully benefit from the many opportunities our school offers them, regular school attendance is vital. Children who are late or absent can copy notes or make up an assignment, but they can never recover what is most important: Morning Prayer as a class and school, the discussion, the questions, the explanations by the teacher, and the thinking that makes learning come alive.

While punctuality will promote learning, arriving late to school can also be very disruptive for the child, the teacher, and the other pupils in the class. When the child grows up, he will quickly learn that employers seek reliable, dependable, and responsible people to fill employment positions. Regular attendance at school is also important in promoting social development and enabling students to keep up to date with the workload. Developing positive attendance and timekeeping habits at an early age will serve the child well throughout his/her life. Your role in helping your child come to school every day and to arrive on time is pivotal.

All students should arrive between 7:40 am and 7:50am and be prepared to begin at 7:55 a.m. If the student is not on time and in their classroom when the 7:55 am bell rings, they will report to the school office to receive a tardy pass.

For the safety of our students, ALL students arriving before 7:40 a.m. must be dropped off at morning extended care. The daily rate of \$25 will be applied to the family account for students arriving before 7:40 am whom do not already subscribe to the Extended Care plan.

Excused Tardy: a valid reason for being tardy. Examples would be illness, medical appointments, unexpected major trac delays, car problems, or flooding/natural disaster.

Unexcused Tardy: reasons such as oversleeping, parent's fault, etc. Students (K-8) who are tardy five times or more per trimester will be charged \$5.00 for each tardy thereafter. Our primary goal is not to collect your money, but rather to encourage every child to be on time and present for the entire school day.

The principal shall take appropriate action when a student is absent or tardy without validation or if there is reason to suspect the validity of the excuse.

Visitation

All parents, volunteers, and visitors to the school must sign in at the office before entering a classroom for any reason (e.g., eld trip driver, room parent, birthday, speaker, etc.).

Parents must also have background clearance prior to entering a classroom. While on campus, we ask that you keep all cell phones in silent mode, and do not use them while volunteering in the classroom.

Parents are not allowed at any time to approach parents/students to discuss negative issues. One must see the principal to facilitate these types of conversations.

Communication

Confidentiality

Parents can expect that school officials will give them necessary information concerning the health, life, and safety of their children. The school faculty/staff will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. An exception is if a student shares that they are going to harm themselves or others, the staff member must reveal that information even if confidentiality was promised. Parents will be promptly notified of faculty/staff concerns.

Appointments

Parent/Teacher Appointments: Teachers want you to keep in touch and welcome your interest in your child's education. Do not let a concern become a problem due to lack of communication. Questions or concerns regarding your child should begin with your child's teacher. Teachers are available between 7:35-7:55 a.m. to ask a quick question or to set an appointment and 03:15- 03:45 p.m. if you need a brief, informal conference. Should you want a formal conference, parents are advised to set an appointment with the teacher to ensure readiness and ample time to confer. PLEASE DO NOT SPEAK WITH YOUR CHILD'S TEACHER DURING DISMISSAL. TEACHERS ARE RESPONSIBLE FOR THE SUPERVISION OF ALL STUDENTS DURING THESE TIMES AND MUST NOT BE DISTRACTED FROM THIS VITALLY IMPORTANT TASK.

Teachers can be contacted by e-mail. You can expect a response within 24 hrs. If there is a need for further assistance, then the principal should be contacted.

Parent/Principal Appointment: To serve you in a more efficient manner, it is suggested that you call the office or come in personally to schedule an appointment with the principal. Every effort will be made to see you in a timely manner. Understandably, appointments will be made to work around the principal's schedule of tending to students, classes, meetings, observations, faculty, staff, and other important administrative affairs.

When you phone for an appointment, please provide the following information: (a.) your name and phone number; (b.) the name of your child(ren); and (c.) the purpose of your appointment.

Calendars

A yearly calendar is provided to parents at the beginning of each school year. The monthly calendar is posted on our web site and sent via e-mail each month.

Weekly E-Blasts

Our weekly calendar/newsletter is digital. The schedule will be sent via e-mail by every Sunday afternoon to the addresses you have provided in your registration on GradeLink. The weekly E-Blast will be a direct and efficient form of communication between the school and parents. This communication is also posted on the Gradelink announcement page as well as our web site www.olabruins.com.

Room Parents

This program focuses on assisting the teacher and serving as a liaison between teachers and parents. Duties may vary and can include classroom assistance, planning class parties, and coordinating parent volunteers to fulfill classroom obligations for annual events, among other responsibilities.

As a room parent, you serve as the primary coordinator and point of contact for classroom- and school-related events. Serving as a room parent is strictly voluntary and is a rewarding experience. Attendance at all scheduled PTG meetings is essential to continue in this role.

All communication from the room parent to parents must be approved by the school office prior to being sent home. The room parent must always communicate first and foremost with the classroom teacher. The teacher will determine the needs of the classroom and will submit activity ideas to the principal for approval before the room parent begins making arrangements.

Cell Phone and Smart Device Policy

Cell phones are preferably left at home. **No cell phone use is permitted on campus by students** unless explicit permission is granted by a teacher or administrator.

Students who bring cell phones to school are required to place them in the designated cell phone holder in their homeroom each morning. **All cell phones must be turned off.** There are no exceptions to this rule.

If a student is found in violation of this policy, the cell phone will be confiscated and taken to the office. A parent or guardian must pick up the device. A second offense will result in the cell phone no longer being allowed at school.

Backpacks and personal belongings may be searched at any time.

Apple Watches or similar smart devices are not permitted to be worn on campus.

Student Records

All official transcripts will be sent to a new school only upon the written request from the receiving school.

Students' records are not given to parents or students. However, parents may have access to their child's records for review, at least one day's notice is appreciated.

Student School Supplies

Students are responsible for purchasing most of their own consumable supplies. A list of supplies is provided prior to the start of each school year, and these items are to be brought on the first day of school. It is the responsibility of the family to ensure that all stated supplies are replenished and are readily available for student use.

Health and Safety

Emergency Information

By law, the school is not authorized to treat a sick or injured student. In order to properly attend to the student, parents are required to complete the emergency portion of your online registration each year; this must be on or prior to the first day of school. All information in the emergency portion must be current and updated whenever any information is changed. Most importantly, among the information requested, the school requires parents' home and work phone numbers and two emergency contact persons (other than parents). This completion and submission is mandatory. IT IS THE RESPONSIBILITY OF PARENTS TO KEEP EMERGENCY INFORMATION CURRENT.

Illness or Injury

In accordance with diocesan policy, should a student become injured or ill, the parents shall be contacted. No student shall be permitted to go home before this contact is made. If the parent cannot be reached, such designated persons named on the student's EMERGENCY INFORMATION shall be contacted. If there is serious injury and parents cannot be contacted immediately, the physician listed on the EMERGENCY INFORMATION will be contacted. In extreme emergency, the school may need to contact paramedics or other such professional medical personnel.

All injuries must be reported to the school office immediately.

When students are ill, they are sent to the office and are monitored by the office staff for a short period. The student's temperature is taken, and his/her parent is called. If at any time the staff attending the student is unsure of the condition of the child, the parent shall be called for direction. A student who is sick before leaving for school should not be brought to school. The school office is not always a quiet and restful place.

Insurance

All students attending parochial schools in the Diocese of San Bernardino have student accident insurance with the insurance carrier chosen by the Diocese of San Bernardino. The insurance premium is paid from your registration fee. Parents are given opportunity to purchase additional insurance at the beginning of the school year for a nominal fee. When a student has sustained an accident that is covered under the terms of the policy, the school must be advised of the injury within 24 hours if parents choose to file a claim. School insurance claim forms are available in the office; claims must be led by the parent/guardian.

Medication

School personnel may not administer any type of medication (even non-prescription) to students without WRITTEN PERMISSION from parents and WRITTEN AUTHORIZATION, ORDERS, AND INSTRUCTION from a doctor. Parents must complete a Medication Authorization Form for each medication (a copy of this form can be obtained in the school office). Any medication must be provided in its original container and must be delivered to the office by the parent. If your child needs to take medication of any kind (including cough drops and lozenges) during school hours, the above conditions must be met.

Closed Campus

Our Lady of the Assumption is a closed campus. After 8:00 each day all gates are closed and locked. All visitors must ring the doorbell at the office door or entrance gate. This bell will ring the office, and the office will grant access. All visitors must be approved and sign in at the office to be on campus.

Custody Issues

In the event that your family may have custody issues, please make sure the office has updated court papers that have stated what the specific custody issues are. The school is required to follow all court-ordered custody agreements. Without court-ordered paperwork, students can be released to either parent or legal guardian.

Disaster / Emergency

Students are trained for fire drills and earthquake drills, which would be used in the event of a fire or natural disaster. During drills, all students, staff, and volunteers must participate and vacate the building. If a disaster were to occur during school hours, the students would be kept at school until called for by a parent or authorized guardian.

School Property

The learning environment that the school strives to create is one which fosters an appreciation of education. Christian behavior among students, respectful attitudes toward fellow students and school authorities, and respect for all property is expected of all OLA students.

A. Books: Books are school property. For this reason, lost or damaged books must be reported and replaced at family or student expense. Textbooks must be kept covered at all times. If a textbook is damaged, the student will be charged for the replacement cost of the textbook.

B. iPads (K-3): iPads are used in every classroom on a daily basis. The students are given instructions on how to use and handle the iPad. Should your student damage an iPad they will be responsible for the replacement cost or the cost to fix it.

C. iPads (4-8): Students are issued an iPad for schoolwork use only. The students are responsible to maintain and use the iPad responsibly. Should your student damage the iPad, they will be responsible for the replacement cost or cost to x it. Students are responsible to charge their iPad each day.

D. Facilities: The buildings, grounds, and equipment are to be treated with the greatest respect. Students are expected to take care of school property. If through carelessness or willful destruction any property is damaged, those responsible are required to replace or repair the item. WE WANT TO BE PROUD OF OUR SCHOOL; PLEASE TAKE CARE OF IT.

E. Food, Drink, and Gum: Because of the maintenance and safety problems posed to doors and furniture, eating, and drinking inside the classrooms should be kept to a minimum. NO GUM IS ALLOWED ON THE SCHOOL CAMPUS.

Catholic Faith and Ministry

Altar Assistants

Students from Our Lady of the Assumption have the privilege of serving on the altar at the Eucharistic celebrations (Mass) Beginning in the third grade, students are eligible to serve. We highly recommend that every Catholic student in this age bracket be involved in this service.

Mass

Weekly Mass is attended by all Our Lady of the Assumptions Students, Faculty, and Sta each Wednesday morning. Campus Ministry takes the responsibility for preparing the liturgy. Parents are invited and encouraged to attend these Masses, which start at 8:15 a.m.

All students must wear liturgy wear on Wednesdays (see Uniform Policy). Students must wear liturgy uniform for Holy Days. We expect parents to support the uniform policy by ensuring that their children leave home properly dressed for Mass as well as all school days.

We also look forward to seeing all our families at weekend Mass. This is one way of putting into practice what is taught in school. Mass dates are posted on the school calendar.

Mission Program

Our Lady of the Assumption School actively supports the Holy Childhood Association, a worldwide mission program, to raise funds for underprivileged children in underdeveloped countries. It is very important for students to grow in awareness and generosity for the blessings they have received.

Retreats

Each trimester, students participate in spiritual retreats. These are done at the deferent grade levels to ensure that the topics are age-specific. (K-2, 3-5, and Jr . high) The retreats are facilitated by the teachers and presented by Campus Ministry.

Extended Care

This service is provided for the convenience of OLA families who have working parents and for emergencies. All participating students must have the necessary forms completed and on file with the Extended Care aid.

Extended care is available before school, from 7:00 a.m. to 7:40 a.m., and after school, from 3:00 p.m. to 5:30 p.m. If your child is not picked up by 5:30 p.m., the extended care late fees are \$1.00 per minute per child.

The monthly rate for Extended Care is \$160, and the daily rate is \$25 per day. If the responsible party is unable to pick up the student on time, we ask that a phone call is made to inform the extended day employee on duty. Phone: (909)-881-2416

Field Trips

Field trips of educational and cultural value are encouraged and are arranged by the classroom teacher. Field trips are a privilege not a right. A School Activity/Field Trip Parent Consent Form must be completed by the parent for each student and for each eld trip or school-sponsored activity. This consent form is the parents' authorization for their child to attend the eld trip. In addition, it releases the school from liability. If the consent form is not received prior to departure time, the student will not be permitted to participate in the trip and will be sent home. An assignment will be given to the student in lieu of the academic eld trip. Neither telephone calls nor faxed notes will be accepted in lieu of the signed consent form.

For liability reasons, only students enrolled at OLA can attend field trips; siblings of students are not allowed to accompany them. Field trips are considered part of the planned curriculum: however, the principal, teacher, or parent may restrict a student's participation due to a failure to meet academic or behavioral requirements. If a child's participation is declined, the child will remain at home and will be assigned an assignment in lieu of the trip.

Drivers and chaperones for eld trips must complete the necessary forms (LiveScan, safe environment, safe driver, and DMV driving record check) and have them on le in the office to be authorized to drive. A seatbelt for each person is required. All parents participating on a field trip must have their background check completed. Please see the office staff if you have not completed this requirement. Drivers are not permitted to make any stops on the way to or returning from the destination.

Lunch Program

Students may bring a box or sack lunch from home or may purchase a hot lunch. Lunch orders are **not** processed through the school office. Orders may be placed by submitting the lunch order form in the designated Lunch Order Box located in the office.

All questions or concerns regarding the lunch program must be directed to Mrs. Rose Garcia. Her contact information is provided on the lunch order form.

Parents are not permitted to drop o lunches, and outside lunch deliveries are not allowed. Students who arrive without a lunch will be provided with an emergency lunch, and parents will be billed \$7.00.

Lost and Found

All personal items must be permanently labeled with name and grade. Clothing, school bags, lunch boxes, notebooks, etc. should be appropriately identified.

"Lost and Found" is located in the elementary school hallway. If clothing items are not marked with the student's name and are not claimed, they will be added to the school's donation bin.

SCHOOL PERSONNEL ARE NOT RESPONSIBLE FOR LOST ITEMS.

School Pictures

Pictures are taken each fall and spring. There is no obligation to purchase them. Students will wear their Mass attire for pictures (refer to Uniform Policy). These pictures will be used in our school's yearbook and cumulative files.

OLA students' photographs and videos may be captured and used in the school media, the yearbook, school promotions, and any other school or diocesan purposes; however, if you wish not to grant permission for any outside agencies, including newspapers, school websites, or social media platforms, to use your child's image, you must complete a Denial to Photograph Form, available on our school website and in the school office.

Uniform Policy

Students are best prepared for school when they are properly dressed and groomed. Students are expected to follow standards of cleanliness, neatness, and modesty in all aspects of their appearance. The school uniform is worn to promote a sense of equality among all students while discouraging competition in dress. We take pride in our school community, and the uniform serves as a visible sign of student identity and school unity.

In fairness to all students and families who consistently follow the designated uniform policy, we ask that this policy be respected. The uniform policy will be strictly enforced. Parents and students share the responsibility for ensuring that uniform and grooming expectations are followed and maintained.

Haircut and Grooming Policy

Grades Preschool – 8th Grade:

- Hairstyles must be neat, clean, simple, and kept out of the student's face.
- Hair must be natural in color. Highlights, lightening, or dyeing of hair is not permitted. This includes the use of summer lightening products such as Sun-In.
- Students who arrive at school with lightened, highlighted, or dyed hair will be required to either remove the colored portion by cutting it or return the hair to its original natural color.
- Fad hairstyles are not permitted, including but not limited to mohawks, fauxhawks, shaved designs, or similar styles.
- Fad hair accessories are not allowed, including feathers, ears, glitter, or hair extensions.
- Haircuts and styles should not be distracting and must be kept out of the student's eyes at all times.

- Boys: Facial hair and sideburns are not permitted. If shaving is required, it must be done regularly to maintain a clean appearance.

Rules for All Grades

1. All shirts and blouses must be tucked in at all times.
2. Turtlenecks and long-sleeve shirts are permitted and must be solid navy or white only.
3. Only school-issued uniform sweaters, sweatshirts, and jackets may be worn with the uniform.
4. Uniforms must be replaced when worn, torn, faded, or ill-fitting. All uniforms should be appropriately sized.
5. Boys: Shorts must reach the knee.
6. Girls: Shorts may be no more than four (4) inches above the knee, including P.E. shorts.
7. Skirts and jumpers must be no more than three (3) inches above the knee.
8. Makeup is **not** permitted. Translucent nail polish only; no nail polish is permitted for boys. Acrylic nails are not allowed.
9. Jewelry:
 - Earrings must be worn in the lower part of the earlobe only and may not extend beyond the lobe. (No hoops) One earring per ear is permitted.
 - Boys may not wear earrings.
 - Rings are not permitted.
 - Up to two (2) religious bracelets may be worn.
10. Any short-sleeved undershirt worn must be solid white.
11. It is recommended that girls wear bike shorts under skirts and jumpers.
12. Tights may be worn during colder weather and must be solid white or navy blue (no designs).
13. Hats are **not** permitted. School-issued beanies may be worn on cold days.
14. Apple Watches or similar devices are not permitted.
15. Students must wear closed-toe and closed-heel shoes at all times. Clogs, Crocs, sandals, or shoes that expose any part of the foot are not permitted.
16. All students must wear socks that extend above the ankle at all times.

Boys Uniform Requirements

Regular Uniform:

- OLA long sleeve or short sleeve polo white, or blue
- Khaki or navy boys at front twill pants or shorts
- Jackets and sweatshirts MUST be from the OLA uniform store
- White socks. No logos or designs

Liturgy Uniform:

- OLA Short Sleeve or long sleeve white Oxford shirt with logo. (NO POLO SHIRTS)
- Plaid 4 in hand or pre-tied necktie
- OLA navy V-neck pullover sweater or sweater vest
- Khaki at front twill pants
- OLA windbreaker (no sweatshirts on liturgy wear days)
- White socks. No logos or designs

PE Uniform:

- OLA PE short sleeve or long sleeve t-shirt
- Navy OLA sweatpants or navy basketball shorts
- OLA Crewneck or hoodie sweatshirt
- White socks. No logos or designs

Girls Uniform Requirements

Regular Uniform:

- OLA short-sleeve or long-sleeve polo shirt in white or blue
- Khaki or navy at-front twill pants or shorts
- PK-5: Plaid V-neck jumper
- Grades 6-8: Plaid four-pleat skirt
- PK-8: Plaid two-pleat skirt
- White socks only; no logos or designs permitted
- Jackets and sweatshirts must be purchased from the OLA Uniform Store

Liturgy Uniform:

- Grades 6-8: OLA short-sleeve or long-sleeve white Oxford shirt with logo (NO polo shirts)
- Grades 6-8: Plaid cross tie with Velcro closure or plaid necktie
- Grades 6-8: Plaid four-pleat skirt
- PK-5: OLA white short-sleeve Peter Pan blouse (no pocket)
- PK-5: Plaid V-neck jumper
- White or navy knee-high socks or tights only; no logos or designs permitted
- OLA navy V-neck pullover or cardigan sweater
- OLA windbreaker (sweatshirts are not permitted on Liturgy days)

P.E. Uniform:

- OLA P.E short-sleeve or long-sleeve T-shirt
- Navy OLA sweatpants or navy OLA basketball shorts
- OLA crewneck sweatshirt
- White socks only; no logos or designs permitted

ALL UNIFORMS ARE TO BE PURCHASED FROM THE APPROVED UNIFORM STORE

Optional Free Dress Guidelines

When permitted by the teacher and principal, students may be allowed to participate in a free dress day and are not required to wear the school uniform. Parents and students are expected to use good judgment when selecting clothing. If there is any question regarding the appropriateness of an item, parents and students are encouraged to consult with the child's teacher or the principal prior to wearing the item to school.

The following guidelines apply to all free dress days:

- Clothing must be neat, modest, and appropriate for a school setting.
- Shorts must follow the school uniform policy and may be no more than four (4) inches above the knee. Ripped shorts are not permitted.
- Jeans may not be torn or ripped in a way that exposes skin.
- Clothing with low necklines, halter tops, bare midriffs, spaghetti straps, tank tops, cold-shoulder tops, or miniskirts is not permitted.
- Only appropriate T-shirts or sweatshirts without offensive language, images, or slogans are allowed.
- Shoes must be closed-toe and closed-heel and suitable for recess and P .E. activities.
- Shoes that expose any part of the foot are not permitted.
- Shoulders must be covered at all times.
- Hats may not be worn inside classrooms.
- The school's policies regarding makeup, jewelry, and grooming remain in effect on free dress days.

The administration reserves the right to make the final determination regarding appropriate dress and personal appearance.

School's Right to Amend the Handbook

The school or principal has the right to amend the handbook for just cause. Parents will be notified promptly if changes are made.