Our Lady of the Assumption School

Parent and Student Handbook

2023-2024

February 24, 2023

Dear Parents of Our Lady of the Assumption:

It is my pleasure to welcome you to Our Lady of the Assumption Catholic School. Since 1958 we have served families from all over San Bernardino County. We pride ourselves on providing a Catholic education that nurtures hearts, inspires minds, and ignites the spirits of our students. All students and families are welcome at OLA. We are an inclusive community that values diversity.

We have a rich tradition of academic excellence rooted in our Catholic faith. We see each child as a unique gift from God with their own way of learning and knowing, so we work to meet each child where they are academically, socially, emotionally, and spiritually. OLA provides a multitude of academic programs to support the diverse needs of all learners. We couple strong academic rigor with our care of the whole child to ensure that students are growing and developing into strong, assertive, passionate and justice oriented young people.

OLA is a family focused, caring community where all students thrive. One class per grade level gives students an opportunity to know one another well and build strong community and leadership skills through cross-grade level activities. Our graduates are confident and fully prepared to tackle the challenges of high school and beyond.

This Parent/Student Handbook contains policies, regulations, and services relative to Our Lady of the Assumption School (OLA). Please read and keep this handbook readily available throughout the year.

Cheerfully,

Mrs. Godsy

Principal

PARENT/STUDENT HANDBOOK

This Handbook serves as a guide for parents and students. School policies, standards, services, and administrative operations are included. Policy statements are necessarily general, and the administration reserves the right to amend and make adjustments as circumstances arise. Parents will be given notification of significant changes made. Please read this handbook carefully and keep it for reference during the year.

The term "parent," as used throughout this handbook, shall mean to include "legal guardians."

Our Lady of the Assumption School

2023-2024

Our Lady of the Assumption School Calendar 2023-2024

	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Aug		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
Sep					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
Oct	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
Nov			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
Dec					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
Jan	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
Feb				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	
Mar					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
Apr	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
May			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
Jun						3	4	5	6	7	10	11	12	13	14										

Full Day Off ½ Day Off

NOON DISMISSAL

9/1	Labor Day Weekend
9/6	Faculty Meeting
10/4	Faculty Meeting
11/1	Faculty Meeting
11/16	Parent Conferences
11/17	Parent Conferences
12/6	Faculty Meeting
12/20	Christmas Break
2/7	Faculty Meeting
3/6	Faculty Meeting
3/28	Holy Thursday
5/1	Faculty Meeting
6/7	8th Grade Graduation
6/13	Last Day of School

Please note the calendar is subject to change. There will be a monthly calendar sent home each month.

2/24/23

Liturgy Wear Days

9/6	Mass Day
9/21	Picture Day
10/4	Mass -St Francis of Assisi
11/1	All Souls Day Mass
11/2	All Saints Day Mass
12/8	Immaculate Conception Mass
2/7	Mass
2/14	Ash Wednesday Mass
3/6	Mass
3/27	Mass (Holy Week)
5/1	Mass
6/13	Mass (Kinder Graduation)

Additional days may be added notification will be made at least 24 hours in advance.

Teacher-Student Holidays/In-Service

9/4/23 Labor Day
10/27/23 Faith Formation Day
11/20/23-11/24/23 Thanksgiving Break
11/27/23- Parent Teacher Conferences
12/21/23-1/5/23 Christmas Break
1/15/24Martin Luther King Day
2/12/23 Teacher Professional Development
2/19/23 Presidents Day
3/29/24-4/8/24 Easter Break
5/20/24- Funfair Clean Up Day
5/27/24 Memorial Day

Sunday Class Mass

8/15	4:30	Campus Ministry
9/10	4:30	8th Grade
10/8	4:30	7th Grade
11/12	4:30	6th Grade
12/10	4:30	5th Grade
1/14	4:30	4th Grade
2/18	4:30	3rd Grade
3/10	4:30	2nd Grade
3/24	4:30	Campus Ministry
4/14	4:30	1st Grade
5/5	4:30	Kinder

*Assigned groups host morning hospitality

Parent Teacher Group (PTG)

8/15	Meeting 6pm
9/14	Meeting 6pm
10/12	Meeting 6pm
11/9	Meeting 6pm
1/11	Meeting 6pm
2/15	Meeting 6pm
3/14	Meeting 6pm
4/11	Meeting 6pm
5/9	Meeting 6pm

PTG President Cindy Harris
bacharris81@yahoo.com

Special Days

8/16	Meet the Teacher Night Pre-School and Jr. High
8/17	Meet the Teacher Night K-5
8/23	1st Day of School
9/15	Back to School BBQ
10/28	All Hallows Eve Carnival
11/10	Last Day of First Trimester
11/16-17	Parent Teacher Conferences
12/7	Bishop's Golf Tournament
12/18-19	Santa's Workshop
12/19	Christmas Nativity
1/27	Pasta Fest and Talent Show
1/29-2/4	Catholic Schools Week
2/9/	Father Daughter Dance
2/20-22	Science Fair
3/2	Academic Decathlon
3/1	Last Day of Second Trimester
3/17	Saint Patrick's Dinner and Show
3/28	Passion Play
4/26	Color Run
5/5	Mother Son Picnic
5/19	Funfair
6/7	8th Grade Graduation
6/10	Water Play Day
6/11	Pre-School Graduation
6/12	Kinder Graduation Mass
6/12	Last Day of School

I. INTRODUCTION

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 with our school community the Diocesan Vision of Hope and to engender within our students and families an enduring love of learning.

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.

Mission Statement

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 staffed 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.

SCHOOL-WIDE LEARNING EXPECTATIONS

Students graduating from Our Lady of the Assumption School will have the foundation for the following:

To Be A Person of Faith and Compassion, Grounded in Catholic Teachings 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

Our Lady of the Assumption School History

Our Lady of the Assumption Parish was built by the Diocese of San Diego in 1955 and our school opened three years later, 1958. Our founding pastor was Father Peter Mimnagh. It was he who appealed to the Bishop for teachers. His request approved, OLA received four Sisters of Mercy from Sligo, Ireland, to staff the school, and Sister Mary Francis Paula Lavan was the first principal. True to their order, the Sisters instilled in their students the charism of Hospitality and Service to others; a charism which remains a central tenet today.

OLA School started with first through sixth grades; grades 7 and 8 were added the following year. The Sisters of Mercy staffed the school for the first five years. Then, in 1962, Mrs. Caroline Nunley, the school's first lay teacher, joined the staff. Over the years, the number of Sisters has declined, but three Sisters remain especially active in the school. Sr. Camillus Gavigan, former principal of St. Anthony School in San Bernardino, assists with our school Choir and serves as our Missions moderator. Sr. Betty McGovern, also a previous principal at St. Anthony's serves as a Religious education teacher at OLA and supports school and parish functions, as does Sr. Sandi DiCianno, who is also in residence at OLA convent. In 2003, the first lay Principal, Mrs. Sue Long, an OLA alumna and teacher, began her service in the capacity of Administrator. In 2021 Tish Godsy Vice Principal and teacher was appointed Principal.

Many of the children and grandchildren of our alumni continue to enroll and, currently 4 of our faculty members are OLA alumni. We are proud to be a ministry of our parish and work very closely with our Pastor Administrator to provide a Catholic education for all Our Lady of the Assumption families.

DAILY SCHOOL SCHEDULE

School Office Hours: The school office is open for business from 8:00 a.m. until 4:00 p.m. each day that the school is in session.

Kinder – Eighth Grade

7:00am -Extended Care

7:40am - drop off

7:55am -1st Bell

8:00am Morning Prayer

8:05 Class begins (students arriving after 8:05 are considered tardy)

10:15 Snack/Recess

12:15 K-5 Lunch Break (K-2 lunch ends at 1:00pm grades 3-5 lunch ends at 12:45pm)

12:30 Junior High Lunch Break (lunch ends at 1:00pm)

3:00pm Dismissal

Extended Care 3:10pm -5:30pm

Pre-School

7:30 am - Drop Off

11:30- Half Day Dismissal

11:45 am – Lunch

12:15pm – Rest Time (children are required to rest for 45 minutes)

3:00 pm – School Day Dismissal

5:30 pm – Last Pick-Up

PICK-UP AND DROP-OFF

Kinder – Eighth Grade

Morning drop-off – All students are dropped off at the main gate in the Mary Courtyard

Dismissal pick-up – Students with a last name that starts with A-K are picked up at the main gate. Students with a last name that starts with the letter L-Z are picked up at the back gate near the basketball courts.

Students not picked up by 3:10 will be checked into After School Care (daily rate of $25 will apply)

Pre-School

All students must be signed in and out in the pre-school classroom.

Students and parents enter through the east gate located near the sand playground area.

Front gate pick-up

-There is no passing of vehicles in our parking lot at any time. Parents in violation of this policy will lose the privilege of picking up from the pick-up line and will be asked to walk on to the school property to pick up their student.

-Vehicles are not permitted to line up prior to five minutes before dismissal.

II: 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 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 students at the respective school. The schools do not discriminate on the basis of sex, race, color, national and ethnic origin in 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 strong 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 is in partnership 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 parents' role in educating their child/children is put forth in the following passage from the Declaration of Christian Education, Vatican Council II:

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.

It is particularly in the Christian family, enriched by the grace and sacrament of matrimony, that from their earliest years, children should be taught, according to the faith received in baptism, to have a knowledge of 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."

CATHOLIC EDUCATION

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

An education grounded in the tenets of our faith is the top priority in our school. 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 including each class hosting 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, i.e. food drives, performances for senior luncheons, visits to convalescent hospitals, blankets for the homeless, care packages for 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 Office of the Superintendent 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) Lead 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.

ADMINISTRATION – Father Rogelio Gonzalez *Pastor*, and Tish Godsy *Principal*

STAFF – Jackie Gaeta *Office Manager* and Sue Long *Bookkeeper*

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:

1. To develop a closer relationship between the home and the school so that parents and teachers may cooperate intelligently in the education of each child and become partners in the educational thrust of the school.
2. To support the school philosophy and promote an appreciation of Catholic education.
3. To support the school, students, and families.
4. 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.
5. To strengthen integration with and support of Our Lady of the Assumption and parish life in general.
6. To sponsor fundraising activities in order 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

III. 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 which reads as follows:

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.
(Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075)

To attend school, your child's immunization record must show the date for each required shot.
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 beliefs exemption is no longer an option for entry into school; however, a valid personal beliefs exemption filed with a school before January 1, 2016 is valid until entry into the next grade span (7th grade). Valid personal beliefs exemptions may be transferred between schools in California. For complete details, visit ShotsforSchool.org. You must also submit an immunization record for all required shots not exempted.

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.

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

For the admission of a Kindergarten or first grade child, parents are required to present the following:

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

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 discipline problems 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 May 1st. Registration fee's are due at the time of registration. Families with children attending OLA are given 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 students. The fee covers a diocesan assessed per capita tax, office fees for registration, standardized testing, and student insurance.

Resource fees apply to all students. The fee is used to purchase all digital licenses, iPad fees, textbooks, workbooks, and consumables used in each classroom.

Registration and Resource fees are payable at the time of registration. Registration and Resource fees are non-refundable. Exception is anyone who has selected payment plan B or D. *Please note that in case of withdraw from OLA the resource and registration will need to be paid in full. Fundraising and tickets sales due in the trimester of withdraw will also be do upon withdraw.

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; all other prepaid tuition will be refunded.

BACKGROUND CHECK

- All parents are required to have a background check prior to any involvement with school children. All new volunteers are required to complete Live Scan background check requirement. Once clearance is received, usually within two to three days, they are allowed to volunteer on campus. As per Community Care Licensing, Preschool parents are also required to do a second Live Scan background check. (Check with office for local locations.)

IV. 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, Hand Writing, 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 testing in Math and English Language Arts are 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 progress report. Conferences can be arranged, with prior request, as needed.

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.

STUDENT SUCCESS PLANS

We, as a school community, recognize that different students have different needs: educational, emotional, social, and behavioral. These needs should be addressed on an individual basis 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 student, school, and home. We know that for students to be successful in the classroom, the curriculum and methods of teaching is dictated by what the students need and are able to learn. Instruction of this curriculum is determined by the way in which 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 for any reason on the due date arrangements are to 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, it is the responsibility of the parent(s), in cooperation with the teacher, to make sure 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 earned score 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. Student will earn up to 80% on corrected assignments. Corrections will not be accepted after the 24-hour period.

PROMOTION / RETENTION / 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. Placement to the next grade level

REPORT CARDS

Report cards are issued each trimester. They are sent home in an envelope; the report cards are to be reviewed and retained by the parent(s).

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 made up. 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 a very 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 core subjects for the school year will be included. P.E., Music, Art, and Spanish (in 3-5) are part-time subjects and are not included. Spanish is included in the Jr. high calculation for honor roll. Technology grades and Accelerated Reader, if included in core subject areas, are part of the honor roll requirements

6^{th} -8^{th} Grades First Honors all A’s Second Honors all A’s and B’s

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. Outstanding record of behavior is defined as not having received any disciplinary notices within a marking period.

Discipline at Our Lady of the Assumption School is an aspect of Christian development, in keeping with our Schoolwide Learning Expectations, rather than a form of punishment. Students are expected to maintain positive and appropriate Christian behavior at all times, with a focus on respect and dignity for all. It should also be understood that an OLA student is an OLA student at all times. A student engaging in conduct detrimental to the reputation of the school, whether inside or outside school grounds, may be disciplined by school officials as well as be removed from the honor roll.

Students are not permitted to sell items at school or bring toys from home without permission from the school's principal. In addition, student's lockers, cubbies, and backpacks may be periodically checked by the school's principal or teachers to ensure the health, safety, and academic success of all students.

STUDENT BEHAVIOR

1. Students are expected to demonstrate respect in attitude and behavior for themselves, fellow students, faculty and staff, parent/guardian participants, and visitors at all times. 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. The chewing of 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 filed or benches.
9. Throwing food, rocks, or other objects is forbidden.
10. All electronic devices including cell phones, personal iPads, iPods, handheld games, etc., **are not to be brought to school** without the principal's/teacher's permission. The school is not responsible for any loss of or damage to these items.
11. Consequences of inappropriate cell phone/internet use affecting the school environment are 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 worn at all times 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. At all times, students are expected to behave in accordance with precepts outlined in the Diocesan program, "Respect Whom God Has Made."
15. Students are to refrain from inappropriate 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. This will be dealt with accordingly; consequences are detention up to suspension depending on the severity of the action.

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 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 day care at an additional cost of $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 affirms 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 times, especially with young children, harassment may occur for no particular 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 policy of the diocese 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.

APPROVED: EDUCATION AND WELFARE CORPORATE BOARD DATE: AUGUST 2007

5156.61 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
- Verbal Bullying
- Nonverbal (Emotional) Bullying
- Cyberbullying
- Hitting, punching, pushing, tripping, or blocking movements
- Teasing, name calling, or threat of retaliation
- Intimidation using gestures or social exclusion

V. 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, office 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 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.

TARDY

Attendance and punctuality play a huge role in increasing children's academic success. When students are not in class they miss out on information. Research shows that children with consistent school attendance learn 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 a young age will serve the child well throughout his/her life. Your role to help your child come to school every day and to arrive on time is pivotal.

Please note the following school rules and guidelines regarding tardiness and leaving early.

- Tardiness is a serious matter as it affects not only the tardy student, but also the students whose learning may be interrupted by late arrivals or by leaving school early. Seeing that all children arrive on time for school is the responsibility of each parent.
- All students should arrive between 7:40 am and 7:55am. and be prepared to begin at 8:00 a.m. If the student is not on time and in their classroom when the 8:00 am. 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 Extended Care.

Excused Tardy: a valid reason for being tardy. Examples would be illness, medical appointments, unexpected major traffic 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 entering a classroom for any reason (e.g., field 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 students to discuss negative issues.

VI. 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 7:45-8:00 a.m. to ask a quick question or to set an appointment and 03:15-03:30 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 in the manner described below:

Parent/Principal Appointment -In order 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 COMMUNICATION

Our weekly 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.

ROOM PARENTS

This program focuses on assisting the teacher and acting as a liaison between the teacher and parents. Duties vary, but could include: helping in the classroom, coordinating field trips, planning parties, arranging speakers, etc. As a room parent, you are the coordinator/contact for the classroom in connection with class/school events. Being a room parent is strictly voluntary and is a very rewarding experience. Attendance at all scheduled PTG meetings is essential to continuing in this position. All communication from the room parent to the parents must be approved through the office before it can be sent home.

TELEPHONE

Cell phones are preferably left at home. NO CELL PHONE USE IS PERMITTED ON CAMPUS BY A STUDENT unless permission is granted by a teacher or administrator.

Students in Jr. high will be required to put their cell phones in the 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, their phone will be taken to the office and their parents must pick it up. A second offense will result in the phone no longer being allowed at school. Backpacks can be searched at any time.

Apple watches or like devices may not be worn.

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.

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 file 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 situation, 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 filed 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 sign in at the office in order 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- iPads (K-4) 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 -5-8, 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 fix it. Students are responsible to charge their iPad in 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 floors and furniture, eating, and drinking inside the classrooms should be kept to a minimum. NO GUM IS ALLOWED ON THE SCHOOL CAMPUS.

X. STUDENT SERVICES

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 Staff 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 first Wednesday's (see Uniform Policy). Students must wear liturgy uniform for Holy Days. Students who participate in P.E. (Physical Education) classes that day may bring their P.E. uniform to change into during recess. 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. School Family Masses are 4:30pm on the second Sunday of each month during the school year.

MISSION PROGRAM

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

RETREATS

Each trimester students participate in spiritual retreats. These are done at the different grade levels to assure 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 emergency situations. All participating students must have the necessary forms completed and on file with the extended care supervisor. Extended care is available before school, beginning at 7:00 a.m. and also at 3:00 p.m. until 5:30 p.m. If you child is not picked up by 5:30 p.m., the extended care late fees are $5.00 for every 10 min, per child. Monthly rate for Extended Care is $150 and daily rate is $25 per day.

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 field trip or school- sponsored activity. This consent form is the parents' authorization for their child to attend the field trip. In addition, it releases the school from liability. If the consent form is not received prior to departure time, the student will remain in school. 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 school to do work provided by the teacher.

Drivers and chaperones for field trips must complete the necessary forms (LiveScan, safe environment and DMV driving record check) and have them on file 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 stops for food or beverages on the way to or returning from the destination.

OLA supports field trips for its students as a means of enrichment, education and fun. The privilege of participating in field trips comes with specific student responsibilities. Failure to follow the school rules of conduct on field trips could mean the loss of future field trip attendance. It is important that all students follow the rules so that we can continue to participate in these activities. In addition, students may be denied the privilege of participating in field trips, social (school dances, etc.), and/or extracurricular activities (Field Day, etc.) if said students have been disruptive, violated the school code of conduct, have excessive absences, or have failed to conform with school rules and regulations. Students must meet all of the following requirements to participate in a field trip, social or extracurricular activity:

LUNCH

Students may bring a box or sack lunch or may purchase "hot lunch." Lunch orders are not handled through the school office. You may drop off your lunch order in the "lunch order box" available in the office. All questions and concerns must be directed to Mrs. Rose Garcia. Her contact information is available on the order form.

Parents bringing a lunch after the lunch period begins are asked to take it to the office for delivery. Students are not allowed to pick up lunches in the parking lot. We discourage delivery of fast-food lunches by parents and disallow delivery by outside vendors to students at lunchtime since it creates unwanted problems. If you must drop off a "forgotten lunch," it must be one that has preferably been prepared at home. All lunches must be dropped off by 11:45 a.m.

LOST AND FOUND

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

UNIFORM POLICY

Students are best prepared for school when they are properly dressed and groomed. They are expected to follow standards of cleanliness, neatness and modesty in everything they wear. Students wear a uniform in order to promote a feeling of equality for all children while discouraging competition in dress. We take pride in our school and the uniform provides a means of identity for the students with our school. In all fairness to other students and their families who honor the policy with the designated uniform, we sincerely hope that you respect the uniform policy, which will be strictly enforced.

Parents and students both share in the responsibility for seeing that the uniform policy is appropriately observed and maintained.

Haircut Policy Grades Preschool – 8th Grade

Hair styles must be neat, clean, simple styles. Hair must be natural in coloring. Highlights of any kind are not allowed. This includes lightening hair color used during the summer months such as "Sun-In." Students who come to school with lightened hair will be required to either cut the coloring out or color it back to original color. No fad haircuts are allowed. This includes fad hair accessories such as feathers, glitter, or hair extensions. Haircuts should not be distracting.

Boys' hair length must be cut above the ears, eyebrows, and shirt collar. No facial hair or sideburns are allowed.

RULES FOR ALL GRADES

1. All shirts and blouses must be buttoned with no more than the top button unbuttoned.
2. All shirts and blouses must be tucked in.
3. Turtlenecks or long sleeve shirts are permitted. Must be navy or white
4. Only School uniform Sweaters, sweatshirts, and jackets may be worn with uniform.
5. Uniforms should be replaced when worn, torn, or faded; all uniforms should be appropriately sized.
6. Boys: Shorts length must be to the knee
   Girls: Shorts and skorts must be no more than 4 inches above the knee (this includes P.E. shorts.)
   Skirt, and jumper-length must be no more than three inches above the knee.
7. No make-up. Natural and light color nail polish only. (no polish for boys) Earrings must be in the lower part of the ear lobe, and not permitted to exceed the lobe. Only one in each ear. Boys may not wear earrings. No rings. Up to 2 religious bracelets maybe worn. **No acrylic nails** are allowed.
8. Hair styles should be neat, clean, simple styles. Hair must be natural in coloring. Highlights of any kind are not allowed. Haircuts should not be distracting. Boys' hair length must be above the ears, shirt collar, and eyebrows. No sideburns. No facial hair of any kind.
9. Any short-sleeved undershirt worn must be solid white.
10. It is recommended that girls wear bike shorts under their skirts and jumpers.
11. Tights may be worn during colder weather. (solid white, navy blue, only)
12. No hats (school beanies may be worn on cold days)
13. Apple watches or like devices may not be worn.

OPTIONAL (FREE) DRESS GUIDELINES:

When permitted by the teacher and principal, students may have the opportunity to have a free dress day (meaning that they do not have to wear their uniform). Parents and students are expected to use good judgment in student dress; if you or your child has a question regarding whether an item of clothing is appropriate for school, please discuss it first with your child's teacher or the principal. The following are guidelines to help when selecting your child's dress:

1. Clothing must be neat and respectable.

2. No tight-fitting, baggy, or short shorts. (Shorts must be no more than 4 inches above the knee.)
3. No tight-fitting, baggy or long pants.
4. Jeans may not be ripped, frayed or torn.
5. No low necklines, halter tops, bare midriffs, spaghetti straps, tank tops, or miniskirts.
6. Only respectable T-shirts or sweatshirts without offensive slogans are allowed.
7. Shoes must be closed toe and appropriate for recess or P.E.
8. Shoulders must be covered. No tank tops or cold shoulder.
9. No hats are to be worn in the classrooms

The school's guidelines on make-up and jewelry will be in effect on free dress days. The administration reserves the right to make the final decisions regarding appropriate dress and personal appearance.

Boys Uniform Requirements

Regular uniform
- OLA long sleeve or short sleeve polo white, or blue - khaki or navy boys flat front twill pants or shorts.
- jackets and sweatshirts MUST be from the OLA uniform store. - white socks

Liturgy uniform
- OLA Short Sleeve or long sleeve white Oxford shirt with logo.
- plaid 4 in hand or pre-tied necktie
- OLA navy V-neck pullover sweater or sweater vest
- khaki flat front twill pants
- OLA windbreaker (no sweatshirts on liturgy wear days) - white socks

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

Girls Uniform Requirements

Regular uniform
- OLA long sleeve or short sleeve polo white, or blue
- Khaki or navy flat front twill pants or shorts.
- PK-5 plaid V Neck jumper
- PK-5 navy or khaki bow pocket scooter
- 6-8 plaid 4 pleat skirt
- 6-8 khaki or navy 2 pleat skort
- PK-8 plaid 2 pleat skort
- white socks
- Jackets and sweatshirts MUST be from the OLA uniform stores.

Liturgy uniform
- 6-8 -OLA Short Sleeve or long Sleeve white Oxford shirt with logo.
- plaid cross tie w/Velcro closure
- 6-8- plaid 4 pleat skirt
- K-5- OLA white, short-sleeve Peter Pan blouse w/o pocket
- PK-5 -plaid V Neck jumper
- White or navy knee highs or tights
- OLA navy V-neck pullover or cardigan sweater
- OLA windbreaker (no sweatshirts on liturgy wear days)

PE uniform
- OLA PE short sleeve or long sleeve t-shirt
- Navy OLA sweatpants or Navy OLA basketball shorts

- OLA Crewneck

* ALL UNIFORMS ARE TO BE PURCHASED FROM THE APPROVED UNIFORM STORE

OUT-OF-UNIFORM INFRACTION NOTICE

If a student is out of uniform, a notice will be sent home to advise parents. Parents may also be called in to bring the proper uniform to school. The third infractions will result in a detention. In Jr. high students out of uniform will receive a lowered conduct grade.

School/Principal's Right to Amend the Handbook:

The School/Principal has the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

Our Lady of the Assumption School Handbook

Verification of Awareness / Compliance with the OLA Parent/Student Handbook

We, _____, and _____have read and understand the
Student/s Parent/s

policies set forth in the Our Lady of the Assumption School Parent / Student Handbook. We understand that we are expected and required to abide by the policies and regulations stated therein. We are also aware that failure to do so may result in disciplinary procedures and/or termination of our enrollment at Our Lady of the Assumption School.

As noted in the Introduction, this School Handbook will help you understand the philosophy, policies, and procedures of our school. Whereas Our Lady of the Assumption School retains the right to amend this handbook for just cause, please note that parents/guardians will be given prompt notification of the necessary changes.

Student(s) signature(s): -
_____

Parent/Guardian
signature(s):_____

Signed this _____ day of the month of _____, in the year .

"Thank You for Choosing OLA!"

"Sharing Christ Today with the Leaders of Tomorrow!"

Please return this page to the office no later than August 30th 2023

Family Name:_____