

**Our Lady of Guadalupe Catholic School
Parent Handbook
2009 - 2010**

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SCHOOL HANDBOOK

2009-2010
OUR LADY OF GUADALUPE SCHOOL
3401 South West Myrtle Street
Seattle, WA 98126
Phone (206) 935-0651
FAX (206) 938-3695

Parish Phone (206) 935-0358

Monday, Tuesday, Thursday and Friday	
7:00	Extended Care Opens
7:40	Math and Spanish students assemble
8:15	Teachers on duty North and South locations
8:25	School doors open
8:30	School begins – Opening routines
8:35	Instructional program begins
9:45	Recess Kindergarten
10:00	Recess 1, 2, 3
10:15	Recess 4, 5
11:30	Lunch K, 1, 2, 5, 6
11:35	Lunch 6
11:00	Pre-Kindergarten morning session dismissal
12:00	Lunch 3, 4, 7, 8
12:30	Classes resume all grades
12:30	Pre-Kindergarten afternoon session begins
3:00	Dismissal for all grades
3:10	Students on front porch for rides
3:15	Students without transport to Extended Care
6:00	Extended Care closed

Wednesday – Early Dismissal at 2:15
(Begins October 7th, Last Session May 12th)

2:15	Dismissal
2:20	Students on front porch for rides
2:30	Students to Extended Care, Study Hall or to After School Tutoring
3:00	Dismissal <ul style="list-style-type: none">○ After School Tutoring – Parents retrieve from the classroom○ Study Hall - Grades 6-8 students on south ramp
6:00	Extended Care closed

Wednesday – Full Dress Uniform Day

All policies and procedures expressed herein are effective as of August 31, 2009

And supersede all previous ones.

This handbook is subject to change with notification.

Our Lady of Guadalupe School Home Room Teachers 206.935.0651

Pre-Kindergarten..... x 120	Mrs. Janet McClelland	jmcclelland@guadalupe-school.org
Kindergarten.....x 106	Ms. Barbara Zbaracki	zbbaracki@guadalupe-school.org
Instructional Assistant – K	Mrs. Kim Fulton	
First Gradex 105	Mrs. Rita Gazewood	rgazewood@guadalupe-school.org
Second Grade.....x 107	Miss Rachel Hoch	rhoch@guadalupe-school.org
Third Grade.....x 104	Ms. Annie Fulmer	afulmer@guadalupe-school.org
Fourth Grade.....x 110	Mrs. Catherine Wilson	cwilson@guadalupe-school.org
Fifth Grade.....x 113	Mrs. Zena Pedersen	zpedersen@guadalupe-school.org
Sixth Gradex 117	Mr. Nathan Franck	nfranck@guadalupe-school.org
Seventh Gradex 112	Mr. Juan Carlos Santos	jcsantos@guadalupe-school.org
Eighth Grade/Vice-Principal.....x 111	Ms. Betsy Kromer	bkromer@guadalupe-school.org

Our Lady of Guadalupe School Teacher Specialists 206.935.0651

Extended Day Care Directorx 119	Mrs. Laura Joe	
Technology K-5, Librarianx 126	Mrs. Loretta Kramer	lkramer@guadalupe-school.org
Band Instructor	Miss Frances McKamey	
Counselor.....x 128	Ms. Heidi Ehrenberg	hehrenberg@guadalupe-school.org
Music Specialist Pre-K – 5.....x 129	Mrs. Leslie Frost	lfrost@guadalupe-school.org
Choir 6, 7, 8	Mrs. Jessica Milanese	
Spanish Specialist K-5.....x 118	Mrs. Blanca DenAdel	bdenadel@guadalupe-school.org
Math Spec./Technology 6-7-8.....x 108	Mrs. Susan Sutton	ssutton@guadalupe-school.org
Physical Education.....x 130	Mrs. Debbie Powell	dpowell@guadalupe-school.org
Early Intervention Support Specialist....x 127	Mrs. Katie Bucy	kbucy@guadalupe-school.org

Our Lady of Guadalupe School Office Staff

School Administrative Assistantx 101	Mrs. Clare van Amerongen	clare@guadalupe-school.org
Tuition Collections206.935.4950	Mrs. Karen Bailey	karenb@olgseattle.org
Development Coordinator.....x 125	Mrs. Chantille Henry	chenry@guadalupe-school.org
Playground Supervisor	Ms. Dolores Chapman	
Lunch Coordinator	Mrs. Marianne Harden	
Lunch Coordinator	Mrs. Betty Spadoni	
Principal..... x102	Mrs. Kristin Dixon	kristin.dixon@guadalupe-school.org

Our Lady of Guadalupe Parish Staff – 206.935.0358

Pastor.....x 107	Fr. Jack Walmesley	fr.jack@olgseattle.org
Pastoral Associatex 108	Mrs. Peg Borkowski, M. Div.	pegb@olgseattle.org
Pastoral Assistant.....x 101	Mr. Frank Handler	frankh@olgseattle.org
Stewardship.....x110	Mr. John Baumann, M. Div.	johnb@olgseattle.org
Parish Administrative Assistant.....x 114	Mrs. Gail Neudorfer	gailn@olgseattle.org
Bookkeeper.....x 102	Mrs. Karen Bailey	karenb@olgseattle.org
Faith Formation Coordinator..... x106	Mrs. Jeanette Howard	jeanetteh@olgseattle.org
Pastoral Care Coordinator.....x113	Mrs. Marion Kari	marionk@olgseattle.org
Maintenance	Mr. George Christman	

**Our Lady of Guadalupe School
Mission Statement**

**Our Lady of Guadalupe School
fosters Gospel values,
inspires academic excellence,
and develops service and leadership.**

**We face this task as a sacramental community
united and empowered
by the Holy Spirit.**

**Our Lady of Guadalupe School
Philosophy Statement**

Our Lady of Guadalupe Catholic School is guided by a philosophy derived from our Catholic heritage. We acknowledge and support the family as the primary educator of the child. As a contemporary Christian school, we affirm the importance of education for a full life of Christian faith. The goal of our Catholic school education is to foster gospel values in our students, challenge and inspire them to academic excellence, and cultivate their development both in service and in leadership.

We seek the kingdom of God and God's justice by acceptance of an ongoing dialogue with our neighbors whom we will faithfully serve in justice and love, regardless of race, color, or creed; we commit ourselves especially to the service of the poor and those in need. We celebrate our differences and warmly embrace those who join us from other traditions. We value and promote communication and self-expression.

Together we strive to equip our students with the compassion, morality, courage, critical thinking, and academic excellence necessary for responsible stewardship in today's society. We face this task as a community united and empowered by the grace of the Holy Spirit.



Our Lady of Guadalupe School Student Learning Expectations

A Faith Inspired Catholic who...

- Experiences the developmental journey of personal faith that begins and is nurtured in the family unit.
- Examines the Catholic faith, traditions and doctrine and is able to articulate that knowledge.
- Recognizes the document on Catholic Social Teaching as a resource for responsible citizenship and is experienced through servant leadership.
- Demonstrates compassion, acceptance and respect as an active member of a faith community.

A Life Long Learner who...

- Understands, integrates and applies knowledge in all academic subject areas.
- Experiences and incorporates the arts into his or her life;
- Communicates confidently through the written and spoken word to a variety of audiences with creativity, clarity and an individual voice.
- Solves problems by using critical and creative thinking.
- Demonstrates and cultivates good organizational skills including effective study habits, time management strategies, skillful research and analysis, and project management.

An Active Member of the Global Community who...

- Recognizes similarities and differences in races, cultures, and individuals and participates in multicultural experiences.
- Resolves conflicts by understanding others' perspectives while applying critical thinking skills and effective decision making models;
- Recognizes the value of all of God's creation, and acts as a steward in service to the greater good of His creation;

A Confident and Resilient Individual who...

- Recognizes the mental, spiritual, physical, and emotional aspects of life.
- Evaluates personal strengths and weaknesses.
- Demonstrates honesty and integrity with regard to self and others.

ADMISSION PROCEDURES AND REQUIREMENTS

- A. Our Lady of Guadalupe Catholic School exists primarily to educate those Parish children whose families are committed to a Catholic education. Further, the child must meet the acceptable academic standards for each grade level as determined by the principal and school staff.
- B. Our Lady of Guadalupe Catholic School admits qualified students of any race, color, national and ethnic origin in administration of its educational policies, scholarships, and athletic and other school administered programs. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
- C. Normally, no more than 28 students will be accepted for grades 1-8, 26 students in kindergarten, and no more than 9 for pre-kindergarten. A waiting list will be established as soon as classes are filled.
- D. Once a student is accepted in the school and is in good standing he/she will retain his/her eligibility for continued enrollment. As openings occur for each grade level, applications and registrations will be considered on the following basis:
 - 1. Students of families who have children presently enrolled in the school.
 - 2. Students of families registered in OLG Parish presently participating in OLG Religious Education.
 - 3. Students of families registered in OLG Parish.
 - 4. Students of families registered in a Catholic Parish other than OLG.
 - 5. Students of other families.
- E. Admission of students is dependent upon one or a combination of the following: interview by staff members, testing and review of school records.
- F. A child must be five years of age prior to August 31 for entrance into kindergarten and meet our kindergarten entrance criteria.
- G. Upon application, a copy of a birth and baptismal certificates must be attached for each new student.
- H. Written acceptance will be mailed to all new families admitted for the following school year.
- I. Final acceptance of students new to the school is determined during a period of probation. The period of probation shall be the first twelve weeks the student is in school.

ARRIVAL AND DEPARTURE

Myrtle Street is closed to traffic from 8:00 until 3:30 so students have access to the North Lot during the school day. Students who arrive early or who stay late will be placed in the Extended Day Care Program. Parents will be responsible for the drop-in charges incurred. Please refer to the Extended Day Care section for complete information.

THE PLAYGROUND AND THE BIG TOY ARE NOT STAFFED BY THE SCHOOL BEFORE OR AFTER SCHOOL.

School Arrival and Dismissal

34th Avenue S.W. southbound is a loading zone utilized for a short stop to “drop-off” and “pick up” students. Please use the following guidelines:

1. Pull forward as far south as possible on 34th.
2. Have students exit your vehicle on the school side only (not into the street!)
3. Do not park in the school load zone before, during or after school hours.

Morning and Afternoon Pre-School & Pre-Kindergarten Arrival and Dismissal

Drop-off and pick-up students at south end of the building, Parish Hall level, bottom of the outside stairs.

Grades K,1,6,7,8 Arrival and Dismissal

South Lot

Enter in the south gate, and exit using the north gate. Parking is available to a limited number of vehicles on the South Lot and is for those vehicles *with kindergarten and first grade students – parents/drivers may escort students to the door, or they may drop students off in the turn-around lane.* This lot is also for the 6-8th graders. Students will stand in front of the Demazenod Room away from the ramp.

Grades 2,3,4,5 Arrival and Dismissal

North Lot

The North Lot is also a park and escort your child(ren) in the mornings and afternoons for 2nd through 5th grade students. Cars should be parked facing east. Cars may not be parked in this lot from 8:45-2:45 since this is used for our playground during the school day.

Notice

Drivers impeding traffic while crossing double yellow lines on 35th S.W. can be cited and fined by the Seattle Police Department. We recommend it be traveled Northbound!

ATTENDANCE

- A. **Absence** – Regular attendance is required. Parents must notify the school office daily when their child is absent. The school office must be informed of the absence through a written note before school begins, personal contact or voice mail. The voice mail can take your message 24 hours a day. Student absences must also be followed up with a written note to the classroom teacher signed by the parent or guardian. If a student is absent for part of a day, the parent must notify the school before school begins and the student must report to the office before entering the classroom.
- B. **Frequent Absence** – Attending class regularly is a student responsibility. While it is understood that some absences are unavoidable due to illness, it may be that students who are absent more than seven days per trimester will not receive academic credit for classes missed. Parents of students frequently absent will be asked to meet with the principal to discuss the problem of absenteeism and its consequences.
- C. **Tardiness** – Students will be considered tardy after 8:30 and must come into the office for a pass to enter class. Students leaving school before the completion of the school day will receive an early dismissal. Students who are tardy or need an early dismissal need to be excused by a note from the parent or guardian. Excessive tardies will be evaluated on an individual basis and negatively impact the student’s progress in school.

- D. **Appointments** – Whenever possible, doctor appointments should be made outside school time. If it is necessary for a child to leave school during school hours, a request in writing stating the specific reason for the early dismissal must be submitted to the student's teacher by 8:40 A.M. Children will be picked up at the school office ONLY. Parents are asked to sign students out and in at the office upon leaving and returning. Remember this is a safety issue.
- E. **Planned Absences** – Planned absences that are taken during scheduled school days are strongly discouraged, particularly during standardized testing periods (e.g. ITBS testing or Washington Assessment of Student Learning –WASL.)

Whenever a child is absent, learning critical concepts taught and discussed in class and practiced at home can be difficult. If an absence is unavoidable, the process is as follows:

1. The parent or guardian informs the principal and teacher in writing – 7 days prior to the absence.
2. The day before the planned absence, the student's teacher will give instructions to the student regarding make-up work (both in-class and homework) and tests necessary to be completed by the student, and the date completion of work is due. Middle school students must schedule time with each teacher to pick-up work.
3. Upon return from the absence, additional work may be given to the student to complete, and teachers may require students to make-up tests during recess or after school, if necessary.
4. Failure to make-up work or tests by the completion date will negatively impact student's grade.
5. Further questions about planned absences should be directed to the student's primary teacher.

BAND FEES

John F. Kennedy High School bills Our Lady of Guadalupe Catholic School for band instruction. Band fees from participating students are due on the first of each month. If the monthly band fee is ten days past due, parents are requested to inform band students to not attend band classes. Band Fees can also be paid on a monthly, quarterly, or on a yearly basis. It is understood that no records will be forwarded, report cards sent home, or a family considered enrolled for the following year until the obligation is met.

CHILD CUSTODY

Upon request, duplicate report cards and parent-teacher conferences will be arranged for divorced/separated parents. Also, unless otherwise noted, the parent responsible for paying tuition is the parent to whom official transcripts will be forwarded.

In situations where parents are divorced/separated and one parent is designated as legal guardian with limited visitation rights granted to the other parent, complete and current copies of the custody papers (parenting plan) must be kept on file in the school office. A copy of any restraining order is also required.

COMMITMENT HOURS

From May 1, 2009 through April 30, 2010 the requirements for the commitment hours, or volunteer time, to our school and/or parish are:

- Returning families – at least fifty (50) hours.
- New families Grades K – 8th – at least forty (40) hours.
- Pre-School/Pre-K families attending
 - Two days/week – at least eight (8) hours

- Three days/week – at least twelve (12) hours
- Five days/week – at least twenty (20) hours
- All families – We strongly encourage that part of your commitment hours be fulfilled by participating in the various fundraisers.
- Any parent or volunteers who has contact with children must complete a Background Check, and the three hour course taught by the Archdiocese of Seattle Safe Environment Program.

Parents contractually agree to each of the following:

- Give required hours of service or pay \$15.00 per commitment hour.
- Contribute at least \$15.00 to the classroom basket (\$15.00 per student) for the auction **and** contribute or procure another item worth \$100.00 to the auction. Families may pay a \$100.00 donation fee in lieu of a procured item. The family will be charged if either the procured item/donation and/or classroom basket obligation(s) are not fulfilled.
- Commitment hours acquired through the CYO fundraisers will count toward the commitment hours.
- The above hours are a minimum amount. If a family agrees to participate in an activity that will require more hours than the family needs, it is required that the family will complete the activity.

Please keep in mind that the Parent Organization’s first responsibility is to generate \$100,000 that goes toward the operating costs of the school.

Commitment Hour Activities
(include the following, but not limited to...)

Non-Fundraising Activities	Fundraising Activities /Community Events	Parish	Automatic Hours
<u>School:</u> Room Parent Scout Leaders Field Trips Motor Skills Health Program Phone Committee Playground Duty Assisting Teachers Cleaning or Painting Office Assistance Errands Earthquake Kits Check School Historian 6 th Grade Camp FCE Envelope Stuffing <u>Other Parent Organization</u> <u>Activities:</u> Ad Hoc Committees Goal Setting Facilities Earthquake Prep Committees – School Commission Development/Public Relations Finance Long Range Planning Policy Development	Sally Foster Gift Wrap/Entertainment Book Sales Carnival Jog-a-Thon eScrip Gift Card Sales Annual Fund Drive CYO Fundraisers Any other addition the Parent Organization may add to fulfill the \$100,000.	Coffee and Donuts after Mass Church Bulletin Work Envelope Stuffing Pictorial Directory Tithe Coordinator Pastoral Council Acolyte Lector Bulk Mailing Social Events Religious Ed Teachers Usher Over 65 Dinner St. Vincent De Paul CYO Coaches CYO Board Office Assistance Finance Council Community Meals	<u>Automatic 50 Hours</u> School Commission Board Member Parents’ Organization Board Member Class Room Parent Commitment Hr. Chair Sally Foster/Entertainment Book Sales Chair/Co-Chair Carnival Chair/Co-Chair Auction Chair/Co-Chair Auction Procurement Chair/Co-Chair Jog-A-Thon Chair/Co-Chair e-Scrip Chair/Co-Chair Christmas Gift Card Chair/Co-Chair Yearbook Coordinator Pioneer Coffee Chair Bingo Management <i>Note: If more than two people chair a fun- raising event, the additional person(s) will need to record hours.</i> <u>Automatic 30 hours:</u> Scout Leaders Religious Ed. Teacher Hospitality Committee CYO Coaches Safety Patrol Coordinator Classroom Service Project Parent Parent Org Classroom Rep Classroom Auction Project Parent

Commitment Hour Record Keeping: The Parents' Organization is responsible for keeping records for commitment hours. It must be understood that no school records will be forwarded, report cards sent home, or a family considered enrolled for the following year until the obligation is met.

Record keeping of hours begins on May 1st and ends on April 30th of the following year. Any hours received after April 30th will count towards the next school year. Keep the following in mind as you fill out your forms:

Log your hours on-line:

- Use the website to log your hours. Use the school website, www.guadalupe-school.org, and move to the commitment hours icon. You will need a password, and this site will give directions to entering hours on line.

Log your hours on paper through the FCE:

- Indicate the activity, days and hours worked, your child(ren)'s name and sign your name on the Commitment Hours Form.
- Return the form in the FCE (Family Communication Envelope) or drop it off in the office.

Periodically, a report of your fulfilled commitment hours will be sent home, with a final report at the end of April. Each family is responsible for recording its own hours.

Other specific questions:

“Why do we encourage participation in the fundraising area?”

Remember, the first concern of the Parents' Organization is to raise \$100,000 for the operating budget of the current school year. Many hands make a lighter load. So, we ask that you consider this when you plan your commitment hours.

“Can my middle school child help with commitment hours?”

Middle school students (grade 6-7-8) may accumulate hours for working the following: “Over 65 Dinners,” Altar Serving, and the School Carnival at the discretion of their parents and the chairperson of the event.

“How does providing childcare for parents who are working a fund raiser count?”

Commitment Hours may also be accumulated by providing childcare for parents who are working at a fundraiser.

“What are the activities that do not count?”

The activities that do not count toward the commitment hours are: Pet care for class pets, or attendance at events such as: Open House, Curriculum Night, Carnival, Christmas Program, Auction, Orientation, Spring Program, Conferences, School Meetings, School Picnic, Church Picnic.

If you have any questions, contact the school principal, Kristin Dixon.

COMMUNICATION

Family School Communication Envelope to Families

Family Communication Envelopes (FCE) are sent home each Thursday. Letters, calendars, notices, etc., are sent home in the envelope with the youngest child. Parents are to sign the envelope and return it to school each Friday. *Please be certain that all contents have been removed and read.* Materials other than staff initiated communications may not be distributed or sent home with students without prior authorization of the principal. School authorization does not necessarily imply endorsement of that material.

DISCIPLINE

A. Philosophy of Discipline

Our philosophy flows from our school philosophy. We seek to develop a relationship with the child and the parents that will encourage open communication and mutual respect. Our Lady of Guadalupe Catholic School exists to provide a Christian atmosphere whereby the total person is developed. Rules and regulations are made for the good of all the students and are observed so that each student is free to learn and develop as a person.

An overall goal of Our Lady of Guadalupe Catholic School is to teach that each child is worthwhile and deserving of respect. With this in mind, we strive to teach children self-discipline. By making each child accountable for his or her own actions, students will learn from their experiences and be empowered to grow with dignity.

Code of Conduct

I will be responsible.

I will respect myself and others.

I will choose to learn and allow others to learn.

I will allow the teacher to teach.

I will do my personal best.

B. Policy on Discipline

Students must observe good order, be diligent in study, and respectful to fellow students, teachers and staff. Students must be neat in person and attire, and follow school regulations. Students are responsible to the school staff for their behavior in the school, at school-sponsored activities and while going to and from school. School staff will work with students to encourage accountability in accordance with our philosophy of discipline, encouraging students to recognize their own self-worth.

Student Responsibilities

Students must adhere to the following standards of behavior:

- A. Arrive on time for school prepared and ready to work. Tardy bell rings at 8:30.
- B. Walk and maintain quiet in the hallways and on the stairs. Classes are in session at all times and visitors are often present. Remember to be courteous.
- C. Remain in assigned and appropriate areas where adult supervision is present. Do not leave classrooms, the school hall, the gym, or the playground without permission from an adult.
- D. Respect all personal belongings and the property of others. Hard-bound textbooks must be covered. The school reserves the right to search desks, lockers, pockets and book bags.

- E. Use respectful language and a respectful tone of voice when speaking to classmates, staff, parent volunteers and visitors. Arguing with those in authority is never acceptable.
- F. Discourage negative behavior in other students. This includes any behavior or language that does not conform to the standards listed above.
 - a. Refrain from put downs, name calling, swearing, using obscene gestures or any language or gestures that could be perceived as rude or vulgar. Behavior directed towards the purpose of intimidation, exclusion, or harassment is never acceptable.
 - b. Refrain from doing any of the following: fighting, mock fighting, tripping, tackling, kicking, pushing, scratching, hitting, spitting, throwing objects, bullying, and any other behavior that could hurt or annoy others. Violence is not acceptable at any time.
 - c. Refrain from wearing hats in the building or during the school day unless given approval from the classroom teacher.
- G. Though not limited to the following objects, items not allowed at school on school grounds, or on field trips are: gum, all electronic devices and games, Magic Cards, any collectible cards, computer games or programs, matches, lighters, cigarettes or any tobacco products, drugs, alcoholic beverages, weapons (toy or real), anything that could be used or mistaken as a weapon, pain-inducing substances, laser pointers, pornographic material, pictures of people when their dress is considered immodest, any material that promotes harm or violence towards others (i.e. recipe to build bombs), and anything that is contrary to Christian moral standards.
- H. Refrain from the writing and passing of notes and from writing on oneself or others.
- I. Refrain from lying, cheating, forging signatures and stealing.
- J. Eating and drinking only in the lunchroom or classrooms at appropriate times.
- K. Be responsible for keeping the classrooms, hallways, bathrooms, and school grounds neat and clean.
- L. Office telephones are for emergencies only. During school hours, written staff permission is required in order to use the phones.
- M. Behave in a reverent and respectful manner at all Masses and prayer services. Remember to wear full uniform whenever the school gathers in church.
- N. Leave the school grounds no later than ten minutes after school is dismissed, unless you are on campus for a school-sanctioned activity or by teacher request. Students who miss a ride must report to the school office.
- O. Observe all rules that are posted in the classrooms.
- P. Observe all playground and indoor recess rules that are also posted in the classrooms.
- Q. Abide by the Uniform Policy. Students are not allowed to wear hats in the school building and only at the teacher's discretion at recess due to health reasons.
- R. Use technology appropriately and respect the equipment. Please refer to the Technology Use Agreement.

Consequences

Emphasis is placed on the recognition of appropriate choices and behavior. However, when a student has difficulty following the school's standards of behavior, possible consequences include but are not limited to:

1. Missing recess
2. Making restitution
3. Ten minutes after school with the teacher
4. Completing service during recess or after school
5. Receiving a detention
6. Suspension
7. Expulsion

Consequences are used at the teachers' or administration's best judgment and are based on three factors: 1.) the student's unique needs; 2.) the student's behavior record; and 3.) the circumstances surrounding the offense.

Ten Minutes After School

In grades two through eight, based on the student's individual needs and a teacher's best judgment, there may be times when ten minutes with the teacher is warranted. This time is set aside to gain clarification and understanding on the part of the student and teacher and to strengthen the relationship. Individual needs, offenses, and circumstances determine the appropriate consequence. The child will receive an automatic ten minutes if he/she is sent to the office for a think sheet. If after a cumulative of three ten-minutes within a trimester with any teacher, the teacher will call the parent notifying them of the child's history. After the fourth ten-minute time, the child will receive a detention. The process is repeated with four ten-minutes and a detention.

Detention

Detention is a time set-aside after school during which a student has the opportunity to reflect on his/her conduct.

Procedure for Detention

When a detention is given, a parent will be notified by phone on the day of the offense. Parents and the teacher discuss the reason for the detention and determine the date the detention is to be served.

Detentions will be completed on an assigned day from 3:15 – 3:45 p.m. When a student is absent from school on the day of an assigned detention, the detention will be completed on the next possible day.

Suspension

Suspension is the separation of a student from school activity during the school day. Depending on the incident, a student may receive an immediate in-school suspension or an off-campus suspension. The length of the time for the suspension depends on the seriousness of the infraction. A suspension received due to an accumulation of four detentions normally results in a one day in-school suspension. When a student receives a suspension, the principal will phone the parents. A conference normally takes place before the student is allowed to return to classes. During the time of suspension a student will be held responsible for all work missed in class.

Expulsion

Expulsion is the removal of a student from all affiliation with the school. Any serious action against the well-being of another student or staff member and repeated violation of school standards are considered grounds for expulsion.

THE POSSESSION, USE OR SALE OF ACTUAL OR LOOK-ALIKE DRUGS, ALCOHOL, OR WEAPONS, AND ANY CONDUCT THAT DAMAGES THE REPUTATION OF THE SCHOOL, AND ANY CRIMINAL ACT ON OR OFF THE SCHOOL GROUNDS WILL NORMALLY RESULT IN EXPULSION.

Procedures for Suspension or Expulsion

1. Parents will be notified by phone prior to a student being suspended or expelled. This will be followed by written notification of the infraction or violation. A conference time will be arranged with the Principal and the staff involved. A conference must take place before the student is allowed to return to school.
2. On the occasion of a conference regarding suspension, a parent may be notified by the Principal or Pastor that probation or expulsion could follow.
3. Terms of probation will be made in writing by the Principal.
4. When a student has been expelled from Our Lady of Guadalupe Catholic School, parents have the right to request a hearing from the Pastor or his delegate and a representative from the school administration.

Hearing Procedure for Expulsion

1. When a student has been expelled from school, a certified letter is sent to the parents or guardians.
2. The letter states specified alleged charges against the student, the date of the expulsion and states the student's and parent's right to a hearing.
3. If a hearing is requested, the school must be notified within five school days after the parents have received written notification of the student's expulsion. If a reply is not received within this five-day period, the student and parents are deemed to have waived a hearing and the expulsion from Our Lady of Guadalupe Catholic School takes effect. If a hearing is requested, it is held within five school days of such a request.
4. The Principal has the right, if necessary, to exclude the student from all school activities during the time of the hearing.

Hearing Procedure in Case of Dissatisfaction with School Policies or Decisions

Parents and teachers are to bring concerns regarding school oriented incidents to the proper authority. If a problem or misunderstanding should arise regarding a child, a policy, etc. Parents should:

1. Contact the individual teacher.
2. If further action is warranted, the Principal should be contacted.

3. Should resolution be necessary, a hearing procedure may be requested.
 - a. The Pastor acts as the hearing officer to review the facts and determine the fairness of the action.
 - b. Parents or guardians are present at the hearing.
 - c. The Pastor or his delegate, within three school days following the hearing, states his/her findings and evaluation of the disciplinary action.
 - d. These findings and evaluation are sent, in writing, to the student and the parents or guardians.
 - e. The decision of the Pastor is final.

EMERGENCY SCHOOL CLOSURE PROCEDURE

KOMO, KING, and KIRO Radio and TV will broadcast a notice in the event of an unscheduled school closure. The website will be updated with current information. If the weather warrants sending children home from school prior to scheduled dismissal time, school staff will refer to the family emergency card.

FIELD TRIPS

Parents are asked to note carefully all arrangements for field trips. Written permission is absolutely necessary for any student to participate in a field trip. All drivers must have completed a Washington State Patrol background check and have current insurance with the approved amount and evidence of this on file in the office. All drivers will be responsible to see that students assigned to their car leave and return in the same car. Each student must wear a seatbelt at all times (as the law states!) Washington state law now requires booster seats for children between the ages of 4 and 6 or under 60 pounds. *Drivers may not stop to purchase treats for the students in their car. Students are not allowed to chew gum on field trips.*

Exceptions to the uniform policy may be made for some field trips, depending on the nature of the trip. Students must adhere to the policy for free dress days when wearing free dress on a field trip. Students may not bring any electronic devices on field trips.

Field Trips are privileges, not rights. Students can be excluded from participation in field trips for academic and/or disciplinary reasons.

FINANCIAL AID

Financial Aid is available to families of Our Lady of Guadalupe Catholic School students through the Archdiocese and/or the Parish. *Families who need financial assistance must apply to the Archdiocese first in order to receive parish support. Applications must be updated annually.*

Archdiocesan Scholarships

Those requesting financial aid must:

1. Obtain the Archdiocesan Scholarship Form and materials from the school office in January for the upcoming school year.
2. Complete the scholarship materials and return them to the school office, along with a copy of the previous year's tax form.
3. The Archdiocesan office will review the application and contact the family.

Our Lady of Guadalupe Parish School Student Financial Aid

The policy of the Student Financial Aid Committee is to offer financial assistance to any registered and tithing parishioners of Our Lady of Guadalupe Parish who show the need and cannot afford a Catholic education for their children.

An applicant must:

1. Be registered in the parish for one year (or have a letter of transfer from their former pastor) and worship in this community on a regular basis.
2. Contribute on a regular basis by having a signed pledge card on file and using the Sunday collection envelopes.
3. Have a true inability to pay the regular monthly tuition rate.
4. *Submit an application for review by the Financial Aid Committee. Deadline for the application will be posted in the newsletter.*
5. Notify the Financial Aid Committee in writing if a financial change occurs.
6. Keep in mind that receiving financial assistance one year does not mean that financial aid will be granted year after year. Families need to review their financial condition often and consider at what point they will no longer need their dependency on financial aid.

The goal of the Financial Aid Committee is to be fiscally responsible for its portion of the budget. Therefore, the School Commission Budget Committee must inform the Financial Aid Committee by March 15 of the funds to be allocated for the next year.

FIRST AID

A first aid kit is stored in the school office. If a student has a simple scratch or scrape, the school administrator or designee may treat (wash and cover it.) A sick student will be taken to the office. A staff member will call the parents, doctor or 911 as needed.

HARRASSMENT AND BULLYING POLICY FOR STUDENTS AND STAFF

The administration and staff of Our Lady of Guadalupe School believe that all employees and students are entitled to work and study in school-related environments that are free of harassment and bullying. Our Lady of Guadalupe School will not tolerate harassment of or bullying of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

1. **Harrassment:** Examples of peer harassment include, but are not limited to, verbal or written taunting; bullying; intimidating; hostile or other offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, abuse or demean an individual or group.
2. **Bullying:** Bullying often involves a pattern of **repeated** and **systematic** disrespectful behavior targeting one or more students by another student or students. Bullying typically involves an imbalance or perceived imbalance of power that can take many forms that include, but are not limited to:
 - **Physical:** hitting, kicking, shoving, spitting and any other form of physical violence
 - **Verbal:** insults, name-calling, put-downs, persistent teasing, spreading rumors and gossip, false accusations and threats
 - **Non-verbal:** mean or threatening gestures, defacing personal property
 - **Psychological:** threatening, ridiculing, humiliating, exclusion from groups or activities

Bullying can be perpetrated via electronic devices such as cell phones and computers. Electronic bullying may include:

- Threatening phone calls and emails
- Harassment or spreading of rumors via text messages, emails, social networking websites or instant messaging
- Invasive picture posting

When children report a pattern of negative behavior perpetrated by another student or students, or report an incident that seems serious, parents should contact the school via the classroom teacher, principal, vice-principal, or school counselor.

Procedures to File a Complaint

Students or employees who believe they have experienced harassment or bullying shall report such matter to the teacher or principal, who shall be the investigator for harassment complaints.

- A. A complaint of harassment or bullying is to be made to the principal or other designated impartial administrator. The complaint shall be as specific as possible regarding details. If the complaint is made by an employee, it shall be in writing.
- B. The principal or other impartial designee shall immediately investigate the complaint and shall make written notations of the specific allegations.
- C. Information to be acquired during the investigation of the complaint shall include names of witnesses, date(s), times, and the specific charge of harassment or bullying.
- D. The need for confidentiality shall be stressed.
- E. No reprisals will be tolerated against complainant(s), witness(es), or of individual(s) involved in the investigation.

- F. The principal or vice-principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the privacy of student records.

HEALTH SERVICES

The volunteer health coordinator works with the school in setting up the following services:

1. Maintenance of cumulative records with the following information:

Vision test results	Audiometer test results
Immunization records	Specific health problems
2. Screening:

Vision and Hearing – K,1,2,3,4,5,7 and new students
Referrals sent when need is determined.

HOMEWORK

By reinforcing, enriching, and building upon what is learned at school, homework can challenge students to use their new skills creatively and constructively. It can nurture self-discipline and independent study habits as well. When a parent is interested and involved, homework can become a common goal and a time to work together. A parent who takes an active role in the homework also lets the child know that they consider the work important. It is also an excellent way to find out what's going on at school.

Homework shall be assigned on a regular basis in relation to age, maturity and needs of the students. When a student has been absent it becomes his/her responsibility to complete the makeup work. For periods of extended illness, the teacher will monitor and adjust homework as needed.

The amount of time a student spends on homework will depend on many factors. Some of these factors include but are not limited to: the amount of makeup work, special projects, individual needs, and motivation. In general terms the following guidelines are given per grade level:

Grade K-2	20-30 minutes
Grade 3	30-45 minutes
Grade 4-5	30-60 minutes
Grades 6-8	60-90 minutes

ILLNESS

Students who become ill at school will be cared for temporarily in the school office until parents or emergency contacts are notified. It is important for each family to have an emergency card on file with current phone numbers of contact persons. In the event of an illness office personnel (not students) will call the parent, guardian, or contact person. Please make every effort to pick up your child when you receive an "ill child" phone call. If you are unavailable, please make other arrangements. Ultimately, a sick child wants his/her own bed.

A child should not return to school after an illness unless he/she is well enough to follow normal routine including going outdoors at recess time. On rare occasions, an exception to this policy is granted.

IMMUNIZATIONS

The parent or guardian of a child entering Our Lady of Guadalupe Catholic School must present a completely filled out and signed State Certificate of Immunization Status form with correct dates of immunization or exemptions properly documented on or before the first day of school. No child can enter school unless school authorities are in possession of the form. Exceptions to this requirement, by state law, are made in special circumstances noted on the immunization form. Please refer to the Immunization Chart in the appendix.

INTERNET

All electronic communications to or from Our Lady of Guadalupe Catholic School shall reflect the Christian principles upon which the school is founded, in support of its educational goals. Any violation of the regulations is unethical and may constitute a criminal offense and/or school disciplinary infraction. An Internet Acceptable Use Policy will be sent home for the family to read, sign and return to be kept on file in the child's classroom.

LUNCH PROGRAM

Hot lunch is available beginning approximately the second week of school. The cost is \$3.25. The lunch is prepared on site by Mrs. Betty Spadoni and Mrs. Marianne Harden. Menu calendars are sent home monthly. Lunch needs to be prepaid with a lunch form. Charges are only available in emergency situations. Please send your child's money in a sealed envelope with the payment calendar included. Clearly mark the name and grade and day you wish your child to receive lunch. Children not wishing to participate in the hot lunch program may bring a sack lunch and purchase milk, juice, water, an apple or yogurt for \$0.50 each through the program. If a child has forgotten a lunch, parents may bring the lunch to school office and the lunch will be distributed at the appropriate time; class time is not to be interrupted.

MEDICATION

Students at Our Lady of Guadalupe Catholic School are not permitted to have either prescription or non-prescription medication in their possession while at school. Neither the faculty nor the staff at Our Lady of Guadalupe Catholic School will administer medication to students except in compliance with applicable state law. A complete copy of this policy is available from the school office. Forms for the authorization for administration of oral medication at school are available through the school office. Medication must be in its original container. The form is to be completed by the student's physician and parent/guardian. Exception: In situations where it is in the best interest of a student with asthma that he/she self-administer oral medication, a special authorization is required.

MONEY AND HAND HELD ELECTRONICS INCLUDING CELL-PHONES

Money coming to school for any purpose should be in a sealed envelope, marked with name, grade, purpose and the amount enclosed. The money should then be given to the teacher to keep in his/her desk during the day, or sent to the office in the classroom folder.

Cell-phones and all hand held electronics must be given to the teacher at the beginning of each school day. The home-room teacher will lock the items in a cabinet and return the items to the student at the end of the school day.

ORGANIZATIONAL MANAGEMENT

While the oversight for diocesan and parish institutions flows from the Archbishop to the Pastor as described in the Revised Code of Canon Law, this is done within the framework of collaboration with many individuals and

consultative groups. In a Parish School, the decision making process moves from broad to specific and is entrusted to various groups and persons.

Our Lady of Guadalupe Catholic School functions within the framework of the total Parish of Our Lady of Guadalupe. Pastor, Principal, Pastoral Council, School Commission, Parish Finance Council, Parents' Organization and a variety of other groups collaborate in the various ministries of the parish, which include the school. Parish governance is based on the publication, You Are the Branches: Policy and Guidelines for Parish Consultative Structures.

SCHOOL COMMISSION

The Catholic school is an expression of the educational mission of the parish with which it is associated and the Archdiocese. Therefore, the Pastor is responsible to the Archbishop for the administration of the total parish, including the parish school. The Principal functions as the chief administrator of the school and is a member of the Parish staff. Just as the Pastoral Council serves with the pastor on behalf of the total parish community, so the School Commission serves with the Principal for the good of the school community.

The School Commission works with the Pastor, in accord with Archdiocesan policy, to assist him and the Principal in policy development and long-range planning for the school. The Commission is an advisory body to the Pastor and Principal in the formulation of local policies affecting the parish school. The Principal functions as the Commission's executive officer. The School Commission advises the Pastor and Principal in its areas of responsibility:

1. *Planning...*
 - a. the mission statement of the school
 - b. the School Commission's yearly goals
 - c. future plans for the school
2. *Policy Development...*
 - a. formulation of policies which give general direction for the Pastor and Principal
3. *Finance...*
 - a. develop plans/means to finance school programs including tuition, development and fundraising.
 - b. allocate resources according to a budget
 - c. monitor the budget
4. *Development...*
 - a. communicate with the public about the message of the school
 - b. listen to the needs and concerns of the public through appropriate forums set up for this purpose
 - c. recruit students
 - d. promote the school to the parish and parents
5. *Evaluation...*
 - a. determine whether Commission goals and plans are being met
 - b. evaluate the Commission's effectiveness

The Commission consists of nine members nominated by the parents of students enrolled in the school. Voting members are selected by a process of discernment and consensus. Members serve for a period of two years and terms are staggered to maintain stability of long-range goals and directions.

Each Commission member serves as chair of a Committee. Committees are formed at the beginning of each school year according to the current needs of the school. Members of the committees may be other school parents or parishioners, according to the expertise needed to meet the goals of the committee.

Parents and Parishioners are always welcome to visit Commission meetings. Prospective speakers with specific concerns are requested to submit their request at least two weeks prior to meetings. Meetings are noted on the school calendar and convene at 6 p.m. usually on the 4th Wednesday of the month.

PARENTS' ORGANIZATION

All parents/guardians with children enrolled at Our Lady of Guadalupe Catholic School are members of the Parents' Organization. The role of the Parent Org is to oversee Fundraising Activities, provide Parent Education and organize Social Events on behalf of the school.

More specifically, the Parents' Organization exists to...

- ...support the school staff and students through fundraising and commitment hours.
- ...promote school and parish spirit through its sponsored activities.
- ...provide a vehicle through which parents can give service to the school.

The Parents' Organization works in cooperation with the School Commission. The Chair of the Parents' Organization is a voting member of the School Commission and acts as a liaison between these two organizations.

PARTIES

On special occasions, a simple room party may be arranged through the consultation of the teacher and with the help of the room mother. A small treat may be brought to celebrate the child's birthday. Parents are asked to notify the teacher in advance if a birthday treat is planned. **Invitations to private parties are not to be passed out in school unless all the boys and/or all the girls have been invited. Please use the mail or telephone to make these arrangements.**

PLAY EQUIPMENT

Only school owned equipment that has been approved by the PE teacher or principal may be used at recess, on the playground, and during PE classes. Hardballs are not allowed at school.

PROMOTION OR RETENTION OF STUDENTS

Students are promoted once a year, in June. Promotion is based on the student having fulfilled the requirements of the grade. Any student may be required to repeat the work of a grade whenever, in the judgment of the principal and the teacher, it would be to the student's educational advantage to repeat rather than be promoted to the next grade. Ordinarily, when a pupil is in danger of retention, his/her parents will be advised at least three months prior to the end of the school year.

RECORDS

A. Student Records/Policy Regarding Non-Custodial Parents

The school abides by the requirements of the Buckley Amendment and will grant non-custodial parents the right of access to information and to unofficial copies of records, unless there is a court order to the contrary on file in the office.

B. Educational Records:

Educational records are available to parents, and others, as provided by Federal Law: Title 45, Code of Federal Regulations, part 99: Privacy Right of Parents and Students, passed June 17, 1976 (amended January 5, 1977).

Through a written request, the parent asks to view the student educational records. Within a reasonable time, the principal sets a specific date and place for viewing the file. The principal or his/her delegate may be present while the file is being read.

C. Health Cards:

Health Cards and immunization records CIS (Certification of Immunization Status) are required for every elementary and secondary student. They are transferred to the new school at the time of a student's transfer.

D. Permanent Record Cards:

Permanent Record Cards are required for every student and are retained at the school building indefinitely, never being destroyed. (C.f. Washington State Law – Private School Approved). Records are photocopied at the time of a student transfer.

E. Attendance Records:

Student attendance is recorded daily at the beginning of each school day. Attendance records are kept permanently on file.

F. Forwarding of Records:

All accounts must be current before report cards, recommendations and/or diplomas are issued or forwarded.

REGISTRATION

Registration is held each year beginning in March. Notification of the time will be given in the Parish bulletin and by newsletter to parents with children enrolled in the school. Registration is completed when the school has received the following:

1. Tuition contract form.
2. Application form (new students).
3. Request for records form (new students).
4. Registration/book fees.
5. Commitment Hours Contract.
6. Balances due to the school and Parents' Organization are settled.

RELIGION

First and foremost Our Lady of Guadalupe School is a Catholic school. We exist to teach the message of Jesus Christ. The school day begins and ends with prayer. Christian attitudes and actions are integrated into the school day.

REPORT CARDS

Trimester report cards are issued. Parents are encouraged to discuss these reports with their child(ren) and to work cooperatively with teachers in their efforts to help students develop their full potential. Parents are encouraged to confer with teachers if any student work or the report card itself warrants concern. Brief mid-trimester reports are sent home second and third trimester.

Grading Scale: Grades 4 – 8

A = 95-100	B+ = 90-92	C+ = 79-82	D+ = 67-69	F = 59 or below
A- = 93-94	B = 86-89	C = 74-78	D = 63-66	
	B- = 83-85	C- = 70-73	D- = 60-62	

Grades Pre-School/Pre-Kindergarten - 3

O = Outstanding, Exceeds Expectations - 4	S = Satisfactory, Meets Expectations – 3
I = improving, yet having difficulty, works to expectations - 2	H = Having difficulty Significantly below expectations - 1

RESPONSIBILITIES

In addition to the student responsibilities listed in the discipline section of this handbook, parents, teachers and the administration also have responsibilities.

A. Parent Responsibility

By far the greatest influence on a child’s thinking and behavior is from his/her parents. Therefore the school cannot attain its discipline-centered goal without active support from parents. It is a parent’s responsibility to instill in the child a positive attitude toward learning, and to guide the child in becoming a responsible, caring Christian, including the following:

1. Fostering in the student a Christ-like concern for all classmates, teachers and their reputations.
2. Supporting the spiritual development of your child by attending religious services.
3. Sending your child(ren) to school on time. Seeing that students come to school no earlier than 15 minutes before school begins at 8:30 AM.
4. Upholding the rules and policies of the school.
5. Supporting the authority of school personnel by refusing to criticize them negatively in the presence of children.

6. Consulting the teacher or principal before forming a final opinion regarding any situation in which a child seems to have been treated unfairly.
7. Being available for conferences.
8. Seeing that students have adequate supplies and that they come to school each day in proper uniform. *Label* all uniform pieces and school supplies.
9. Calling before 8:30 AM if the student will be absent, and sending a follow-up note to the teacher.
10. Sending a note to school regarding the need for early dismissal.
11. Supporting the best interest of the student. Recognizing a partnership.
12. Assisting students in recognizing their responsibilities by establishing a specific time and place to complete homework.
13. Keeping your child home after an illness until completely well. (Temperature should be normal and food and liquid retained for 24 hours.)
14. Maintaining open communication lines between home and school by informing the school of a physical condition or home difficulty which might affect a student's attitude and behavior in school. (This information will be kept confidential.)
15. Being prepared to allow students to stay from 3:00 to 4:00 when requested by a teacher.
16. Seeking professional counseling and/or diagnostic evaluation for the student when recommended by school personnel.

It is a parent's responsibility to support and cooperate with the school. On occasion, parent conduct makes it impossible for the school to provide a good educational experience for the child. If the parent refuses to cooperate with the school, the school reserves the right to discontinue enrollment of the child.

B. Teachers Responsibility

Teachers are expected to facilitate a Christian learning environment. This is done by:

1. Maintaining an atmosphere which ensures each student's right to an education and personal growth without fear of intimidation by others;
2. Enforcing all school rules; dealing promptly, consistently and fairly with any behaviors that are non-Christian;
3. Striving to respect the rights and needs of students. Teachers are expected to provide academic instruction appropriate for and challenging to the students and to keep parents and principal informed of the behavior and academic performance of students.

C. School Administrator Responsibility

The principal is expected to administer the total education program of the school in conformity with its philosophy and goals. The principal is expected to facilitate a Christian learning environment, represent the needs of students, and see that their right to a Christian education is ensured. This is done by enforcing school policy as defined by the School Commission, and working within the School's guidelines and procedures. The principal works closely with the School Commission, Parents' Organization and with the Parish staff. It is the principal's responsibility to articulate school programs to parents and to communicate with the staff the parents input to school personnel through:

- a. supporting teachers in their effort
- b. keeping teachers informed on a regular basis
- c. providing teachers with feedback regarding their teaching methods and lesson content
- d. providing opportunities for professional development

D. Our Lady of Guadalupe School Counseling Services

The school counselor is trained to support children's personal development and academic success in a school setting. The role of the school counselor is one of student support, family consultant, staff liaison, and co-educator.

The school counselor reports directly to, works closely with, and is evaluated by the building principal.

The counselor at Our Lady of Guadalupe School works to maintain the following professional standards of legal and ethical behavior:

1. Adheres to the professional codes of ethics of the American School Counselor Association and American Counseling Association.
2. Adheres to federal/state laws and regulations related to education and child protection.
3. Participates in professional development for continuous growth.
4. Refers students with individual counseling needs to only licensed providers.
5. Students require parental permission to work with counselor on an individual basis.

Procedures to Ensure Our Children's Welfare and Safety

The school counselor works with the guiding question: What is interfering with the learning? To this end she provides the following:

1. System Support
 - Plan, implement and evaluate a comprehensive counseling program
 - Coordinates Parent Education Evenings
 - Provides Teacher/ administrator consultation
 - Provides staff development for teaching staff
 - Continues involvement in counselor professional development
2. Individual/Group Student Planning

- Conduct developmental guidance activities that promote academic success, self-sufficiency and responsible group involvement (acquisition of study skills, lifelong learning, positive work habits, social skills, healthy self-concept)
- 3. Responsive Services
 - Prevention and intervention for academic concerns, behavioral concerns, grief/loss, coping and stress, family issues, substance abuse, physical, sexual or emotional abuse and psycho-emotional disturbance
- 4. Curriculum Development
 - Coordinate resources to maximize academic, career, personal and social development of students

SCHOOL SAFETY PATROL

The School Safety Patrol is staffed primarily by the 5th grade class and by the Middle School Students. The patrols are on duty from 8:15 to 8:30 a.m. and from 3:00 to 3:10 p.m. The Safety Patrol is supervised by members of the faculty, and a parent volunteer.

SPORTS

Our Lady of Guadalupe Parish and School participate in the Catholic Youth Organization (CYO) athletics program. This program is administered through the Archdiocese of Seattle and is open to every Catholic parish family in the greater Seattle area. Information regarding sports and sport sign-ups will be available through the parish bulletin.

TELEPHONE

The office and classroom telephones are available in EMERGENCY situations with teacher or office authorization.

TUITION

Tuition Rates

All tuition for the prior year must be paid by June 1 to insure a student's registration for the following school year. Final report cards, student records and/or diplomas will be withheld until all tuition and fees are paid. If special arrangements are necessary for tuition payments or exceptions, please contact the principal.

1. **PARISHIONER RATE OF TUITION** applies to those families and individuals who are registered in Our Lady of Guadalupe parish, regularly attend Sunday worship, participate in parish life, annually sign and return a pledge card, and contribute a minimum of \$10.00 per week to the parish.

Families new to the parish will be considered eligible for the in-parish tuition rate when they have been registered in the parish for six months, regularly attended and contributed or when they have provided the rectory office with a written statement from their previous pastor acknowledging their active status at that parish.

Those who are not contributing regularly by the end of the second quarter will be assigned the non-parishioner rate of tuition immediately. A three month history of regular contributions will need to be established in order for a family to again qualify for in-parish tuition.

2. **NON-PARISHIONER RATE OF TUITION** applies to families and

individuals who regularly attend other churches and those who do not meet the criteria mentioned above.

K-8 Tuition Rates for 2009-2010

<i>In Parish:</i>	Monthly (12 Months)	Annual
One Student	\$ 390.00	\$ 4,680
Two Students	\$ 711.75	\$ 8,541
Three Students	\$ 912.00	\$ 10,944
Four Students	\$ 1,003	\$ 12,036
<i>Out of Parish:</i>		
One Student	\$ 724	\$ 8,688
Two Students	\$ 1,447	\$ 17,364

Pre-Kindergarten & Pre-School Tuition Rates for 2009-2010

	Monthly (10 Months)	Annual
Four Year Old- 5 days	\$ 241	\$ 2,410
Four Year Old – 3 days	\$ 187	\$ 1,870
Three Year Old – 2 days	\$ 161	\$ 1,610

Payment and Past Due Policy

Payment of school tuition is a serious responsibility for each parent. As stated in the parent's contract with Our Lady of Guadalupe Catholic School, tuition must be paid by the first day of each month. SHOULD A SITUATION ARISE THAT A PAYMENT WILL BE LATE OR CANNOT BE PAID, THE PARENT MUST CONTACT THE SCHOOL PRINCIPAL AS SOON AS POSSIBLE. If no contact is made by the parent, the following policy will apply:

- a. Tuition is due on the first of each month. A late fee of \$20.00 will be added to the total tuition if the monthly rate is received later than the sixth day of the month due.
- b. If the tuition has not been paid, the family will be contacted by the bookkeeper with a follow-up call from the principal.
- c. It is the parent's responsibility to respond within two days to a collection notice sent by the school.
- d. If an NSF check has been received for payment of tuition, all future payments are required to be paid in cash or money order.
- e. A \$20 fee will be charged for a NSF check. Tuition and fees must be current prior to registration for the next school year.

If tuition payments and commitment hours are in arrears longer than sixty days without prior arrangement, report cards and student files will be withheld until all financial obligations are met.

UNIFORMS - Dress Code

- a. Students must wear the school uniform except during pre-announced "non-uniform" days. Students must be neat and clean in person and attire wearing properly fitting, modest clothes.

- b. Shoes must be worn. This eliminates sandals, clogs, thongs or boots. Boots may be worn in inclement weather. Shoes designed for shoelaces must be worn with laces tied.
- c. Blouses and shirts must be worn tucked in. No colored shirts, graphics, turtlenecks, may be worn under dress code shirts.
- d. The hair color must be natural. Sensational hairstyles such as spiked, shaved lines or multicolored are not allowed. Boy's hair must not extend below the collar.
- e. Light make-up (including nail polish) which blends with the skin color and is applied at home is permitted for grades 6-8. Stud earrings only. No dangling earrings nor loops of any kind are to be worn – even on non-uniform days – this is a safety issue.
- f. *Logo* sweatshirts or fleece vests only.

<u>Pants</u>	(K-8 Boys) Navy blue <u>regular</u> wale corduroy or twill (6-8 Boys) Gray or blue regular wale corduroy or twill
<u>Pants</u>	(K-5 Girls) Navy blue cords or twill (6-8 Girls) Navy blue or gray regular corduroy or twill – no flare pants
<u>Skorts</u>	(K-4 Girls) Marymount plaid with tabs
<u>Sweatshirt</u>	Logo sweatshirts either from the Uniform Store or the special order with Our Lady of Guadalupe picture.
<u>Cardigan</u>	Navy blue from the Uniform store only.
<u>Fleece Vest</u>	From Uniform Store only.
<u>Jumper</u>	(K-5) Marymount Uniform Store Plaid – two styles
<u>Skirt</u>	(4-8 Girls) Marymount Uniform Store Plaid – several styles (6-8 Girls) Navy Gabardine Uniform Store – several styles
<u>Blouses</u>	(K-8 Girls) Solid white short or long sleeve Peter Pan collar (K-8 Girls) Solid white short or long sleeve sport collar – Uniform Store (6-8 Girls) Solid white camp shirt (K-8 Girls and Boys) Solid white polo short or long sleeve (K-8 Girls and Boys) Solid white turtleneck. (K-8 Boys) Solid white broadcloth button front – Uniform Store
<u>Socks</u>	(All) Solid white, navy, gray anklets (K-8 Girls) Knee-highs, tights – solid white or navy

The formal full dress uniform must be worn with the logo sweatshirt, cardigan sweater or polar fleece. Girls must wear jumpers or skirts on formal uniform days. Formal full dress is required for all school masses.

Shorts for both boys and girls may be worn as a substitute for the pants, jumper or skirts. The shorts must be Uniform Store brand. *Shorts are an option and are not required uniform. Shorts may not be worn on full dress uniform days.*

Non-Uniform Days

On Free Dress days, students are allowed to wear clothing of their choice, provided that it is in good condition and appropriate for school. Such days will be announced throughout the year. On Spirit Days, students are invited to wear specific “theme” clothes, i.e. Hawaiian Day or Pajama Day. Students not wearing clothes matching the theme are expected to be in their uniforms. *Spandex, jeans or pants with holes or graffiti, or ones that are too baggy or sagging and shirts with inappropriate words, slogans, or art, and ones that are oversized are never allowed. Halter-tops or any tops that do not cover the waist are not to be worn. Students may not wear hats inside the building on free dress days; the only exception to this is on Spirit Days, when the hat may be part of the theme.*

PE (grades 6-8)

Athletic shoes (for indoor and outdoor sports); navy blue or black shorts, solid white t-shirt and socks; gray, white, blue or black sweat pants (over shorts) for PE classes.

VISITORS

All visitors (including parents entering the school) *are required to register at the school office upon entering the building and wear a Visitor Badge* in the school or on the Playground. This is necessary to avoid interruptions of the instructional program and to maintain building security. Please use the north entrance only for entrance and exit from the building.

Our Lady of Guadalupe School
Extended Day Care

Mission Statement

As a midpoint between family and school, OLGEDC seeks to serve the needs of each child, as well as to reinforce commitments to education and the family unit. We strive to provide a safe, yet stimulating environment for each child, while emphasizing both the enjoyment of learning and the use of Christian values to guide our lives.

Overview of the Extended Day Care Program

OLG EDC is open from 7:00 – 8:30 a.m. for before school care and 3:00 – 6:00 p.m. for after school care, and immediately following early dismissal school days at 2:15 p.m. The OLGEDC program provides professional care, supervision, recreation, and enrichment activities. It serves working families who desire both parochial school education and after school care in a Christian environment for their children, grades K through 6th, who are enrolled at Our Lady of Guadalupe School. OLGEDC operates only on school days, and is closed all days that school is not in session.

Activities are planned to compliment the philosophy and value system of the school and family, as well as the mission of the OLGEDC.

OLGEDC Typical Day

7:00 a.m.	Open (A simple breakfast is available.)
7:00 – 8:00	Games Homework
8:00 – 8:20	Story
8:20 – 8:30	Line up and Dismissed to Classes
3:00 p.m.	Sign In/Stage Announcements
3:15 – 3:45	Wash hands – Snack Time
3:45 – 6:00	Homework Area Arts and Crafts Outside Play – Large Group Games/Individual Play Indoor Games
6:00 p.m.	Closing

Noon Dismissal

12:00 p.m.	Open
12:00 – 12:15	Sign in/Stage announcements
12:15 – 12:45	Wash hands/Eat lunch (provided by parent)
12:45 – 3:00	Gym – Special Presentations and Projects
3:00	Resume Typical Afternoon

This program strives to provide individual attention, security, consistency, and fair treatment to all children. It is the policy of OLGEDC that no child will be discriminated against, regardless of race, sex, national origin, religion, or handicapping conditions.

Prayer

In keeping with Our Lady of Guadalupe School, prayer is said in conjunction with snack or lunch time.

Homework

Each day a homework period is scheduled with one or more extended day care workers available for tutorial help. It is the child's responsibility to acknowledge his/her assignment and then to use the resources available. The OLGEDC staff has no way of knowing what work, if any, has been assigned to which students, and is not responsible for the child completing the homework or checking it.

Program Staff

The OLGEDC program is staffed by an experienced director, and committed and devoted workers. All staff members must have had criminal background checks by WSP and DSHS.

If you would like to come in to observe our program and/or staff at work, please feel free to do so at any time. A call before you come in is appreciated, and if you will need to speak at length with any of the staff, and appointment is suggested.

Forms

A Rate Schedule Contract and a Registration Form are provided. All forms must be completed along with registration fees for each child receiving care, not just one per family, prior to the first day of care (even if the information has not changed from the last year.) Additional forms may be obtained from the director. During the year, changes in information on the registration forms need to be in writing.

Attendance Schedule

It is important that the attendance schedule is filled out for your child. We have licensed capacity of 45 children. Please speak with the Director regarding any schedule changes or about their drop-in schedule prior to the child attending.

Medication

Medication will not be administered by the OLGEDC staff if at all possible. If medication must be given, it must be prescribed by a doctor, be given to the staff in its original container, and be accompanied by a completed Authorization for Administration of Oral Medication at School Form.

Fees

Fees are the sole support of the OLGEDC program. It is not subsidized by the school or the parish. Financial difficulties and scheduling problems should be discussed with the Principal as soon as possible. The monthly OLGEDC statements are available by the 10th of each month. Payments on balances and prepayments must be made by the 15th of each month. Payments not made before the next billing-month, without prior notice, will be charged a \$20.00 late fee. All checks should be made out to OLGEDC.

Prompt pick-up is expected in the late afternoon. Staff members are employed only until 6:00 p.m.; please respect the time of closure. If you pick up your child(ren) after 6:00 p.m., a late pick-up fee of \$1.00 per minute per child after 6:00 p.m. will be charged.

Picking Up and Signing Out

State regulations dictate that Parents or guardians must not take children from the school yard or other areas without notifying the OLGEDC staff and signing the child(ren) out. It is important that visual and verbal contact be made with the staff in addition to signing the child(ren) out. Sign in/out sheets are used for emergency evacuations and must be accurate.

OLGEDC personnel will not permit children to leave in taxis presumably sent by parents. If you intend to send a taxi for your child, you must notify the OLGEDC director in advance in writing, or have a permanent request on file with the OLGEDC Director.

The children will not be released to any person other than those who are listed on that child's registration material as being authorized to sign that child in and out.

Telephone Messages

Parents and guardians may wish to telephone OLGEDC asking that their child be directed to go to various places after school, or to ask that the child be released to someone not currently authorized to sign that child out. As there is always a possibility that a person other than a parent or guardian might telephone, such requests will not be granted.

Extracurricular Activities

An Extracurricular Activities form is available for parents wanting their children's coaches to pick-up children during their sports season.

Absences

If you know in advance that a child will be absent from the center for an extended amount of time, please notify the Director prior to the absence.

Children's Behavior and Discipline

As members of a Christian and caring community, the children will be expected to respect the staff, each other, the materials and environment.

After School Programs

Children involved in the After School programs, art and drama, must sign in and out of the Extended Day Care program.