

Fall | '16

Our Lady of Guadalupe School
Family Handbook 2016 - 2017

**Our Lady of Guadalupe Catholic School
Family Handbook
2016-2017**

**3401 Southwest Myrtle
Seattle, WA 98126
206.935.0651
www.guadalupe-school.org**

All policies and procedures expressed herein are effective as of May 15, 2017 and supersede all previous versions. This handbook is subject to change with notification.

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OUR LADY OF GUADALUPE SCHOOL
 3401 Southwest Myrtle Street, Seattle, WA 98126
 Phone (206) 935-0651 FAX (206) 938-3695 Parish Office (206) 935-0358
 www.guadalupe-school.org

Monday, Tuesday, Thursday and Friday	
7:00	Extended Care Opens
7:25	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
10:00	Recess K,1, 3
10:15	Recess 2, 4, 5
11:00	Preschool/Pre-Kindergarten morning session dismissal
11:30	Lunch K, 1, 2, 3
12:00	Lunch 4, 5, 6, 7, 8
12:30	Classes resume all grades
12:30	Pre-Kindergarten afternoon session begins
3:00	Dismissal for all grades
3:15	Students without transport to Extended Care
6:00	Extended Care closed

Wednesday – Early Dismissal at 2:15
 (Begins October 5th)

2:15	Dismissal
2:30	Students to Extended Care, Study Hall or to After-School Tutoring
3:00	Dismissal After School Tutoring – Parents retrieve from the classroom Study Hall - Grades 6-8 students on south ramp
6:00	Extended Care closed

All School Masses – Students in Full Dress Uniform

- School Staff** - Thursday, September 1st – First Day of School
- 5th Grade**- Thursday, October 13th
- 3rd Grade** - Tuesday, November 1st – Third Grade Saints Mass
- Student Council and K** – Wednesday, December 14th – Our Lady of Guadalupe Feast Day
- 1st and 8th Grades** - January 12th
- Catholic Schools’ Week 1/29-2/3 - January 29th Sunday Open House**
- School Staff** - (Special Person’s Day) Thursday, February 2nd
- Parish** – Wednesday, March 1st – Ash Wednesday
- 4th**– Thursday, March 16th
- 6th and 2nd Grades** - Thursday, May 31st
- 8th Grade** - Wednesday, June 7th – Graduation “Light of Leadership” Mass
- 7th Grade** - Tuesday, June 13th - Last Day of School, Noon Dismissal

2016-2017 Our Lady of Guadalupe School Staff

Preschool/Pre-Kindergarten..... x 120	Mrs. Janet McClelland	jmcclelland@guadalupe-school.org
Preschool/Pre-K Instructional Assistant	Mrs. Jeanine Morley	jmorley@guadalupe-school.org
Kindergarten.....x 106	Mrs. Loretta Kramer	lkramer@guadalupe-school.org
Kindergarten Instructional Assistant	Ms. Lauren Thorp	lthorp@guadalupe-school.org
First Gradex 105	Mrs. Rita Gazewood	rgazewood@guadalupe-school.org
Second Grade.....x 107	Mrs. Rachel Hoch	rhoch@guadalupe-school.org
Third Grade.....x 104	Ms. Kysa Sedivy	ksedivy@guadalupe-school.org
Fourth Grade.....x 110	Mrs. Catherine Wilson	cwilson@guadalupe-school.org
Fifth Grade.....x 113	Ms. Lauren Hobbs	lhobbs@guadalupe-school.org
Sixth Gradex 117	Mr. Michael Stein-Ross	msteinross@guadalupe-school.org
Seventh Gradex 112	Mrs. Shannon Hieger	shieger@guadalupe-school.org
Eighth Grade.....x 111	Mr. Juan Carlos Santos	jcsantos@guadalupe-school.org

Our Lady of Guadalupe School Teacher Specialists 206.935.0651

Extended Day Care Directorx 119	Mrs. Kim Fulton	kfulton@guadalupe-school.org
Extended Day Care Staff	Mrs. Laura Wong	lwong@guadalupe-school.org
Extended Day Care Staff	Ms. Lucy Fiallos	
Media Technology Specialistx 126	Mrs. Beth Sommerville	bsommerville@guadalupe-school.org
Band Instructor	Miss Frances McKamey	mckameyf@kennedyhs.org
Counselor.....x 128	Ms. Heidi Ehrenberg	hehrenberg@guadalupe-school.org
Music Specialist Pre-K – 5.....x 129	Ms. Ann Sager	asager@guadalupe-school.org
Choir 6, 7, 8	Mrs. Jessica Milanese	
Spanish Specialist K-5.....x 118	Ms. Mary Brodahl	mbrodahl@guadalupe-school.org
Math Specialist 6-7-8.....x 108	Ms. Allie Savio	asavio@guadalupe-school.org
Physical Education.....x 130	Mrs. Debbie Powell	dpowell@guadalupe-school.org
Art Instructor	Ms. Nat Herridge	nathalie@smartwithart.net

Our Lady of Guadalupe School Office Staff

School Administrative Assistantx 101	Mrs. Shelley Bradley	sbradley@guadalupe-school.org
Bookkeeper.....x 125	Mrs. Chantille Henry	chenry@guadalupe-school.org
Office Support Staff	Mrs. Laura Wong	lwong@guadalupe-school.org
Development Director.....x 125	Ms. Carrie Morrissey	cmorrissey@guadalupe-school.org
After School Tutoring	Mrs. Heather Owens	howens@guadalupe-school.org
Principal..... x102	Mrs. Donna Ramos	dramos@guadalupe-school.org

Our Lady of Guadalupe Parish Staff – 206.935.0358

Pastor.....x 107	Fr. Jack Walmesley	fr.jack@olgseattle.org
Pastoral Associate for Administration	Mr. Peter Shepherd	petes@olgseattle.org
Pastoral Associatex 108	Ms. Helen Oesterle	heleno@olgseattle.org
Parish Administrative Assistant.....x114	Ms. Peggy Behnken	peggybe@olgseattle.org
Receptionist	Ms. Jeni Littleton	parishoffice@olgseattle.org
Bookkeeper.....x 118	Mrs. Gail Neudorfer	gainn@olgseattle.org
Faith Formation Coordinator.....x108	Ms. Helen Oesterle	heleno@olgseattle.org
Pastoral Care/Faith Formation.....x113	Mrs. Marion Kari	marionk@olgseattle.org
Safe Environment Coordinatorx111	Sandy Plummer	sandyp@olgseattle.org
Pastoral Associate for Outreach.....x120	Mrs. Jennifer Ibach	jibach@olgseattle.org
Facilities Supervisor.....x112	Mr. Sal Pagan	salp@olgseattle.org

Our Lady of Guadalupe School

**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 School-Wide Learning Expectations

A Faith-Inspired Catholic who...

- Seeks communion with God in the ongoing process of personal faith development.
- 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.

ORGANIZATION

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 disabilities will not be denied admission solely by reason of the disability.
- C. Normally, no more than 28 students will be accepted for grades Pre-K-8, 12 in Pre-School, 12 in MWF Pre-K and 16 in M-F Pre-K. A waiting list will be established as soon as classes are filled. At times, the pastor and principal, in consultation with the staff and School Commission, may elect to override this class size limit.
- 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 and 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 and a copy of current immunization records 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.

RE-REGISTRATION of CURRENT STUDENTS

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. Completed online registration form.
2. Registration/book fees.
3. Balances due to the school and Parent Organization are settled.

ARRIVAL AND DEPARTURE

Please note, that for all of this to work as smoothly as possible and for the safety of all children, parents and staff the following is necessary:

- **Patience! Allowing extra time! Drive slowly.**
- **Respect that each grade has a particular spot for arrival and dismissal!**
- **Use the lot that is associated with the oldest child in your family!**
- **Model safe behavior; use crosswalks! If young children cut across the lot behind you, they may not be seen.**
- **Refrain from cell phone use in the parking lot; stay alert!**
- **Use extreme caution, especially when backing out of parking spaces.**

Preschool and Pre-Kindergarten

	Preschool Tuesday and Thursday Morning	Pre-Kindergarten Monday, Wednesday and Friday Morning	Pre-Kindergarten 5 Days Afternoons
Drop -Off	Unload only – 34 th Avenue Park – Myrtle between 34 th and 32 nd Teacher Janet or assistant will be at the south east corner of the school at 8:15 A.M.	Unload only – 34 th Avenue Park – Myrtle between 34 th and 32 nd Teacher Janet or assistant will be at the south east corner of the school at 8:15 A.M.	South Lot Teacher Janet will pick students up at 12:20 from this lot.
Pick -Up	South Lot	South Lot	Load Only 34 th Avenue Park – Myrtle between 34 th and 32 nd Teacher Janet will have students ready for pick-up at the designated spot at 3:00 P.M.

ARRIVAL AND DEPARTURE (cont.)

Grades K, 1 – South Lot – If parking along the fence by the church please wait for a staff member to give you the all clear signal before backing up.

Arrival:

- Students may exit cars at 8:15 A.M.
- Students in grades K and 1 – Parents park cars and escort them to the south ramp line-up.
- **As cars exit the lot, RIGHT TURN ONLY ONTO 35TH.** This will greatly improve the congestion in the lot.

Dismissal:

- Parents may park and wait for their children.
- Grades K and 1 are dismissed from the ramp to an adult – a parent or guardian **MUST** be present and make eye contact with the teacher.

Grades 2, 3, 4, 5 - North Lot – This lot is used as one of playgrounds during the school day. Parents will not be able to park cars in this lot during the day. If you are parking and entering the school, please park in the far north lot next to the Parish Office.

Arrival –

- Enter the North Lot no earlier than 8:00 A.M. Cars will enter from 35th and proceed through the parking lot.
- Students may exit cars on the right side at 8:15 A.M. to begin lining up for school.
- If you arrive before 8:15 A.M., cars may park (briefly); keep students in cars until 8:15 A.M. Students may then exit parked cars and move to the west side of the lot and walk up by the gym.
- As students exit cars, move car to the exit located at the south end of this lot on Myrtle.
- Cars turn left onto SW Myrtle and move around the roundabout.
- NOTE: Student Patrols will be on duty on 34th and SW Myrtle. It is especially important that parents **DO NOT PARK** on SW Myrtle for drop-off or pick-up. Parking on 34th is for Preschool/Pre-Kindergarten **ONLY**.

Dismissal –

- Follow same procedure as above. Cars will form two lines facing south to exit the parking lot. As children move into cars, it will be extremely important to exercise the first rule – **PATIENCE**.

Grades 6, 7, 8 may use the north or south lot. Students gather in front of the DeMazenod Room. Students remaining after 3:10 p.m. will be directed to EDC.

Parking on the street and walking to OLG from 34th or SW Myrtle – PLEASE respect the crossing guards and cross with their help. DO NOT cross corners without a crossing guard. Your children learn from your example!

SW Myrtle Street is closed to traffic from 8:00 until 3:30, so that students have access to the playground 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!
Please wait for the all clear signal from a staff member before allowing children to play.

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, or by personal contact or voicemail. The voicemail system 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 to the office to sign in and receive 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 will likely have a negative impact on 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 discouraged. **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/parent should check in with the teacher regarding any special instructions about make-up work. Please remember that the timing of your trip may not coincide with the teacher's planning schedule, and in many cases, it may not be possible to give your student all of the work that will be completed in his/her absence in advance. Middle school students must schedule time with each teacher to pick-up work.
 3. Upon return from the absence, missed work will 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.

Whenever a child is absent, learning critical concepts taught and discussed in class and practiced at home can be difficult.

ATTENDANCE - 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.

In case of an emergency closure during the school day, the following procedure will be followed:

1. Students will be released according to the instructions given by their families on the Emergency Form.
2. Teachers will release students to authorized persons unless verbal consent is given by the parent.
3. Each student must be signed out.

COMMUNICATION

Family School Communication Envelope to Families

Family Communication Envelopes (FCE) are sent electronically every Thursday. When the FCE is in hard copy format, 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 by 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.

Website – Please refer to www.guadalupe-school.org for the online FCE and classroom newsletters.

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 includes 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. *Facilities*...work with Parish Facilities staff to identify upcoming facility needs and plan
5. *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
6. *Evaluation*...
 - a. determine whether Commission goals and plans are being met
 - b. evaluate the Commission's effectiveness

Through a process of discernment, members are selected. Members serve for a period of two years and terms are staggered to maintain stability of long-range goals and directions.

Members of the School Commission oversee school committees. 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. Monthly meetings are noted on the school calendar.

PARENT ORGANIZATION (Parent Org)

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

More specifically, the Parent 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 Parent Organization works in cooperation with the School Commission. The Chair of the Parent Organization acts as a liaison between these two organizations.

DISCIPLINE

A. Philosophy of Discipline

Our Discipline Policy 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 faith-centered atmosphere in which 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 gesture that could be perceived as rude or vulgar. Behavior directed toward 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. Eat and drink 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, 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. (Refer to uniform policy.)
- 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. A school staff member will make the official determination if there is a question about how the policy is to be interpreted.
- R. Use technology appropriately and respect the equipment. Please refer to the Technology Use Agreement.

Parent Responsibilities

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 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 children 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 that 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. Fostering a working relationship with outside professional, school staff and family.

Note on Classroom Parties and Birthday Treat: On special occasions, a simple room party may be arranged through consultation with the teacher and with the help of the room parent. To celebrate child's birthday a small, healthy treat may be brought. 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. Remember it is important to be discreet and respectful in our close-knit community.**

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.

Teacher Responsibilities

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

1. Maintaining an atmosphere that 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 the principal informed of the behavior and academic performance of students.

School Administrator Responsibilities

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 completed 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 parent's input to school personnel.

Bullying and Harassment 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 or bullying of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

1. **Harassment:** 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 and/or 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:
 - a. **Physical:** hitting, kicking, shoving, spitting and any other form of physical violence
 - b. **Verbal:** insults, name-calling, put-downs, persistent teasing, spreading rumors and gossip, false accusations and threats
 - c. **Non-verbal:** mean or threatening gestures, defacing personal property
 - d. **Psychological:** threatening, ridiculing, humiliating, exclusion from groups or activities 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 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 a 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 individual(s) involved in the investigation.
- F. The 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.

Student Disciplinary 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. Implementation of Behavior Plan
7. Suspension
8. 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 class dynamic and student's individual needs and a teacher's best judgment, there may be times when ten minutes after school 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.

Detention

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

When a detention is given, a parent will be notified by phone on the day of the offense. Parents and the teacher will 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 and steps outlined in the student's Behavior Plan 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. 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 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-related 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.

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, flip-flops 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 or shirts with graphics may be worn under dress code shirts.
- d. The hair color must be natural and neatly groomed. Sensational hairstyles such as spiked, shaved lines or multicolored are not allowed.
- e. 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. Neutral nail polish is permitted. Light make-up that blends with the skin color and is applied at home is permitted for grades 6-8.
- f. OLG Logo sweatshirts or fleece vests only.

Pants (K-8 Boys) Navy blue regular wale corduroy or twill
(6-8 Boys) Gray or blue regular wale corduroy or twill

Pants (K-5 Girls) Navy blue cords or twill
(6-8 Girls) Navy blue or gray regular corduroy or twill – no flare pants

Shorts (K-8 Boys & Girls) Navy walking shorts may be worn as a substitute for the pants, jumper or skirts.

Skorts (K-5 Girls) Marymount plaid with tabs

Sweatshirt Logo sweatshirts by special order through the school, with the Our Lady of Guadalupe logo.

<u>Cardigan or Vest</u>	Navy blue from the Uniform store only, with the Our Lady of Guadalupe logo
<u>Fleece Vest</u>	Ordered through the school office.
<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 or black (K-8 Girls) Knee-highs, tights, ankle-length leggings (no patterns) – solid white, navy or black

The formal full dress uniform must be worn with the logo sweatshirt, vest, cardigan sweater or polar fleece. Formal full dress is required for all school masses.

Non-Uniform Days

On the occasional Non-Uniform 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. *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.

TUITION

All tuition for the prior year must be paid by the June tuition due date to ensure 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.

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 (this process will take place in November), and contribute a minimum of \$50 per month (2017), 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 parish 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.

NON-PARISHIONER RATE OF TUITION applies to families and individuals who do not meet the criteria mentioned above.

K-8 Tuition Rates for 2016-2017

<i>In Parish:</i>	Monthly (12 Months)	Annual
One Student	\$ 582	\$ 6,984
Two Students	\$ 1,058	\$ 12,696
Three Students	\$ 1,360	\$ 16,320
Four Students	\$ 1,627	\$ 19,524
<i>Out of Parish:</i>		
One Student	\$ 699	\$ 8,388
Two Students	\$ 1,270	\$ 15,240
Three Students	\$ 1,633	\$ 19,596

Preschool and Pre-Kindergarten Tuition Rates for 2016-2017

	Monthly	Annual
Preschool – T/Th am	\$ 194	\$ 2,328
Pre-K – M/W/F am	\$ 225	\$ 2,700
Pre-K – M-F pm	\$ 290	\$ 3,480

Payment and Past Due Policy

Payment of school tuition is a serious responsibility for each parent. **Parents are strongly encouraged to sign-up for the automatic withdrawal payment. Otherwise, a check should be sent promptly to the school office.** 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 contact is not 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. Monthly bills will be sent for outstanding tuition.
- c. If the tuition has not been paid, and the family has not contacted the principal to make special arrangements, the family will be contacted by the principal first by email, then by phone call.
- 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 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. All financial obligations must be met prior to forwarding any records.

TUITION FINANCIAL ASSISTANCE

Financial Assistance is available to families of Our Lady of Guadalupe Catholic School students through the Fulcrum Foundation and OLG (through the generosity of School Fund Drive donors and other “angel donors.” *Families who need financial assistance must complete the Fulcrum Foundation’s Tuition Assistance Application first in order to be considered for local support.* Applications must be updated annually.

Archdiocesan Tuition Financial Aid

Those requesting financial aid must:

1. Complete the Fulcrum Foundation’s Tuition Assistance Application online and submit the required documents, including a copy of the previous year’s tax form, by the application deadline.
2. The Fulcrum Foundation office will review the application and contact the family.

Our Lady of Guadalupe Parish School Student Tuition Financial Aid

The school offers financial assistance to Our Lady of Guadalupe families who desire to send their children to OLG School and cannot afford a Catholic education for their children.

An applicant must:

1. Have a true inability to pay the regular monthly tuition rate.
2. *Submit an on-line application through the Fulcrum Foundation. This application is reviewed by Fulcrum, and then sent to the school for local review. Deadline for the application will be communicated to families.*
3. Maintain open communication with the school and notify the Principal in writing if a financial change occurs.
6. 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 financial assistance.

BAND PROGRAM AND FEES

Our Lady of Guadalupe School contracts with John F. Kennedy Catholic High School to provide an instructor for a band program during the school day for our students in grade 5 through 8. JFK Catholic High School bills Our Lady of Guadalupe Catholic School for band instruction. Band fees from participating students are due on the first calendar day of each month, October – June. While we encourage our families to pay on a yearly basis, Band fees can also be paid monthly or quarterly. It is understood that no records will be forwarded, report cards sent home, or a family considered enrolled for the following year until this obligation is met.

MILK PROGRAM 2016-2017

Milk will be available to purchase for the year. Children whose families purchase milk will have a carton of milk provided each lunch day in the lunchroom. An order form with specific information about purchasing milk for the year will come home at the beginning of the school year.

COMMITMENT HOURS

From May 1, 2016 through April 30, 2017 the requirements for the commitment hours, or volunteer time, to our school and/or parish are:

- Returning families – at least fifty (50) hours. Unmet hours charged \$25 per hour.
- New families Grades K – 8th – at least forty (40) hours.
- Pre-School/Pre-K families attending -
 - 2 days/week – at least eight (8) hours
 - 3 days/week – at least twelve (12) hours
 - 5 days/week – at least twenty (20) hours

All families – We strongly encourage participation in the various fundraisers.

Special Note: Any parent or volunteer who has contact with children must complete and pass a Background Check, and attend the three-hour Safe Environment course offered through the Archdiocese of Seattle's Environment VIRTUS Program, followed by online updates. Currently, updates are assigned every three years, along with a Background Check renewal.

Parents contractually agree to each of the following:

- At least \$15.00 to each student's classroom auction project
- Procure an item worth \$125.00 to the auction or pay a \$125.00 donation fee in lieu of a procured item.

Families will be charged if either the procured item/donation and/or classroom basket obligation(s) are not fulfilled.

Please keep in mind that the Parent Organization's first responsibility is to generate \$125,000 that goes toward the operating costs of the school.

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

Non-Fundraising Activities	Fundraising /Community Events	Parish	Automatic Hours
<u>School:</u> Room Parent Art Parent Extracurricular Coordinator 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 Ad Hoc Committees Goal Setting Facilities Earthquake Prep Committees – School Commission Development/Public Relations Finance Long Range Planning Policy Development	<u>Other Parent Organization</u> <u>Activities:</u> Fall Fundraiser Carnival Jog-a-Thon eScrip Annual Fund Drive CYO Fundraisers Any other addition the Parent Organization may add to fulfill the \$125,000.	Coffee and Donuts after Mass Church Bulletin Work Envelope Stuffing Pictorial Directory Tithe Coordinator Pastoral Council Altar Server 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 Fall Fundraiser 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 Yearbook Coordinator 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 Parent 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 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 online:

- To log your hours online, use the school website, www.guadalupe-school.org, On the home page, you will click on "Log Commitment Hours Here."

Other specific questions:

“Why do we encourage participation in school fundraising?”

Remember, the first concern of the Parents’ Organization is to raise \$125,000 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 fundraiser 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 and parish social events.

ASSESSMENT OF STUDENTS

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 make-up 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:

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

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

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

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, which may include a modified curriculum. 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.

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.

SPECIAL PROGRAMS and SERVICES

CATHOLIC YOUTH ORGANIZATION (CYO) 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 on the parish website.

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.* The chaperones' role is to assist the teacher in supervising students.

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.

SCHOOL SAFETY PATROL

The School Safety Patrol is staffed primarily by the school counselor and the 5th grade class. 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.

STUDENT SUPPORT SERVICES

ACADEMIC SUPPORT SERVICES: Students who are identified by teachers as needing academic assistance are referred to administration, who, with the teacher and counselor, develop plans for the students, which can include homework contracts, after-school tutoring, Title I tutoring, or referral to public schools for additional assessments and intervention.

SCHOOL COUNSELING SERVICES: The school counselor is trained to support students' personal development and academic success in a school setting. The role of the school counselor is one of student support provider, 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 Students' 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
 - Plans, implements and evaluates a comprehensive counseling program
 - Coordinates Parent Education Evenings with the Parent Organization
 - Provides teacher/administrator consultation
 - Provides staff development for teaching staff
 - Continues involvement in counselor professional development
2. Individual/Group Student Planning
 - Conducts 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

MEDICAL POLICIES AND PROCEDURES

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.

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 records
2. Screening:
 - Vision and Hearing
 - Referrals sent when need is determined.

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. 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.

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 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 the 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 completed 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 with a signed note from the child's doctor. This request must be documented.

OTHER

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.

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. Hard balls are not allowed at school.

TELEPHONES

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

With the growing number of students bringing cell phones to school and the distraction this has created, OLG is clarifying its policy to support the students in being present in community with one another. OLG is fortunate to offer students a high ratio of devices for educational purposes, eliminating the need for cell phone use during the school day. Going forward, students are expected to put cell phones inside their backpacks before entering all school buildings. They are to remain in backpacks prior to morning Spanish and choir classes and during study hall, after-school tutoring, extracurricular classes, EDC, and all other extended-day activities. Phones found outside the backpack will be confiscated and sent to the principal's office. Students, along with their parent/guardian, must claim these devices directly from the principal. All family communication during school hours will happen through the front office. Thank you for discussing this policy with your children and for supporting student learning.

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.