

Fall | '19

Our Lady of Guadalupe School  
Family Handbook 2019 - 2020

**Our Lady of Guadalupe Catholic School  
Family Handbook  
2019-2020**

**3401 Southwest Myrtle  
Seattle, WA 98126  
206.935.0651  
<http://www.guadalupe-school.org>**

**All policies and procedures expressed herein are effective as of September 21, 2019 and supersede all previous versions. This handbook is subject to change with notification.**

**TABLE OF CONTENTS:**

**Overview**

**Schedule for the School Day – pg. 6**

**School Staff – pg. 7**

**Mission and Philosophy – pg. 8**

**School-Wide Learning Expectations – pg. 9**

**Organization**

**Admission Procedures and Requirements - pg. 10**

**Re-registration of Current Students Procedure – pg. 11**

**Arrival and Departure Procedures – pg. 11, 12**

**Attendance Procedures – pg. 13**

**Emergency School Closure Procedure – pg. 14**

**Communication Procedures – pg. 14**

**Organizational Management – pg. 14**

School Commission – pg. 14, 15

Parent Organization – pg. 15

**Discipline**

**Philosophy of Discipline – pg. 16**

**Code of Conduct – pg. 16**

**Policy on Discipline – pg. 16**

Student Responsibilities – pg. 16, 17

Parent Responsibilities – pg. 18, 19

Teacher Responsibilities – pg. 19

School Administrator Responsibilities – pg. 19

**Bullying and Harassment Policy for Students and Staff – pg. 20**

Procedure to File a Complaint – pg. 20

**Student Disciplinary Consequences – pg. 21**

Ten Minutes After School – pg. 21

Detention – pg. 21

Suspension – pg. 21, 22

Expulsion – pg. 21, 22

**Procedures in Case of Dissatisfaction with School Policies or Decisions – pg. 22**

**Uniform**

Dress Code – pg. 23

Non-Uniform Days – Guidelines – pg. 24

Physical Education Dress Code for 6<sup>th</sup> thru 8<sup>th</sup> Grades – pg. 24

**Tuition**

Parishioner Rate of Tuition – pg. 25

Non-Parishioner Rate of Tuition – pg. 25

Tuition Rates & Withdrawal policy – pg. 25, 26

Payment and Past Due Policy – pg. 26

**Financial Assistance**

Financial Aid or Tuition Assistance – pg. 27

**Commitment Hours**

Commitments, Hours, and Record Keeping – pg. 28

Commitment Hour Chart of Possibilities – pg. 29

Commitment Hour FAQs – pg. 29

**Assessment of Students**

Homework – pg. 30

Report Cards – pg. 30

Grading Scale – pg. 30

Promotion / Retention of Students – pg. 31

**Records**

Regarding non-custodial parents – pg. 31

**Special Programs**

Band Program – pg. 32

Milk Program – pg. 32

CYO – Catholic Youth Organization for Sports – pg. 32

Field Trips – pg. 32

School Safety Patrol – pg. 32

**Student Support Services**

Academic Support Services – pg. 33

School Counseling Services – pg. 33

**Medical Policies and Procedures**

First Aid – pg. 34

Health Services – pg. 34

Medication – pg. 34

Illness – pg. 34

Immunizations – pg. 34

**Other**

Internet – pg. 35

Play Equipment – pg. 35

Telephone – pg. 35

Visitors – pg. 35

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](http://www.guadalupe-school.org)

**OVERVIEW**

**Monday and Tuesday, Thursday and Friday**

<b>7:00am</b>	<b>Extended Day Care (EDC) Opens</b>
7:25	Zero-period (Spanish/Choir) student arrival
<b>8:15</b>	<b>Teachers on duty - North and South student drop-off areas</b>
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
11:30	<b>Lunch – K, 1, 2, 3</b>
12:00pm	<b>Lunch – 4<sup>th</sup> thru 8<sup>th</sup> Grades + Preschool/Pre-K ½ day switch time</b>
12:30	Classes resume all grades
3:00*	Dismissal for all grades
<b>3:10*</b>	<b>Students without transport to Extended Care</b>
<b>6:00</b>	<b>Extended Day Care (EDC) closed</b>

**Wednesday (\* Early Dismissal at 2:15)**

<b>2:15*</b>	<b>Early Dismissal &amp; Study Hall or After-School Tutoring</b>
<b>2:25*</b>	<b>Students without transport to Extended Care</b>
<b>3:00</b>	Dismissal from... <b>After School Tutoring</b> – Parents retrieve from the classroom <b>Study Hall</b> – Grades 6-8 students on south ramp
<b>6:00</b>	<b>Extended Day Care (EDC) closed</b>

**All School Masses – Students in Full Dress Uniform**

**School Staff** - Tuesday, September 3 – First Day of School

**Catechetical Sunday, October 6,** - 11:00 Mass (blessings on all children, faculty, catechists, parents/guardians, OLG School & Sunday school teachers & programs)

**5<sup>th</sup> Grade** - Thursday, October 17

**3<sup>rd</sup> Grade** - Friday, November 1 – All Saints Day/Third Grade Saints Mass

**Parish** - Sunday, December 8 – Feast of the Immaculate Conception

**Student Council** - Thursday December 12 – Our Lady of Guadalupe Feast Day

**1<sup>st</sup> & 8<sup>th</sup>** - Thursday, January 9, 2020

**Catholic Schools Week 1/26-2/1** - Sunday, January 26 11:00 am Mass and Open House

**School Staff** - Thursday, January 30, 9:15am (Special Person’s Day)

**4<sup>th</sup> Grade** – Thursday, February 20

**Parish** - Wednesday, February 26 (Ash Wednesday)

**6<sup>th</sup> Grade** - Thursday, March 19

**2<sup>nd</sup> Grade** - Thursday, May 21

**8<sup>th</sup> Grade** - Wednesday, June 3<sup>rd</sup> – Baccalaureate & “Light of Leadership” Mass

**7<sup>th</sup> Grade** - Friday, June 12<sup>th</sup> - Last Day of School, Noon Dismissal

For details and updates see: <https://www.guadalupe-school.org/calendar/>

## 2019 - 2020 Our Lady of Guadalupe School Staff

Early Learning Director (PS/Pre-K)..... x 120	Mrs. Janet McClelland	<a href="mailto:jmcclelland@guadalupe-school.org">jmcclelland@guadalupe-school.org</a>
Preschool Teacher	Mrs. Heidi Coy	<a href="mailto:hcoy@guadalupe-school.org">hcoy@guadalupe-school.org</a>
Pre-Kindergarten Teacher	Ms. Emily Mitchell	<a href="mailto:emitchell@guadalupe-school.org">emitchell@guadalupe-school.org</a>
Early Learning Center Assistants	Mrs. Jeanine Morley, Ms. Lauren Zemke, Mrs. Mackenzie Sullivan	
Kindergarten.....x 106	Mrs. Loretta Kramer	<a href="mailto:lkramer@guadalupe-school.org">lkramer@guadalupe-school.org</a>
Kindergarten Assistant	Mrs. Kathleen Everett	<a href="mailto:keverett@guadalupe-school.org">keverett@guadalupe-school.org</a>
First Grade .....x 105	Mrs. Rita Gazewood	<a href="mailto:rgazewood@guadalupe-school.org">rgazewood@guadalupe-school.org</a>
Second Grade.....x 107	Mrs. Rachel Hoch	<a href="mailto:rhoch@guadalupe-school.org">rhoch@guadalupe-school.org</a>
Third Grade.....x 104	Ms. Kysa Sedivy	<a href="mailto:ksedivy@guadalupe-school.org">ksedivy@guadalupe-school.org</a>
Fourth Grade.....x 110	Mrs. Catherine Wilson	<a href="mailto:cwilson@guadalupe-school.org">cwilson@guadalupe-school.org</a>
Fifth Grade.....x 113	Mr. Casey Loose	<a href="mailto:cloose@guadalupe-school.org">cloose@guadalupe-school.org</a>
Sixth Grade .....x 117	Ms. Sarah Nadalin	<a href="mailto:snadalin@guadalupe-school.org">snadalin@guadalupe-school.org</a>
Seventh Grade .....x 111	Ms. Kelley Smale	<a href="mailto:ksmale@guadalupe-school.org">ksmale@guadalupe-school.org</a>
Eighth Grade.....x 112	Ms. Lauren Hobbs	<a href="mailto:lhobbs@guadalupe-school.org">lhobbs@guadalupe-school.org</a>

## Our Lady of Guadalupe School Teacher Specialists 206.935.0651

Extended Day Care Director .....x 119	Mrs. Laura Joe	<a href="mailto:ljoe@guadalupe-school.org">ljoe@guadalupe-school.org</a>
Extended Day Care Staff	Mrs. Laura Wong, Mrs. Heather Owens, Mr. Corey Eng, Mrs. Julie Salvador, Mrs. Welela Hagos	
Library & Media Technology .....x 126	Mrs. Beth Sommerville	<a href="mailto:bsommerville@guadalupe-school.org">bsommerville@guadalupe-school.org</a>
Band Instructor	Miss Frances McKamey	<a href="mailto:mckameyf@kennedyhs.org">mckameyf@kennedyhs.org</a>
Counselor.....x 128	Ms. Heidi Ehrenberg	<a href="mailto:hehrenberg@guadalupe-school.org">hehrenberg@guadalupe-school.org</a>
Music Specialist Pre-K – 5.....x 129	Ms. Ann Sager	<a href="mailto:asager@guadalupe-school.org">asager@guadalupe-school.org</a>
Choir 6, 7, 8	Mrs. Jessica Milanese	<a href="mailto:jessicarobins74@gmail.com">jessicarobins74@gmail.com</a>
Spanish Specialist .....x 118	Ms. Mary Brodahl	<a href="mailto:mbrodahl@guadalupe-school.org">mbrodahl@guadalupe-school.org</a>
Math Specialist 6-7-8.....x 108	Ms. Allie Savio	<a href="mailto:asavio@guadalupe-school.org">asavio@guadalupe-school.org</a>
Physical Education.....x 130	Mrs. Debbie Powell	<a href="mailto:dpowell@guadalupe-school.org">dpowell@guadalupe-school.org</a>
Art Instructor	Ms. Laura Wessel	<a href="mailto:laurawessel@smartwithart.net">laurawessel@smartwithart.net</a>

## Our Lady of Guadalupe School Office Staff

School Administrative Assistant .....x 101	Mrs. Shelley Bradley	<a href="mailto:sbradley@guadalupe-school.org">sbradley@guadalupe-school.org</a>
Office Support	Mrs. Laura Wong	<a href="mailto:lwong@guadalupe-school.org">lwong@guadalupe-school.org</a>
Development Director.....x 125	-- open position --	
After School Tutoring	Mrs. Heather Owens	<a href="mailto:howens@guadalupe-school.org">howens@guadalupe-school.org</a>
Principal..... x102	Mr. Anton Kramer	<a href="mailto:akramer@guadalupe-school.org">akramer@guadalupe-school.org</a>

## Our Lady of Guadalupe Parish Staff – 206.935.0358

Pastor.....x 107	Fr. Kevin Duggan	<a href="mailto:frkevin@olgseattle.org">frkevin@olgseattle.org</a>
Pastoral Associate .....x 108	Ms. Helen Oesterle	<a href="mailto:heleno@olgseattle.org">heleno@olgseattle.org</a>
Parish Coordinator.....x114	Mrs. Marla Petronzio	<a href="mailto:marlap@olgseattle.org">marlap@olgseattle.org</a>
Bookkeeper.....x118	Mrs. Gail Neudorfer	<a href="mailto:gainn@olgseattle.org">gainn@olgseattle.org</a>
Pastoral Assistant for Administration.....x118	Mr. Peter Shepherd	<a href="mailto:petes@olgseattle.org">petes@olgseattle.org</a>
Pastoral Assistant for Baptism.....x115	Mrs. Paulina Alvarado	<a href="mailto:paulinaa@olgseattle.org">paulinaa@olgseattle.org</a>
Pastoral Care/Faith Formation.....x113	Mrs. Marion Kari	<a href="mailto:marionk@olgseattle.org">marionk@olgseattle.org</a>
Pastoral Assistant for Outreach.....x120	Mrs. Jennifer Ibach	<a href="mailto:jibach@olgseattle.org">jibach@olgseattle.org</a>
Safe Environment Coordinator .....x111	Mrs. Sandy Plummer	<a href="mailto:sandyp@olgseattle.org">sandyp@olgseattle.org</a>
Facilities Supervisor.....x112	Mr. Sal Pagan	<a href="mailto:salp@olgseattle.org">salp@olgseattle.org</a>

**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 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. Early Learning Center classes are capped by state licensing regulations at 18 students at any one time in Preschool & Pre-Kindergarten classrooms. In grades K-8 we strive for maximum class sizes of 25 students in younger grades and capping at 30 students in older grades. 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 these class size limits.
- D. Once a student is accepted in the school and is in good standing, they will retain their 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 fees.

A \$250.00 per student registration fee is due with registration for grades K-8. A \$150.00 per student registration fee is due in Preschool/Pre-K. (For new families, payment of the \$50 application fee will be applied to the registration fee.) This assures a child's placement in the school and is non-refundable.

A \$15.00 per student annual classroom auction fee will be billed thru FACTS.

To qualify for in-parish tuition rate, the *Confirmation of Parishioner Status for In-Parish Tuition Rate* form must be cleared through the Parish office.

3. Settlement of all balances due to the school and Parent Organization.

## **ARRIVAL AND DEPARTURE**

Please observe the following guidelines for the smooth flow of traffic and for the safety of all children, parents, and staff:

- **Patience! Allow 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!**
- **Refrain from cell phone use in the parking lot; stay alert!**
- **Use extreme caution, especially when backing out of parking spaces. If young children cut across the lot behind you, they may not be seen.**

**Preschool and Pre-Kindergarten** – Please use the designated load/unload portion of 34<sup>th</sup> Ave SW for all Early Learning Center arrival and dismissals

**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 may park cars and escort them to the south ramp line-up.
- **As cars exit the lot, RIGHT TURN ONLY onto 35<sup>TH</sup>.** This greatly improves parking lot congestion.

### **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.

## **ARRIVAL AND DEPARTURE (cont.)**

**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 parking near the Parish Office.

### **Arrival –**

- Enter the North Lot no earlier than 8:00 A.M. Cars will enter from 35<sup>th</sup> 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) keeping 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 onto Myrtle.
- Cars turn left onto SW Myrtle and move around the roundabout.
- **NOTE:** Student Patrols will be on duty on 34<sup>th</sup> and SW Myrtle. **It is especially important that parents DO NOT PARK on SW Myrtle for drop-off or pick-up.** Parking on 34<sup>th</sup> by school hall / Early Learning Center is reserved 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 either the north or south lot.**

**Arrival** – Students gather in front of the DeMazenod Room.

**Dismissal** – Students remaining after 3:10 p.m. will be directed to EDC.

**ALL Grades: Additional Park & Walk option:** Parking on the street and walking to OLG from lower on 34<sup>th</sup> 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 between 35<sup>th</sup> and 34<sup>th</sup> is closed to traffic from 8:00am until 3:30pm so that students have access to the playground & gym during the school day.

Students who arrive **before 8:15am** unsupervised or who on campus **after 3:15pm** unsupervised 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 after school.

## **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. Typically the number of excused days absent is also the additional amount of time a student is allowed to make-up work.
- 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 is very challenging. Practicing at home and/or with makeup work does not replace the key learnings that take place within the sacramental community of our school halls. We highly encourage families to schedule trips and elective experiences in the 185 days of the year that school is not in session.**

## **EMERGENCY SCHOOL CLOSURE PROCEDURE**

**The school website will be updated with current information.** Direct communications will be made through the Powerschool emergency communication system. This system will call and SMS/text family contacts of record in case of schedule changes or necessary emergency communications.

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**

The majority of school communications are sent electronically every Thursday in the school newsletter. This is available through Constant Contact emails as well as on the school website.

When the school communication is in hard copy format, the Family Communication Envelopes (FCE) with letters, calendars, notices, etc., are sent home in an 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](http://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 archdiocese 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 and vision of the school
  - b. the School Commission's yearly goals
  - c. future plans for the school
2. *Policy Development...*
  - a. Review & 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 for future.
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
  - c. promote and recruit students & families to the school
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 minimum 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 Parent 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 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.

Half-hour detentions will be completed on an assigned day from 3:10 – 3:40 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.

Cardigan or Vest Navy blue from the Uniform store only, with the Our Lady of Guadalupe logo

Fleece Vest Ordered through the school office.

Jumper (K-5) Marymount Uniform Store Plaid – two styles

Skirt (4-8 Girls) Marymount Uniform Store Plaid – several styles  
(6-8 Girls) Navy Gabardine Uniform Store – several styles

Blouses (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

Socks (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.

**K-8 Tuition Rates for 2019-2020**

<b><i>In Parish:</i></b>	<b>Monthly (12 Months)</b>	<b>Annual</b>
<b>One Student</b>	<b>\$ 680</b>	<b>\$ 8,165</b>
<b>Two Students</b>	<b>\$ 1,237</b>	<b>\$ 14,845</b>
<b>Three Students</b>	<b>\$ 1,608</b>	<b>\$ 19,300</b>
<b><i>Out of Parish:</i></b>		
<b>One Student</b>	<b>\$ 817</b>	<b>\$ 9,805</b>
<b>Two Students</b>	<b>\$ 1,487</b>	<b>\$ 17,845</b>
<b>Three Students</b>	<b>\$ 1,929</b>	<b>\$ 23,150</b>

**PARISHIONER RATE OF TUITION** applies to those families and individuals who are registered in Our Lady of Guadalupe parish, regularly attend Sunday worship and participate in parish life. By making and fulfilling stewardship contributions to the parish in the form of weekly/monthly stewardship as well as the Annual Catholic Appeal, parish financial and indirect support of the school continues to hold tuition levels down.

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. See appendix for the *Confirmation of Parishioner Status* form to submit your request for in-parish tuition.

Those who are not contributing regularly to the life of the parish may be assigned the non-parishioner rate of tuition. This is reviewed around the time of the parish annual stewardship campaign, typically in October and November. 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.

**Withdrawal Policy**

Our Lady of Guadalupe School contracts with faculty and staff and incurs financial obligations for the entire school year. In order for OLG to meet these financial obligations, when a student is enrolled, the parent/guardian assumes obligation to pay the contract in full.

In order to receive a full refund of the tuition paid, the parent/guardian must advise the principal by July 31<sup>st</sup> 2019 if the student will be withdrawing. Registration fees are non-refundable under any circumstances.

- If a student is withdrawn by the first day of school, 5% of the tuition is non-refundable.
- If a student is withdrawn between the first day of school and the end of the first trimester, 50% of the tuition is non-refundable.
- If a student is withdrawn after the end of the first trimester, 100% of the tuition is non-refundable.

Extenuating circumstances regarding the withdrawal of a student will be considered on a case-by-case basis.

**TUITION (cont.)**

**Early Learning Center (ELC): Preschool and Pre-K Tuition**

*Our Early Learning Center generally follows the OLG school calendar.*

	<b>Annual Tuition</b>	<b>12 Monthly Payments</b>
<b>Full Day (8am – 4pm)</b>	<b>\$9,885</b>	<b>\$824</b>
<b>Half Day AM (8am – Noon) Or PM (Noon – 4pm)</b>	<b>\$5,200</b>	<b>\$483</b>
<b>Three full days</b>	<b>\$6,250</b>	<b>\$521</b>
<b>Two full days</b>	<b>\$4,150</b>	<b>\$346</b>

*\_Other enrollment options are at the discretion of the ELC Director and School Principal.*

**Payment and Past Due Policy**

All school tuition & fees are paid through the FACTS Management System.

1-866-441-4637 (24/7)

<https://online.factsmgt.com/signin/4C84N>

FACTS Chat help (Monday-Friday 8am-5pm Central)

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 fifth day of each month. SHOULD A SITUATION ARISE THAT A PAYMENT WILL BE LATE OR CANNOT BE PAID, THE PARENT MUST CONTACT FACTS OR THE SCHOOL AS SOON AS POSSIBLE. The following policy will apply:

- a. Tuition is due on the fifth of each month.
- b. Tuition and incidental payments are made through FACTS.
- c. When a payment is returned, a notice is sent to the customer by email. The notice will provide details on the next action to be taken. Returned payments will be assessed a late fee of \$30, non-refundable.
- d. A second attempt will be made 15 days after the first attempt. When a payment is returned, a notice is sent to the customer by email. The second returned payment will be assessed a late fee of \$25.
- e. A third attempt will be made 15 days after the second attempt. This will also be the same day the next month’s fees will be due, so the same past due policy will apply as in letter b. above.
- f. Tuition and fees must be current prior to registration for the next school year.

The school reserves the right, if any tuition is past due, to remove the student(s) from the school. The school has the right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school will be provided unless prior and existing school fee obligations have been met.

## **TUITION (cont.)**

Additional Notes:

- Families may opt to receive payment reminders 4 business days prior to the payment date. Communication settings can be changed on the family's FACTS profile page.
- If a family needs to change the financial account the payments are processing from, make the change at least two (2) business days before the date of the payment.
- If you want to make a payment sooner than it is scheduled, go to your FACTS online account to make a payment or call FACTS.
- To have a 3<sup>rd</sup> party make payments to your FACTS account, invite the 3<sup>rd</sup> party as an Authorized Payer from the online family account.

**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.**

## **FINANCIAL AID or TUITION ASSISTANCE**

Our Lady of Guadalupe School is committed to providing access to students from all socio-economic backgrounds. If tuition assistance is needed, Our Lady of Guadalupe has extensive need-based awards. For more information contact the school office 206-935-0651 or the Fulcrum Foundation website. Applications are made through FACTS.

### **Archdiocesan (Fulcrum) 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. This school aid is funded primarily through our annual *School Fund Drive*.

**An applicant must:**

1. Have a true inability to pay the regular monthly tuition rate.
2. *Submit an on-line application through FACTS (see above Fulcrum Foundation notes). 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.

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.

## **COMMITMENT HOURS**

From May 1, 2019 through April 30, 2020 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. Unmet hours charged \$25 per hour.
- Pre-School/Pre-K families enrolled fulltime – at least twenty (20) hours. Families enrolled less than fulltime will have prorated hours. Unmet hours charged \$25 per hour.

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

**Special Note: Any parent or volunteer who has contact with children or with the handling of money 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 Fundraising Commitments:**

- **AUCTION:** A \$15 per student annual classroom auction fee is due with registration. Each family must procure an item or items worth no less than \$200.00 for the annual school auction, or pay \$200.00 by *November 30<sup>th</sup>, 2019*. 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.**
- **JOG-A-THON:** Support jog-a-thon in the spring.
- **SCHOOL FUND DRIVE:** Each family is encouraged to contribute to the annual School Fund Drive. *100% participation* from our families helps our development efforts grow. Outside grants and donors look to see how active our own families are; *100% participation* in the school fund drive is a key metric.

**Commitment Hour Record Keeping:** The Parent Organization is responsible for keeping records for commitment hours. No school records will be forwarded, report cards sent home, or family considered enrolled for the following year until the obligation is met.

Commitment hours must be served *by April 30<sup>th</sup>* of the current school year. Any hours received after April 30<sup>th</sup> will count towards the next school year. Log your hours online:

- To log your hours online, use the school website, [www.guadalupe-school.org](http://www.guadalupe-school.org), On the home page, you will click on "Log Commitment Hours Here."

**COMMITMENT HOURS** (cont)

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

School or other Activities	Fundraising /Community Events	Parish	Automatic Hours
<b>School:</b> Room Parent Art Parent Extracurricular Coordinator Scout Leaders Field Trips Health Program Phone Committee Playground Duty Assisting Teachers Cleaning or Painting Office Assistance Errands Earthquake Kits Check School Historian 6 <sup>th</sup> 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	Fall Fundraiser Halloween Carnival Jog-a-Thon eScrip Annual Fund Drive CYO Fundraisers  <i>Plus other additional events the Parent Organization may add to fulfill the \$125,000 commitment to the school budget.</i>	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	<b>Automatic 50 Hours</b> School Commission Board Member Parents' Organization Board Member Commitment Hr. Chair Parent Org Class Rep Fall Fundraiser Chair/Co-Chair Carnival Chair/Co-Chair Auction Procurement Chair/Co-Chair Jog-A-Thon Chair/Co-Chair e-Scrip Chair/Co-Chair Yearbook Coordinator Game Night Chair <i>Note: If more than two people chair an event, the additional person(s) will need to record hours</i> . <b>Automatic 30 hours:</b> Scout Leaders Religious Ed. Teacher Hospitality Committee CYO Coaches Safety Patrol Coordinator Classroom Parent Classroom Service Project Parent Classroom Auction Project Parent

Current available positions are listed on our website: <https://www.guadalupe-school.org/volunteers/>

**Commitment Hours FAQs**

***“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.

***“Does providing childcare for parents who are working a fundraiser count?”***

Commitment Hours may be accumulated by providing childcare for other parents & guardians who are working at a fundraiser. Simply log hours online (see above).

***“What are some activities that do not count?”***

The activities that do not count toward the commitment hours are: Pet care for class pets or simply attending 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**

**Grades Pre-School/Pre-Kindergarten - 3**

<b>O = Outstanding</b> <b>Exceeds Expectations – 4</b>	<b>S = Satisfactory</b> <b>Meets Expectations – 3</b>
<b>I = improving, yet having difficulty</b> <b>Works to expectations – 2</b>	<b>H = Having difficulty</b> <b>Significantly below expectations – 1</b>

**Grading Scale: Grades 4 – 8**

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

## **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. 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.

### **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/Immunizations:**

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

## **SPECIAL PROGRAMS and SERVICES**

### **Band Program**

Band is an elective program for students in grade 5 to 8. 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. JFK Catholic High School bills Our Lady of Guadalupe Catholic School for band instruction. The annual cost per student is \$160, paid \$20 monthly for eight months (October – May). Fees will not be prorated, unless approved by the school principal. Band fees from participating students are due on the **first calendar day of each month**, billed through FACTs incidentals. 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 & Other Food Services**

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.

Flexible Hot Lunch options will be available this year in two programs. Most days hot lunch is provided through Blue Plate Express, an outside vendor. On various Fridays we have Pizza Fridays put on by the Parent Organization. Monthly menus and sign-ups are published on our website and through weekly newsletters.

### **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 5<sup>th</sup> 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. Parent/Guardian authorization for treatment is on the Student Profile form and also reviewed on each fieldtrip approval.

### **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**

As per Archdiocese of Seattle, 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 immunizations properly documented on or before the first day of school. Every student enrolled in a Level 1 Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. As of January 1, 2020, the only exception to the foregoing requirements for students in our Catholic

schools is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Washington, including the physician's license number. In order to stay compliant with the immunization schedule adopted by the Washington State Department of Health Services, families must annually update their immunization records with the school office.

## **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.