



OUR LADY OF GUADALUPE SCHOOL

FAMILY HANDBOOK 2023- 2024

Mission:

Our Lady of Guadalupe Catholic School fosters Gospel values, inspires academic excellence, and develops service and leadership. We face this as a sacramental community united and empowered by the Holy Spirit.

3401 SW Myrtle St SW

Seattle, WA 98126

206-935-0651

www.guadalupe-school.org

Contact Us

Fr. Kevin Duggan- Pastor
frkevin@olgseattle.org

Lauren Hobbs - Principal
lhobbs@guadalupe-school.org

Janet McClelland – Vice Principal
jmcclelland@guadalupe-school.org

Laura Wong- Administrative Assistant
lwong@guadalupe-school.org

Shelley Bradley – Administrative Assistant
sbradley@guadalupe-school.org

Carla Mayuri – Development Director
cmayuri@guadalupe-school.org



TABLE OF CONTENTS

MESSAGE FROM PRINCIPAL.....	7
DIRECTORIES	
School Faculty and Staff.....	8
Parish Administration.....	8
School Commission Members.....	9
School Parent Organization/Club Members.....	9
SCHOOL INFORMATION	
Location.....	10
Philosophy.....	10
History.....	10
MISSION STATEMENTS	
Archdiocese of Seattle.....	11
Office for Catholic Schools.....	11
Parish.....	11
School.....	11
NOTICE OF NON-DISCRIMINATORY POLICY	12
ACCREDITATION.....	12
COVENANTS	
Community Covenant.....	13
Teacher's Covenant.....	13
Student's Covenant	13
Parent's Covenant	13
ADMISSION AND ENROLLMENT POLICIES	
General Information.....	15
Students with I-20 Status.....	16
Students with Learning Differences.....	16
Admission for Re-Registration.....	17
Withdrawal of Students.....	17
Withdrawal Regarding Financial Matters.....	18
RIGHTS OF THE SCHOOL AND RELATIONSHIPS	
Principal Privilege.....	19
Respect of School Property.....	19
Search and Seizure.....	19
Use of Student Information and Pictures.....	19
Use of School/Parish Grounds.....	19
School / Home Relationships.....	19
FINANCIAL POLICIES	
Tuition.....	20
General Information.....	20
Tuition Goals.....	20
Tuition Rates.....	20
Tuition Payment Options.....	21
Tuition Contracts/Covenants.....	22
Tuition Assistance.....	22

Fulcrum Foundation Tuition Assistance.....	22
School Financial Aid.....	22
Emergency Financial Aid.....	22
Registration and Fees.....	23
Fundraising.....	23
Auction.....	23
Annual Fund.....	23
Service Hours.....	24

ACADEMIC POLICIES

Curriculum.....	25
Instruction.....	25
Religion.....	25
Academic Subjects.....	26
Advanced Math Placement.....	28
Assessment.....	28
Library.....	28
Mission Statement.....	28
Philosophy Statement.....	28
Responsibility Policy.....	28
Field Trips.....	29
Outdoor Education.....	30
Student Service Hours.....	31
Homework.....	31
By Grade Level.....	31
Late Work and Make-up Work.....	32
Grading.....	32
Progress Reports.....	33
Report Cards.....	33
Parent-Teacher-Student Conferences.....	33
Retention.....	33
Academic Probation.....	33
Academic Promotion.....	34
Academic Trial Period.....	34
School Supplies.....	34
Textbooks.....	34
Tutoring.....	34

DISCIPLINE AND BEHAVIORAL POLICIES

Discipline Procedures and Policies.....	35
Corporal Punishment.....	35
Disciplinary Actions.....	35
Discipline Policies.....	36
Discipline Regulations.....	36
Time-Out or Processing.....	36
Behavioral Contracts.....	37
Detention.....	37
Suspension.....	37
Expulsion.....	37
Due Process.....	37
Harassment/Bullying.....	37
Conflict.....	38
Harassment.....	38
Bullying and Cyberbullying.....	39
Threats.....	39
Retaliation/False Allegations.....	40

Violent Behaviors.....	40
Aggressive or Reckless Behavior.....	40
Alcohol and Drug Policy.....	40
Assault or Causing Physical Injury.....	41
Criminal or Gang-like Activity.....	41
Cheating.....	41
Disturbances.....	42
False Fire Alarms and Fire.....	42
Forgery.....	42
Gambling.....	42
Hazing.....	42
Insubordination.....	42
Leaving School Grounds without Permission.....	42
Plagiarism.....	42
Profanity.....	43
Respect of Property.....	45
Smoking.....	43
Theft.....	43
Searching Student Belongings.....	43
Weapons.....	43
Weapons Procedures.....	44
SCHOOL POLICIES	
Daily Schedule.....	45
Calendars.....	45
Attendance.....	45
Absences.....	45
Tardiness.....	45
Appointments.....	56
Vacation.....	56
Inclement Weather.....	56
Uniforms.....	46
Policy.....	46
Where to Purchase.....	46
Expectations.....	46
Appearance.....	47
Non-Uniform Days.....	48
Lost and Found.....	49
Educational Records.....	49
Transfer of Student Records.....	49
Types of Records.....	49
Family Educational Rights and Privacy Act (FERPA).....	50
Parents/Guardians.....	50
Non-Custodial.....	50
Divorced or Separated.....	50
Phones and Electronic Devices.....	51
Cell Phones.....	51
Office Phone Use.....	51
Electronic Devices.....	51
Communications.....	52
With Principal.....	52
With Faculty.....	52
Electronic.....	52
Directory.....	52
Emails.....	53
Social Media.....	53

Health Care.....	53
Health Room.....	54
Medication.....	55
Counseling.....	56
Immunizations.....	56
Emergencies and Crisis Procedures.....	56
Emergency Form.....	57
General Emergencies.....	57
Fire Drills.....	57
Earthquake.....	57
Lockdown.....	58
Safety at School.....	59
Carpool Safety.....	59
Bicycles/Skateboards/Scooters/Rollerblades Safety.....	59
Pedestrian Safety.....	59
Touching Safety.....	59
Financial Safety.....	60
Before-Care and After-Care.....	60
Policies and Procedures.....	60
Open Times.....	61
Fees.....	61
Lunch Program.....	61
Playground Behavior.....	61
Rules and Behavior.....	61
Playground Equipment.....	61
Release of Student.....	62
To Another Adult.....	62
To the Police.....	62
Parent Involvement.....	62
Visitors.....	63
Room Parents.....	63
Parties.....	63
Pictures.....	64
Animals at School.....	64
Dance Policy.....	64
Homeschooling.....	64
Extra-Curricular Activities.....	64
 SPECIAL POLICIES AND INFORMATION	
Catholic Youth Organizations (CYO).....	66
Parent Club or Organization Bylaws.....	66
School Commission Bylaws.....	66

MESSAGE FROM THE PRINCIPAL

Dear Families,

Welcome to Our Lady of Guadalupe School! In choosing Our Lady of Guadalupe School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Parent/Student Handbook reflects the policies of Our Lady of Guadalupe School for the 2023-2024 school year.

The Our Lady of Guadalupe School Handbook is available online and hard copies are available in the school's main office. All school families must read this document carefully and have a signed handbook agreement form on file. By signing this agreement form, you and your student(s) agree to abide by the policies of Our Lady of Guadalupe School during the 2023-2024 school year.

The faculty and staff of Our Lady of Guadalupe look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion. God bless you.

Respectfully,

Lauren Hobbs

DIRECTORIES

2023-2024 SCHOOL FACULTY AND STAFF

Principal	Lauren Hobbs	lhobbs@guadalupe-school.org
Vice Principal	Janet McClelland	jmcclelland@guadalupe-school.org
Pre-School	Heather Owens	howens@guadalupe-school.org
Pre-School	Heidi Coy	hcoy@guadalupe-school.org
PreK	Jeanine Morley	jmorley@guadalupe-school.org
Pre-K	Estrella Ovena	eovena@guadalupe-school.org
ELC Assistant	Lisa Martinez	lmartinez@guadalupe-school.org
ELC Aftercare	Joanne Simpson	jsimpson@guadalupe-school.org
ELC Aftercare	Julie Herrmanns	julieh@guadalupe-school.org
Kindergarten	Shelby Lange	slange@guadalupe-school.org
K Classroom Aide	Kathleen Everett	keverett@guadalupe-school.org
Grade 1	Taylor Baber	tbaber@guadalupe-school.org
Grade 2	Katie Hart	khart@guadalupe-school.org
Grade 3	Rachel Hoch	rhoch@guadalupe-school.org
Grade 4	Marie Fuchs	mfuchs@guadalupe-school.org
Grade 5	Jake Zwaller	jzwaller@guadalupe-school.org
Grade 6	Niko Serpanos	nserpanos@guadalupe-school.org
Grade 7	JC Santos	jcsantos@guadalupe-school.org
Grade 8	Casey Loose	cloose@guadalupe-school.org
Math Specialist 6-8	Allie Savio	asavio@guadalupe-school.org
Music Teacher	Ann Sager	asager@guadalupe-school.org
Physical Education Teacher	Mackenzie Sullivan	msullivan@guadalupe-school.org
Art Teacher	Vivetta Nofrietta	vnofrietta@guadalupe-school.org
Spanish Teacher	Vivetta Nofrietta	vnofrietta@guadalupe-school.org
Learning Support Specialist	Rita Gazewood	rgazewood@guadalupe-school.org
After School Tutoring	Heather Owens	howens@guadalupe-school.org
Library and Technology	Beth Sommerville	bsommerville@guadalupe-school.org
Extended Day Care	Laura Joe	ljoe@guadalupe-school.org
Counselor	Kim Brunskill	kbrunskill@guadalupe-school.org
Band Instructor	Frances McKamey	mckameyf@kennedyhs.org

PARISH ADMINISTRATION

Pastor	Fr. Kevin Duggan	frkevin@olgseattle.org
Pastoral Associate	Helen Oesterle	heleno@olgseattle.org
PAA	Michelle Scheving	michelles@olgseattle.org
Bookkeeper	Gail Neudorfer	gailn@olgseattle.org
Safe Environment Coordinator	Sandy Plummer	sandyp@olgseattle.org
Baptism & Confirmation	Sarah Riggio	sarahr@olgseattle.org
PA for Social Outreach	Kelley McKenzie	outreach@olgseattle.org
Parish Coordinator	Velma Jones	velamj@olgseattle.org
Pastoral Care/Faith Formation	Molly Berger	mollyb@olgseattle.org
Facilities	David Fitton	davef@olgseattle.org
School Custodian	Mensur	

SCHOOL COMMISSION MEMBERS

Chair	Jason Howell
Treasurer	Mario Santos
Commission Member	Seth Doyle
Commission Member	Katie Richmond
Principal	Lauren Hobbs
Vice Principal	Janet McClelland
Pastor	Fr. Kevin Duggan

*School Commission is a closed meeting, and not open to the public.

SCHOOL PARENTS ORGANIZATION BOARD MEMBERS

Co-Chair	Robyn Campbell	olg.parent.org@gmail.com
Co-Chair	Clare Dewey	olg.parent.org@gmail.com
Secretary	Katherine Smith-Jacobs	
Treasurer	Angela Nickerson	

*All parents and guardians are welcome and invited to be a part of the PO.

OUR LADY OF GUADALUPE SCHOOL INFORMATION

SCHOOL LOCATION

Our Lady of Guadalupe School is a Preschool through 8th grade Catholic elementary school. It is located at 3401 SW Myrtle St.

SCHOOL PHILOSOPHY

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 today. We face this task as a community united and empowered by the grace of the Holy Spirit.

HISTORY OF SCHOOL

Our Lady of Guadalupe Catholic School is a ministry of the Our Lady of Guadalupe Parish, located at the highest point of West Seattle. The parish was originally founded in 1960 and the school structure was the first building to be built in 1962, with the parish church opening in 1970. The Sisters of Saint Mary of Oregon founded and served the school until 1974. Since then, the faculty has been staffed by educators who, together, strive to equip our students with the compassion, morality, courage, critical thinking, and academic excellence necessary for responsible stewardship today.

The school began with single grade level classrooms, kindergarten to eighth grade. And after a year of study in 2003, the school launched the preschool and prekindergarten programs. But it wasn't until the spring of 2012, when the school and parish completed a long-awaited project: a state-of-the-art school gym. Soon after, in 2018, the school transformed our lower floor into the Early Learning Center (ELC), expanding the pre-school and prekindergarten programs to offer convenient full and half day options for parents.

Thus, over the last 63 years, Our Lady of Guadalupe Catholic School has been committed to providing quality Catholic education for the surrounding community, working in partnership with each student's family to create a nurturing environment where children are challenged and supported to grow intellectually and spiritually, in service and in leadership.

MISSION STATEMENTS

ARCHDIOCESE OF SEATTLE

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

OFFICE FOR CATHOLIC SCHOOLS

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

OUR LADY OF GUADALUPE PARISH

Our Lady of Guadalupe Parish is a diverse, welcoming Catholic community rooted in West Seattle. Led by the Holy Spirit, we gather in prayer and live as disciples of Jesus Christ. United in our core values, we serve our community and care for all God's creation.

OUR LADY OF GUADALUPE SCHOOL

Our Lady of Guadalupe Catholic School fosters Gospel values, inspires academic excellence, and develops service and leadership. We face this as a sacramental community united and empowered by the Holy Spirit.

NOTICE OF NON-DISCRIMINATORY POLICY

Our Lady of Guadalupe School admits students of any race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, sex, sexual orientation, color, national and ethnic origin, age, or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate based on race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students is decided on a case-by-case basis by the principal or his/her designee.

ACCREDITATION

WESTERN CATHOLIC EDUCATION ASSOCIATION

Our Lady of Guadalupe School was accredited by the new NSBECS standards in March 2022. The accreditation is awarded through Western Catholic Educational Association. Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process. The next Accreditation is scheduled for March 2028.

COVENANTS

COMMUNITY COVENANT

Our Lady of Guadalupe School community strives to be a covenant community. The teachers and staff at Our Lady of Guadalupe School are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

CATHOLIC SCHOOL TEACHER'S COVENANT

Each teacher at Our Lady of Guadalupe Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at Our Lady of Guadalupe Catholic School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth.
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship,
- provide appropriate and challenging academic instruction;
- embrace the diversity of their students and build bridges between all cultures;
- set clear standards for behavior and be fair and consistent in discipline

CATHOLIC SCHOOL STUDENT'S COVENANT

As a student at Our Lady of Guadalupe Catholic School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- respect all students and treat each one with care regardless of race, gender, or other differences.
- obey all rules.
- respect school property and the personal property of other students.
- display proper manners and always show common courtesy.
- assume responsibility for all their actions and not make excuses.
- always do their classwork and homework without excuses or disrespect.
- be on time, ready to learn, and give their best effort.

CATHOLIC SCHOOL PARENT'S COVENANT

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose Our Lady of Guadalupe Catholic School to assist them in forming their child as a disciple of Jesus Christ and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in Our Lady Guadalupe Catholic School. Parents understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- be a Christian role model by regularly attending Sunday Mass with their children if they are Catholic.
- promote respectful behavior in their child by setting a good example in their own speech and behavior.
- show respect for the school personnel, volunteers and visitors and teach their child to do the same.
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- follow the policies and procedures of the Our Lady of Guadalupe School Handbook.
- accept and embrace the diversity at Our Lady of Guadalupe Catholic School.
- respect the privacy of the faculty, staff, students, and their families.
- not consume smoke or vape prescribed cannabis products on school grounds, school transportation and/or at school activities and events.

ADMISSION AND ENROLLMENT POLICIES

GENERAL INFORMATION

It is understood that Our Lady of Guadalupe School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of Our Lady of Guadalupe School. Our Lady of Guadalupe School reserves the right to dismiss any student, or to deny reenrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

Prior to entry, attendance, or transfer to a Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a 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. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA)) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

1. Applications and registrations will be considered on the following priority basis:
 - a. Current students presently enrolled at Our Lady of Guadalupe School.
 - b. Students of families who have children presently enrolled in the school.
 - c. Students of families who are registered, supporting and active in Our Lady of Guadalupe Parish. The family must be in good standing regarding participation in and financial support of the parish in order to receive consideration for in-parish tuition, if offered.
 - d. Students of families who are registered in and supporting other Catholic parishes with priority given to parish-subsidized families.
 - e. Baptized Catholics who are not covered by the above qualifications.
 - f. Non-Catholic students.
 - g. When the applicants are equal, the following will be taken into consideration:
 - i. Longevity in the Our Lady of Guadalupe Parish;
 - ii. Children/siblings of alumni of Our Lady of Guadalupe School;
 - iii. Grandchildren of long-time parishioners; and
 - iv. Results of any interviews deemed necessary by the Principal.
 - h. As in all school policies, the final decision is made by the Principal and Pastoral leader of Our Lady of Guadalupe.
2. Non-Catholic students will be eligible for admission if space is available after April 1st. Non-Catholic students are placed on a waiting list in the order their completed applications are received in the school office.
3. As openings occur for each grade level, students will be admitted and/or placed on a waiting list. A waiting list will be established when a class reaches:
 - a. 18 in pre-kindergarten – 16 in Preschool

- b. 25 in kindergarten
 - c. 28 in 1st--8th grades
4. Our Lady of Guadalupe School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
 5. Final admission of students is dependent upon the results of an interview with the principal and review of current school records and entrance exam results.
 6. The completion of application forms, the approval of a tuition contract, a determination of available space, and a finding that the school has the ability to meet the needs of the individual student are also required.
 7. Final acceptance will be submitted in writing to all new families admitted for the following school year.
 8. A child must be 5 years of age for kindergarten and 4 years old for pre-kindergarten by August 31st immediately preceding the school year for which the student seeks to enroll. There are no exceptions made to this requirement.
 9. A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form MUST be submitted by all new students before school begins.
 10. All new students are accepted on a probationary basis. (Please refer to policy on Academic Trial Period). Students must meet and maintain academic standards and expectations.
 11. Registration will begin each year during Catholic Schools' Week at the end of January.

INTERNATIONAL STUDENTS

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in Our Lady of Guadalupe School must have complete legal documentation required by the United States government in order to do so.

STUDENTS WITH LEARNING DIFFERENCES

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, Our Lady of Guadalupe School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. Our Lady of Guadalupe School will consider:

1. the severity and degree of the disability;
2. the level of support needed from special services and any special equipment or related services the student may require;
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities;
4. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. the child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
6. Any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

Our Lady of Guadalupe School will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. Our Lady of Guadalupe School determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, Our Lady of Guadalupe School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

Our Lady of Guadalupe School honors the following procedures in trying to serve students with special needs:

Phase 1: Identification – Identification of the specific area of concern(s), documentation of concern, consultation with the student's family.

Phase 2: Assessment – Comprehensive assessment through the local public school or through private, professional consultants.

Phase 3: Planning and Placement – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan would be created to match the needs of each individual student with on-going communication and assessment.

****For the complete procedural plans for serving students with special needs, please contact the school office.**

ADMISSION FOR RE-REGISTRATION

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. Parents must return the mid-January intent form, stating their desire to re-enroll. If this form is not returned to the school office by the designated date, the student may be removed from the class list for the next school year.
2. After review of the family's current tuition contract/covenant compliance a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded) and health/medical compliance. The contract fee is non-refundable and due with the tuition contract.
3. Non-compliance could result in a change of tuition contract status.

WITHDRAWAL OF STUDENTS

In the event students are withdrawn from school, parents are asked to follow this procedure:

1. Notify Our Lady of Guadalupe School of the withdrawal via a note to the school office with a copy sent to the principal. Principal may request an exit interview.
2. All financial obligations must be met before a student's education records will be released.
3. Student's records will be sent at the request of the student's new school

WITHDRAWAL REGARDING FINANCIAL MATTERS

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

In order to receive a full refund of tuition paid, the parent/guardian must advise the principal by July 31st, if the student will be withdrawing. The registration fee is non-refundable under any circumstances.

- If a student is withdrawn by the first day of school, 95% of the tuition is refundable.
- If a student is withdrawn between the first day of school and the end of the first trimester, 50% of the tuition is refundable.
- If a student is withdrawn after the end of the first trimester, 100% of the tuition is owed.

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

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further 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 shall be provided without prior payment of tuition due to the school.

RIGHTS OF THE SCHOOL AND RELATIONSHIPS

PRINCIPAL PRIVILEGE

The principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook through the school newsletter.

RESPECT OF SCHOOL PROPERTY

Care of school property portrays a sense of pride and also strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

SEARCH AND SEIZURE

The principal and/or his/her designee may search student desks, cubbies, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

USE OF STUDENT INFORMATION AND PICTURES

The school reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year.

USE OF SCHOOL/PARISH GROUNDS

Our Lady of Guadalupe School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the covered play area, field, and play zones during active school hours.

SCHOOL/HOME RELATIONSHIPS

Our Lady of Guadalupe School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, Our Lady of Guadalupe may require parents to withdraw their children and sever their relationship with the school.

FINANCIAL POLICIES

TUITION

General Information

1. The School Commission, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
2. All tuition contract/covenant obligations for the prior year must be paid in full to insure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

Tuition Goals

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the Catholic family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

Our Lady of Guadalupe Tuition Rates

1. In-Parish Tuition Rate
 - a. A Our Lady of Guadalupe In-Parish family is one who is registered in the parish prior to school registration.
 - i. If relocating to this area from another Catholic school, a letter from the former parish expressing active parish family status would be acceptable.
 - ii. If coming from another parish that does not have a school, a letter from the pastoral leader expressing active parish status would be acceptable.
 - b. A Our Lady of Guadalupe In-Parish family is one who has a **Stewardship Commitment Card** on file in the parish office and are committed to fulfilling it. A quarterly review will be shared by the parish office to verify contributions.
 - c. A Our Lady of Guadalupe In-Parish family is one who is participate in the Annual Catholic Appeal (ACA).
2. Monitoring of the Our Lady of Guadalupe In-Parish Tuition Rate Privilege
 - a. A Catholic family receives the gift of the “In-Parish” rate provided the criteria of being parishioners as stated in the Admissions and Enrollment policies and included in the registration materials is met. These criteria do not in any way stand in judgment of a person’s depth or quality of faith, but rather as objective ways of establishing a person’s commitment to Our Lady of Guadalupe Parish. So that each parent/guardian might be treated equally and fairly, the most objective means of monitoring parishioner status is through the financial giving records kept by the parish.
 - b. Each year, the School Commission, in co-ordination with the principal, will establish the actual cost of educating a student at Our Lady of Guadalupe School and apply the gift of the parish subsidy to determine the “In-Parish” rates for Catholic students.
 - c. The school office will report all tuition obligation data to each school family three times a year. At any of these reporting periods, report cards or mid-term reports may be held

until families become current with their school financial obligations. The parish bookkeeper will mail stewardship statements regarding parish contributions. This data is kept confidential with only the pastoral leader, principal, and bookkeeper involved in maintaining and honoring the parish financial records.

- d. If there is a financial challenge being incurred by a parish family, the family should notify the school directly. There is a process for applying and receiving Our Lady of Guadalupe scholarships and there is a deep commitment to make sure all our Catholic families have the financial support they need. Any Catholic families challenged by their stewardship commitment may make an appointment to discuss this matter privately with the principal and the pastoral leader.
 - e. For returning students, family financial obligations will be assessed each spring. Catholic families receiving the “In Parish” rate may be moved to “Catholic Out-of-Parish” rate for failure to live up to the requirements of the tuition contract and the Family Handbook. This decision is made by the pastoral leader in accordance with the principal.
3. Non-Catholic Tuition Rate
- a. A non-Catholic student is one who has not been baptized into the Catholic Church and does not receive in-parish tuition.

TUITION PAYMENT OPTIONS

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

- A. Tuition is due on or before the **fifth day** of every month. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, the school will initiate the following procedures:
 - a. A **late fee of \$25** will be added to the total tuition balance, and additional late fees of \$25 each month will continue to be added until the account is current.
 - b. If at the end of **thirty days** the tuition account is not current, the parent will be notified of the past due amount.
 - c. If at the end of **sixty days** the past due condition continues to exist, the parent will be notified in writing by the principal that the account must be brought current.
 - d. If at the end of **ninety days** the account has not been brought current, school services to the family will be immediately discontinued and the account may be referred to a collection agency.
 - e. A **\$30 NSF charge** will be assessed for any returned payments.
- B. Our Lady of Guadalupe School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.
- C. Our Lady of Guadalupe offers four tuition options to school families:
 - a. Tuition paid in full August
 - b. 2 equal payments (July and January)
 - c. 12 equal payments (July through June)
- D. Families that are experiencing financial difficulties should contact the principal immediately.
- E. **Electronic banking is an option for all school families.** Please contact the school office if you would like to set up automatic payments. No charitable (goods or services) contribution shall be accepted in consideration of a student’s enrollment at Our Lady of Guadalupe School.

TUITION CONTRACTS or COVENANTS

1. Each family signs a tuition contract, agreeing to the rights and responsibilities each must promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at Our Lady of Guadalupe School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or school bookkeeper.
2. The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. If more than one person is responsible for the tuition costs and fees, then both should sign the tuition contract. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.
3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.
4. All families must pay a registration fee of \$250.00 per student K-8th and \$150.00 for the ELC. The registration fee is used toward the cost of contract processing, supplies, and activities. All registration fees are non-refundable. For new families the fifty-dollar application fee will be applied to the registration fee.

TUITION ASSISTANCE

Fulcrum Foundation Tuition Assistance

The Fulcrum Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

-Our Lady of Guadalupe School Financial Aid

Local financial assistance can be requested by any current school family. However, families must first apply for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the Fulcrum Foundation (See above). Once a family has submitted the application by the designated deadline, the family can then request an application form for the Our Lady of Guadalupe School Financial Aid. The confidential form is processed by the school administration and awardees are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and Our Lady of Guadalupe financial aid. Any special circumstances will be handled confidentially by the principal/vice and pastoral leader.

The principal will determine the process and amount of tuition assistance based on specific criteria. Our Lady of Guadalupe School families who belong to Our Lady of Guadalupe Parish receive first consideration for assistance. Families will receive notification from the principal regarding their tuition assistance award.

Emergency Financial Aid

Life status changes occur, and Our Lady of Guadalupe School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency

scholarship request. If any funds are available, the principal and Financial aid Committee will work with the pastoral leader to assess the need and respond accordingly.

REGISTRATION AND FEES

New Student Registration Fees:

1. Families of new students must pay a \$250.00 registration fee per child K- 8th and \$150.00 per child for ELC to secure the student's placement at Our Lady of Guadalupe School. All registration fees are non-refundable. This registration fee is due with the Our Lady of Guadalupe School New Student Registration Application.
2. Registration begins in March for new families.

Re-Registration Fees:

Re-registration is held each year starting after the State of the School event for families currently enrolled at Our Lady of Guadalupe School. The registration process is complete when the school has received:

1. Our Lady Guadalupe School Tuition Contract along with the contract fee.
2. Our Lady of Guadalupe School New Student Registration Application along with the new student registration fee.
3. Emergency information forms that have been completed in full.
4. Applications for parish assistance and scholarship applications if applying.
5. Records: Baptismal and birth certificates, immunization, health records, and transcripts from any previous school.

Building Fees:

Beyond registration and tuition, there are several additional fees that may be charged:

1. Book fees- if books are lost.
2. Technology fees- if lost or damaged.
3. 6th Grade Camp Fee—For full details please refer to 6th Grade Camp Policy.
4. Field Trips—Prices vary due to field trip destination and costs.
5. School Supply fee – may vary
6. 8th Grade Fee- fee will not exceed \$50 & assists with cost of graduation, 8th grade shirts, etc.

FUNDRAISING

Each school family will be required to participate in fund raising.

Auction

1. The auction is Our Lady of Guadalupe School's largest fundraiser. It is an annual dinner gala with a silent and live auction dedicated to support the full mission of the school and is held each year. The Development Director, Parent Organization and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition contract, families donate or "procure" \$200.00 worth of items for the auction, or they can buy out. Buy-out money is used by the Our Lady of Guadalupe procurement team to purchase quality items for the auction. (Please see Our Lady of Guadalupe Financial Policies for additional information).

Annual Fund

Every family is encouraged to financially support the Our Lady of Guadalupe School's Annual Fund, which helps with the current and future viability of the school.

SERVICE HOURS

As part of the tuition contract, each family is responsible for finding, recording, and tracking their service hours during the school year. The annual commitment hour requirement is 50 hours for returning K-8 families, 40 for new K-8 families and 20 hours for a ELC families. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$50 rate per hour due May 31st each year.

It is the parent's responsibility to find opportunities to serve the school or parish. Families are encouraged to document their hours monthly and submit them at the end of the month for recording purposes. A periodic update of recorded hours is sent to all families through the school year.

All on campus adult volunteers must complete Safe Environment *Virtus* training (more below).

How can I fulfill my service hour commitment? Get involved at the school and parish level. Any service supporting the good works of the school and parish are counted as volunteer hours. Ideas include, but are not limited to room coordinators, recess monitors, working in the classroom, service projects, take home projects, OLG auction, gardening around the grounds, serving on a commission, driving, and chaperoning on fieldtrips, attending the monthly Parent Club Organization meetings and MORE!

ACADEMIC POLICIES

Our Lady of Guadalupe School exists to teach the message of Jesus Christ to its students. The curriculum taught at Our Lady of Guadalupe School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. Our Lady of Guadalupe School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. Our Lady of Guadalupe School is fully accredited through the **Western Catholic Educational Association (WCEA)**. A copy of the accreditation study and report is available on the Our Lady of Guadalupe School office.

CURRICULUM

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards subject areas. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

Instruction

The instructional program at Our Lady of Guadalupe School continually strives toward implementing the best and most appropriate teaching practices. These practices include circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence questions and answers, teacher directed questions and answers, high level questioning, discussion, and observing.

Religion

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, Our Lady of Guadalupe School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs, which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Friday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

Non-Catholic Students are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.
2. Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services but are invited and encouraged to do so

to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments. Non-Catholic students, like other students, are required to participate in service-learning projects and student service hours sponsored by the school.

Religion Class - Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

Sacrament of Penance - Opportunities to receive the Sacrament of Penance are made available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

Catechetical Formation in Chaste Living - The school will offer ongoing formation in chaste living, using an approved text, as part of Catholic moral formation, as required by the WCEA's Catholic Identity accreditation standards, and by standards published by the USCCB (2008): Catechetical Formation in Chaste Living.”.

Community Service - Each student and class take part in Christian service activities throughout the year.

ACRE Test - The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the **National Catholic Educational Association** (NCEA) in the month of April. The school will receive a group report for each ACRE leveled assessment used in the school.

Mass – Our Lady of Guadalupe School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers monthly for the celebration of the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

Prayer - In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

Academic Subjects

English Language Arts - The English/language arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

Mathematics - The math curriculum is aligned with the Common Core State Standards for all grade levels. The program emphasizes individual student abilities, and students can be placed in higher-level math classes (see below). The math program also emphasizes basic math facts, hands-on activities, and an online visual-spatial technology program for grades K-5.

Social Studies/History - In social studies, PreK through 3rd grade students learn about communities, geography, and map skills. In 4th and 7th grade students take required Washington State history courses for a portion of the year, fulfilling state requirements for high school graduation. All grades focus on

civics, geography, government, economics, and history. 5th and 8th grade approach this through United States History. 6th and 7th grade achieve this by studying world history, and ancient history in relationship with global religions (6th grade). At the 5-8th grade level, current events are actively incorporated into social studies and history classes. *Story Path* interactive history units are used in most grade levels, to help bring history to life for students.

Science – Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into the curriculum. *FOSS* Curriculum, and *Carolina Science* materials are used to bring science to life through investigation, and the scientific method at all grade levels.

Music – Students in Music classes, our students will sing, dance and play instruments. They will learn, among many other things, solfège, how to identify rhythms and notes on the music staff, how to read sheet music and music in hymnals, music theory and world music with colorful and engaging videos, songs, and dances. They will also practice -and perform- short musicals often by using the big green screen. Once our students reach 4th Grade, they can opt to participate in Chorus, as well as School Band upon entering 5th grade.

Physical Education/ Health - Physical education is aligned with the Washington State standards. Students work on coordination, movement, and physical activities, as well as team building, and motor skills. Health curriculum is also covered at intermediate level, aligning to science standards and health standards.

Technology - Students are introduced to major operating systems that may include Windows, IOS/Apple, and Google. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects. Students primarily use Chromebooks in 2nd-8th grade, and in ELC and primary grades, iPads are used.

Students are preparing for a world in which technology literacy is an important part of their future educational and vocational careers. Technology allows students to develop their learning styles and explore more creative ways to demonstrate their mastery of skills, concepts, and information. Technology is a tool by which teachers can reach each student at his or her own level, pace, and interest to enhance their lifelong learning process. This is an integral part of the educational program at Our Lady of Guadalupe School.

Students accept the responsibilities and guidelines outlined in the agreements they sign each year for the use of all Our lady of Guadalupe School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parent. Internet access is available to students for educational purposes only. Our Lady of Guadalupe staff has taken precautions to restrict access to inappropriate information and students are not to use the Internet without a teacher present.

Library Skills – All students visit the school library once per week and 1st through 8th grade students are given the opportunity to check out books to read for growth in reading and academic skills, as well as for enjoyment. Students are taught strategies for locating information, selecting, and evaluating both paper and electronic resources, and extracting information from those resources.

Art - Art instruction takes place in Preschool through 8th grade and is connected to subject areas, liturgical seasons and holidays, and is facilitated by the Art teacher.

Personal Safety – Our Lady of Guadalupe School uses an Archdiocesan required safety program in PreK through 8th grade. Current program is *Protecting God's Children*™ program by Virtus.

Band Program – Through our partnership with Kennedy Catholic High School, since 1984, hundreds of students have actively taken part in the Band program.

Choir Program – 6th - 8th graders can participate in Middle School Choir.

Advanced Math Placement

In 8th grade, students may be placed in an advanced math group based on the following criteria. A student must:

1. have current math teacher recommendation as being an independent worker and learner
2. data determined by math teacher

All students in advanced placement status enter the new school year on a probationary period to demonstrate the habits and skills needed for success in the new level of challenge. Placement in advanced math classes is up to the discretion of the math teacher, supported by the principal.

Assessment

Our Lady of Guadalupe School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to portfolios, written tests, oral tests, presentations, performance tasks, and projects. Progress reports are sent home to parents two times a year and report cards are sent home three times a year. Students in grades 1 through 8 take the Measures of Academic Progress (**MAP**) standardized tests. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

LIBRARY

Mission Statement

The Our Lady of Guadalupe School Library exists to help develop reading skills; to encourage recreational reading; to help familiarize students with the world around them, both present and past; to enhance the curriculum taught in the classrooms; and to promote a life-long love of reading.

Philosophy Statement

The school library staff is committed to providing highly responsive service to the entire school community. The staff strives to inform, enrich, and empower every member of the school community by providing access to high-quality, appealing, timely, authoritative, and reputable materials in a variety of genres for a variety of age levels. The library staff acquires, organizes, and provides a wide variety of children's literature; Catholic resources; other relevant library materials; and serves the entire school community with caring and expert assistance. All students are encouraged to visit the library regularly and often so that they may enjoy and benefit from these materials.

Responsibility Policy

It is a **privilege** for students to use this facility and its materials. With this privilege come the following **responsibilities**:

1. **Students are responsible** for knowing what books they have checked out and for knowing where those books are at all times.
2. **Students are responsible** for taking proper care of library books and for returning them on time.
3. **Students are responsible** for learning and demonstrating proper library etiquette at all times in order to maintain a quiet, studious atmosphere.

Overdue Notices: Overdue notices will be sent home periodically throughout the year. The notices are a reminder to the student and his/her parent to return the book(s) for others to use.

Final Overdue Notices: In May, as the library prepares to close for the year and take inventory, the final due date will be announced; all books will be due; and final overdue notices will be sent. If books are not returned by the final due date, a fine will be incurred.

Damaged Library Books: Students whose books are returned damaged beyond what would be considered “normal wear and tear” will incur a fine in an amount commensurate with the extent and type of damage. If the damage is so extensive that the book is no longer fit for circulation, the amount of the fine will be the replacement cost of the book.

Lost Library Books: If a student believes he/she has lost a library book, the library staff should be notified as soon as possible. If the book is still lost when the library prepares to close for the year, the student/parent will be billed for the replacement cost of the book.

Questions, Comments, Concerns: If you have a question, comment, or concern about our materials, service, or library in general, please submit it in writing to the library staff. The librarian and the school administration will meet with you to respond to your concern, and the pastoral leader will make all final decisions regarding materials available for the students.

FIELD TRIPS

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. **All students must bring the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of the written form. Only students currently enrolled at Our Lady of Guadalupe School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at Our Lady of Guadalupe School.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. (Bus transportation is the preferred method to be used for any fieldtrip.) School uniforms are to be worn on field trips unless otherwise indicated by the principal.

In accordance with Washington State law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old
2. The driver must submit to a background check and show no felony, DUI, or reckless driving convictions
3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese’s

insurance company

4. Effective January 1, 2020

- Children under age 2 must be properly secured in a rear-facing car seat,
- Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing,
- Children ages 4 and older and less than 4'9" tall must be secured in a booster seat with seat belt (or continue in harness seat).
- Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old).
- Children under age 13 are required to ride in the back seat when practical to do so.

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

Children not enrolled in the school (or class that is attending) shall not accompany the class field trip.

OUTDOOR EDUCATION

The Outdoor Education Program at CYO Camp Hamilton is a part of the 6th grade curriculum at Our Lady of Guadalupe School and attendance and participation in camp and camp activities are mandatory. **It is not an optional program as it reflects directly upon the expectations and grades and encompasses every subject.** The outdoor education program is in direct alignment with Washington State Educational Standards and the Archdiocese of Seattle religion standards. Camp Hamilton is owned by the Archdiocese of Seattle and is operated in accordance with values and morals uplifted by the Catholic Church. Students attending camp will practice academic risk-taking skills through critical and creative thinking, problem solving, and working cooperatively in addition to participating in the liturgical celebration of the Mass.

Camp Hamilton is not an optional program; the only excused absence from camp is illness with a doctor's written note recommending that the student avoid outdoor activities. A student who misses camp due to an illness is responsible for making up missed work and the student's family must make arrangements for the student not to be at school during camp week. If a student does not attend camp due to another reason besides illness, 1/3 of their overall science and religion grades for the 3rd trimester can be affected.

Payment for this important educational experience is the responsibility of the parents of 6th grade children. Limited scholarships for camp are available; access to these funds must be obtained through the principal. Payment for camp must be paid to Our Lady of Guadalupe School in full before a student is allowed to attend camp.

Adult chaperones are needed for the successful implementation of camp activities and events. Any interested chaperone must fill out a camp chaperone application. Only current 6th grade parents, guardians, or grandparents can be selected as a parent chaperone. Chaperones must be over 21 years old and must abide by the rules set forth by Our Lady of Guadalupe School and Camp Hamilton; these include cell phone and other electronic device usage which are not allowed. All chaperones must have completed the Archdiocesan Safe Environment training. The 6th grade science teacher and the administration will make the final determination on the selection of parent chaperones. In addition, all 6th grade parents must attend a mandatory camp meeting which will outline important information and

expectations of camp policies and procedures for both the student and chaperones.

STUDENT SERVICE PROJECTS

As part of our mission to help the students understand their role in the larger community and to develop in them a sense of service and responsibility, students in all grades will be a part of community service projects. Service is giving of one's time to help someone who is less fortunate.

8th Graders at Our Lady of Guadalupe School must complete an additional service project, required for graduation, the Juan Diego Project. The Juan Diego Project is 20 hours of in-person, individualized service, with a local non-profit organization. It is fully chosen and organized by the student, supported by the parents/ guardians, and approved and guided by the 8th grade teacher. Students will align their projects to the Catholic Social Teaching, and social justice issues of their choosing. Students will be required to reflect, research, and advocate for their organization throughout the year and follow the guidelines provided by their teacher. Completion of hours is due by April 15th. Failure to complete hours may impact trimester three grades in religion or history (civics/ current events), as determined by courses taught by 8th grade homeroom teacher.

HOMEWORK

The Our Lady of Guadalupe School faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

Pre-Kindergarten

Homework assigned to Pre-Kindergarten students is under the discretion of the Pre-Kindergarten teacher and there is no specific amount of time for this grade.

Kindergarten and First Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 20 – 30 minutes.

Second and Third Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 30 – 45 minutes.

Fourth and Fifth Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 45 minutes to one hour.

Middle School – Sixth Through Eighth Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately one hour to one and one-half hours.

Additional Homework Notes

1. Students in 4th – 8th grade are responsible for writing down their homework for each class in the assignment notebook they receive in September.
2. If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
3. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
4. Middle school students (Grades 6th – 8th) may periodically expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.

Late Work

In K - 8th grade, the late work policy is under the discretion of the homeroom teacher.

Make-Up Work

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day.

GRADING

Students in the primary grades K-3 are assessed using a number grading scale based on meeting the academic standards for their grade level. Students in grades 4-8 are assessed on a letter grade system that is aligned with the academic standards of their grade level. Students' effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be prearranged between the teacher and the principal in conjunction with parents.

GRADING SCALE FOR GRADES K - 3:

4	Exceeds standard/expectation
3	Meets standard/expectation
2	Working to meet standard/expectation
1	Significantly below standard/expectation
NA.	Not Assessed

GRADING SCALE FOR GRADES 4- 8:

A	95 – 100%	C+	78-82.99 %	
A-	93 – 94.99%	C	74-77.99 %	+ = Consistently
B+	90 – 92.99 %	C-	70-73.99 %	check = With occasional reminder
B	86 – 89.99%	D+	67-69.99 %	- = Inconsistently
B-	83-85.99 %	D	60-66.99 %	N/A= Not assessed
		F	0-59.99%	

If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

PROGRESS REPORTS

Frequent communication between home and school is encouraged regarding your child's academic progress. These reports are sent home several times during each year. Progress reports are not part of a child's permanent school record. Parents are encouraged to contact teachers with questions and/or concerns. Appointments should be made with the teacher, and a meeting should never be attempted during class hours.

REPORT CARDS

Trimester report cards are issued at the end of each 12-week term. We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child's progress. They are tools of assessment that are used to measure a student's achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress.

PARENT-TEACHER-STUDENT CONFERENCES

Mandatory Parent-Teacher-Student conferences will be scheduled for each family in the middle of the fall trimester. Winter conferences are optional and may be scheduled by a parent and or teacher. The purpose of these conferences is to provide an up-to-date and personal evaluation of the students' work and progress and to discuss with parents the ways to assist their children. Conferences also give parents opportunity to ask questions and to become informed of school activities. The conferences are student-centered; each student is an active participant and all students in grades 1-8 are expected to attend. Attendance of Preschool, Prekindergarten and Kindergarten students are not asked to attend. Registering for conferences is done online.

Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your child's teacher.

RETENTION

If the teacher feels that another year in the same grade would be beneficial for the student, he/she may be retained in that grade. If retention is being considered by the teacher; parents must be notified by February conferences. A formal letter from the principal will be sent out by March 1st and a final decision regarding the retention will be made by mid-May. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

If a middle school student (Gr. 6-8) does not pass two out of three trimesters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from Our Lady of Guadalupe School. In all cases, the final decision rests with the principal.

ACADEMIC PROBATION

Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from Our Lady of Guadalupe School.

ACADEMIC PROMOTION

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student is the sole responsibility of the principal.

ACADEMIC TRIAL PERIOD

All students who are newly enrolled in grades Preschool through 8th at Our Lady of Guadalupe School are admitted on a six-month trial basis. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

SCHOOL SUPPLIES

Basic uniform school supplies were provided for each student at the start of the school year. If additional supplies are needed at home families will be expected to purchase said supplies. If replenishing is requested during the school year, families may be charged a fee to replenish needed supplies for student success.

TEXTBOOKS

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook.

TUTORING

Teachers may tutor a student for profit in a subject if they are not responsible for teaching the student in that particular subject. Class time may not be used for any private lesson or practices. Check with the principal for the appropriate forms to be completed.

DISCIPLINE AND BEHAVIORAL PROBLEMS

DISCIPLINE PROCEDURES AND POLICIES

We are committed to the development of a Christian community wherein all members, adults, and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to re-direct energies toward growth.

Purpose of discipline at Our Lady of Guadalupe School

1. To provide an environment of Christian community, wherein growth and development of the person is made possible, stimulated, and encouraged.
2. To provide an opportunity for the student to practice Christian ideals and attitudes.
3. To assist students in the development of self-discipline, courtesy, and respect.
4. To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn.
5. To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

Appropriate behavior is defined as following three basic rules:

1. We respect self and others.
2. We respect and care for school and personal property.
3. We observe playground boundaries, lunchroom, library, and school safety rules.

Corporal Punishment Prohibited

The use of corporal punishment in any form is **prohibited** at Our Lady of Guadalupe School. All school personnel exercise pastoral leader care in the discipline of a student and will follow carefully articulated discipline procedures.

Disciplinary Policies

To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure an optimum learning atmosphere and create a climate in which each student has the maximum opportunity to learn.

The following are in addition to the Student Covenant and rules covered in the Our Lady of Guadalupe School Handbook.

Basic school-wide rules:

1. Students are to comply with every faculty and staff directive at all times.
2. Students are to use an appropriate voice when speaking.
3. Students are to keep hands, feet, and other body parts to themselves.
4. Students are to speak respectfully to others (no profanity or name-calling).

DISCIPLINE REGULATIONS

The rules of a school, governing all conduct and discipline, are in-place to insure an optimum learning atmosphere in the classroom. "Optimum learning atmosphere" shall be defined as the climate in which

each student has the maximum opportunity to learn. Conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

A student who engages in conduct detrimental to the school's reputation or learning environment, whether on or off school grounds, can be subject to suspension or expulsion.

Disciplinary Actions

When methods of positive reinforcement, motivation, cool down opportunities, and conferencing with students have proved unsuccessful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Emphasis is placed on recognition of appropriate choice and behavior. Since building a Christian community demands that everyone be given the opportunity for personal growth, infringement of these rights will result in disciplinary action. Consequences are used at the teachers' and/or administrators' best judgement and are based on three factors: 1) the student's unique needs as an individual, 2) the student's behavior record, and 3) the circumstances surrounding the offense.

Consequences for Disciplinary Action

Possible consequences can be, but are not limited to:

- Developmentally Appropriate Think Sheets (outlined below)
- Missing Recess play time
- Making Restitution
- Meeting with the Vice Principal and/or Counselor
- 10 minutes after school with the teacher
- Completing service during recess or after school
- Receiving 30-minute detention (outlined below)
- Implementing a Behavior Plan (outlined below)
- Suspension (outlined below)
- Expulsion (outlined below)

Think Sheets/Conduct Referrals

Students will be issued conduct referrals if behaviors are outside the norms. After a conduct referral, the student will meet with the Vice Principal (or Principal if Vice Principal is unavailable or if incident is escalated). At that time a developmentally appropriate think sheet may be given. The child will complete the think sheet to the best of their abilities. Parent signatures are required on all forms.

Detention

After School Detention

After school detention will be held once a week on Thursday from 3:10 PM – 3:40 PM on an as needed basis. Students will receive after school detention after three conduct referrals or other major infraction. Parents will be informed. A parent/ guardian meeting may be scheduled if more than one detention has occurred.

After school detention may result from, but is not limited to, the following:

- Gum chewing/spitting
- Inappropriate language
- Inappropriate Mass behavior
- Two after-school detentions (the third resulting in an in-school suspension and mandatory parent conference)
- Harassment
- Fighting (includes play fighting)
- Cell phone use (phone will be confiscated)
- Serious offenses (such as those requiring a referral to administration)

Behavioral Contracts

A student is placed on a behavioral contract when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student's parents at a conference. The behavioral contract will state specific areas where growth is needed and will provide specific directions in terms of negative and positive reinforcement. Parent signatures are required on all processing forms.

Suspension

In-School Suspension

Three detention infractions for behavioral reasons in a trimester will result in an in-school suspension and the implementation of a behavior contract. The student will not be allowed to return to class until a conference is held with the parents, student, teacher(s), vice/principal. Extreme or serious behaviors can result in an immediate suspension. Persistent and serious offenders may be asked to withdraw from Our Lady of Guadalupe School.

Out-of-School Suspension

A student is expected to conduct himself/herself in a manner that is consistent with the Catholic faith. At the sole discretion of school leadership, a student may be placed on suspension for serious misconduct that is deemed to be detrimental to the school or the school's reputation on or off campus, during a school or parish sponsored activity, that happens off school grounds, or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period of time (generally not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and vice/principal. A second suspension for the same or similar infractions may cause the student to be expelled. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

Expulsion

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.

Due Process

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from Our Lady of Guadalupe School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

HARRASSMENT/BULLYING

Our Lady of Guadalupe School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of Our Lady of Guadalupe School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. Our Lady of Guadalupe School will promptly respond to allegations of harassment and bullying and take each allegation seriously. Our Lady of Guadalupe School will review and investigate such matters in a professional and timely manner.

1. Our Lady of Guadalupe School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
2. Our Lady of Guadalupe School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

Conflict

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

Harassment

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- (A) Physically harms a student or damages the student's property;
 - (B) Has the effect of substantially interfering with a student's education;
 - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - (D) Has the effect of substantially disrupting the orderly operation of the school.
- and that creates an intimidating, hostile or offensive school environment.

Descriptive Terms

1. Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.
2. Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.
4. Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
(A) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
(B) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
(C) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
5. Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

Bullying and Cyberbullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over a period of time.**

There are three types of bullying:

1. Verbal bullying involves saying or writing mean things.
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
3. Physical bullying involves hurting a person's body or possessions.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

Threats

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended or expelled and the police will be notified.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline

VIOLENT BEHAVIORS

Our Lady of Guadalupe School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

The following are examples of infractions requiring action:

Aggressive or Reckless Behavior

Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

Alcohol and Drug Policy

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of Our Lady of Guadalupe School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

Assault or Intentionally Causing Physical Injury

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive an in-school suspension. For severe cases, parents will be called, and the student must go home. Students in 5th-8th grade will also receive an additional in-school suspension.

Criminal or Gang-Like Activity

Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts. Criminal / gang-like activity shall not be tolerated on school/parish grounds or at any school/parish - sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

Cheating

Our Lady of Guadalupe School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz or any assignment, or forges a signature on any test, note, or report, the person cheating will receive a failing grade on the test or assignment, and any person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include (but is not limited to):

1. leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so
2. writing answers on desk tops, clothing, or on hands, legs, arms and other parts of the body
3. looking on another's test paper
4. copying another student's assignment and/or homework
5. talking with another student during a test period
6. writing down answers copied from others when tests are handed in
7. talking with students from previous class periods in order to get test information
8. using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz or test
9. handing in a paper for credit which has already been graded in another class, without the approval of the teacher, or has been written by someone else.

Disturbances

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

False Fire Alarms and Fire

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms can be a misdemeanors subject to a fine up to \$1000.

Arson is a felony. Any student who sets a fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

Forgery

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required will result in a disciplinary action.

Gambling

Gambling on school/parish grounds is illegal and not allowed.

Hazing

Hazing in any form or of any type is not allowed at Our Lady of Guadalupe School and can result in suspension or expulsion from school.

Insubordination

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.

Leaving School Grounds without Permission

Any Our Lady of Guadalupe student who leaves the school grounds without permission from the school will receive a suspension or expulsion for his or her actions.

Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Students who use plagiarized material will be subject to a reduction in grades and disciplinary consequences. Allowance to resubmit a plagiarized assignment for credit will be up to the discretion of the teacher.

Profanity

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

Respect of Property

All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.

Smoking

Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school/parish premises or at school-sponsored activities or on school transportation. Students caught smoking will receive a suspension and or expulsion for their actions.

Theft

Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

SEARCHING STUDENT'S BELONGINGS

Our Lady of Guadalupe School has the right to search anything that a student brings onto the school campus. In addition, the school has the right to search backpacks and/or cubbies at any time.

WEAPONS

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.**

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or causes bodily harm will be considered a weapon. If the

principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate, or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate, or coerce will be treated as a real weapon.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items.

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

Weapon Procedures

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.
3. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
5. In cases that result in expulsion, the student has the right of appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the "no trespassing" order.
6. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
7. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

SCHOOL POLICIES

DAILY SCHEDULE

School begins promptly at 8:30 each day and dismisses at 3:00 on Monday, Tuesday, Thursday, Friday and 2:15 PM on Wednesday. Children should not come to school before 8:15 AM since there is no supervision prior to that time. Children arriving before 8:15 AM or staying past 3:10 PM and not participating in before or after-school programs will be sent to the Extended Care program, and parents will be billed accordingly. On inclement weather days, students are invited inside the building and students will go to their assigned areas to sit quietly until the school bell rings. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

CALENDARS

The OLG Parent Public calendar is available on the school's website. The OLG Parent Public calendar also has information on how to subscribe to our calendar from your devices and view the current school year's at At-A-Glance Calendar. The school calendar is subject to change. The OLG Parent Public Calendar will have the most up-to-date information. When possible, families will also be notified via email, in our newsletters and other school communications.

ATTENDANCE

Absences

Our Lady of Guadalupe School hours are from 8:30 AM to 3:00 PM. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. When a student is absent from school, parents must verify the absence before 8:45 AM by contacting the school office. To report an absence or tardy, please email the homeroom teacher and info@guadalupe-school.org. You can also phone the school office 206-935-0651. If there is no contact from the parents, the school will call for verification. If parents cannot be reached, persons listed on the emergency form will be contacted. Failure to communicate an absence will result in an unexcused absence, until verified by a parent/guardian.

If a student is absent more than 10 days in a trimester, a parent conference will occur, and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.

Missing school for any reason is considered an absence. Students who miss school or a class because of any absence may be provided an opportunity to make-up work. Failure to make up assignments or tests may result in an adverse effect on grades.

Tardiness

The school day starts at 8:30 AM and a student is considered tardy if he/she is not in his/her classroom at 8:30 AM. All students arriving after 8:30 AM must stop in the office and receive a tardy slip to admit them into their classroom. Children should then proceed to the classroom and enter the classroom with

as little disruption as possible. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy.

Appointments

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the School Calendar to note in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents must go to the school office to sign the student out and return to sign the student back in. If a child is gone from school for more than three hours, it is considered a one-half day absence.

Vacations

Daily attendance is an integral part of the educational experience at Our Lady of Guadalupe School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations and arrange trips during school breaks. Students are responsible for all work assigned during their absence.

Inclement Weather

When inclement weather makes it necessary to close the school, parents will receive notice via but not limited to the Our Lady of Guadalupe School website, Facebook, and Constant Contact. The school may also utilize text messages to families regarding closure alerts. Please look for information between the hours of 6:30 AM and 8:00 AM, always looking specifically for Our Lady of Guadalupe School. Please do not send students to school or **Extended Day** until it is confirmed that the school is open.

If the weather turns hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible. All missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the principal.

UNIFORMS

Policy

Our Lady of Guadalupe School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day. Failure to cooperate with the uniform policy will result in uniform infractions.

Where to Purchase

New uniforms are available through the Dennis Uniform Store at <https://www.dennisuniform.com/> National Customer Service phone number is 800-854-6951 Used uniforms are available through the Our Lady of Guadalupe Parent Organization or school office.

Expectations

Parents are expected to help children keep the school uniform code. At Our Lady of Guadalupe School, we wear uniforms because:

1. They represent our Catholic school image and tradition.
2. They discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure and allowing the attention of the students to be directed to learning.
3. They assure that the dress standards of the school emphasize neatness.
4. They promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility.
5. They are less costly to families and more easily maintained.
6. They promote an attitude of moderation and modesty.

Student Uniform Rules:

1. Students will be in uniforms that fit properly and are neat and clean.
2. Students will be in uniforms that are in good repair (no torn clothing).
3. Uniform shirts and blouses must be worn under the school sweatshirt, sweater or vest, and are to be tucked into their pants/skirts.
4. T-shirts worn under the uniform shirt or blouse must be plain white.
5. No sweatshirts, large shirts, sweaters, jackets (other than uniform logo wear) will be worn during school time. They may be worn at outdoor recess only.
6. All hats are to be taken off as students enter the building.
7. Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom.
8. All students shall have a uniform sweater, vest or sweatshirt and will wear "full uniform" on designated days. Students always wear dress uniform for Mass days, class picture days, and other special events. "Full uniform" means uniform sweater, vest or sweatshirt (not athletic) as part of the uniform.

Appearance

Make-Up - Female students in middle school whose parents allow them to wear makeup shall wear it lightly and tastefully. Fingernail polish is considered make up. K-5 students may wear clear nail polish only; middle school may wear clear or pale pink. Other nail polish colors, French Manicures, and designs on nails are not allowed. Artificial fingernails are not appropriate and not allowed.

Hair - Hair must be neat, clean, and out of eyes, with the ability to be pulled back, for safety and visibility reasons. If a student comes to school with colored hair, they will be required to have it dyed back to their natural color within a time frame designated by the school. Hairstyles or colors that draw attention to the individual are not acceptable. Hair ornaments should complement the colors of the uniform and not be distracting. Hairstyles deemed distracting by the faculty and/or the administration are not appropriate. Mohawks, mullets, or extreme hairstyles of any type are not allowed.

Blouses – Short-sleeved white blouse with Peter Pan or sports collar; white knit turtleneck pullover; short-sleeved button-front white knit with collar. All blouses and shirts must be tucked into the waistband. White polo shirts are allowed. **NO logos**, trim or crests are permitted.

Coats – Coats/jackets are a requirement between November and April. Coats may not be worn in the classroom.

Jewelry – Should be simple, not distracting, hoop/dangling or overly large, or of a color or style that does not complement the uniform. **Earring guideline: earrings should be the size of a dime or smaller.** No jewelry should be worn which would impact the students' safety. Hair ornaments should be of colors that complement the uniform. No cat ears, unicorn horns, or costume-like headbands, unless a designated spirit day. Wristbands that promote a charity or health awareness are fine as long as they are

appropriate and have approval from the student's teacher, and may not exceed the wrist (i.e. a few, not a sleeve of bands).

Jumpers, skirts, and skorts –Students in K - 5 wear the Marymount plaid jumper or skirt (to be worn within **2 inches** of the knee) No rolling of skirts will be allowed. Grades 6-8 may wear a blue skirt. Shorts should be worn under the jumper, skirt, or skort but may not be visible. **Navy or black leggings or tights** can be worn in cold weather.

Pants - All pants must be a uniform-style pant. Students in grades K-8 wear plain navy blue, regular navy corduroy, or cotton twill long pants. In grades 6 – 8, grey pants may also be worn. Pants must not have contrasting stitching or adornments, and be ankle length, straight legged, and hemmed to shoe tops. Pants must be worn snugly around the waist and may not be baggy and oversized. No cargo-type pants are allowed. Belts are encouraged to help shirts stay tucked in, and pants pulled up, though not required.

Shirts – Students in K – 8 wear short or long sleeved, button front, white knit-polo shirts with collars.

Shoes – Students must wear casual or tennis shoes that tie or Velcro. No sandals, slip-ons, or slippery-soled party shoes. No flip flops, also applies to any Non-Uniform days. **No boots of any kind are allowed to be worn with the uniform.**

Shorts – Students may wear uniform navy-blue walking length shorts in cotton twill (not knit or athletic style). Shorts must be worn within 2 inches of the knee.

Socks - All students are to always wear socks. Solid neutral colors that match the uniform and are no longer than the knees.

Sweaters, Vest or Sweatshirts – Uniform sweaters, vests or sweatshirts are a part of the full uniform. There are many comfortable choices available to complement your student's uniform.

Gr. K- 8 choices include: **blue** cardigan sweaters, V-neck sleeveless vests, crew neck pullovers, and blue Our Lady of Guadalupe uniform sweatshirts. All sweaters and sweatshirts must fit appropriately and need to be kept in good repair and replaced when needed. CYO sweatshirts are only allowed on non-uniform days and on Spirit Wear Days (see below).

Miscellaneous -

No facial piercing of any kind is allowed.

No visible or body tattoos are allowed.

Scouting uniforms may be worn to school on day of meeting.

- **Uniform notices will be given by teachers, staff, or administration. Three uniform notices will result in detention.**

PE Uniforms: For grades 6-8, please review the PE Uniform guidelines listed on the PE page on the website.

Non-Uniform Days

Occasionally the school will announce non-uniform days. It is the parents' responsibility to send their children in appropriate attire for school. Dress on these days must be neat, modest, and appropriate for school. Students may not wear cut-offs, tank tops/spaghetti straps, mini-skirts, spandex-type fashions, sweat clothes or yoga pants, or T-shirts with sayings or designs which advertise drugs, alcohol, or any other inappropriate subject matter or sexual innuendos. Shirts, sweatshirts, and dresses must cover the shoulders and torso. No exposure of the mid-drift is allowed

Our Lady of Guadalupe Spirit Day: On special days designated as "Spirit Day" all students are welcome to wear a casual uniform. This includes any Our Lady of Guadalupe sweatshirt or Our Lady of Guadalupe T-shirts; this includes CYO sweatshirts or t-shirts. These may be worn with blue denim jeans. Blue denim jeans must be presentable. Jeans must be in good repair and may not be ripped, acid-washed, or have holes or any adornments on them. If a student chooses not to participate in spirit day, then they may always wear their uniform.

Lost and Found

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

EDUCATIONAL RECORDS

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

Transfer of Student Records

If a parent is registering a child in another school, Our Lady of Guadalupe school will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

Types of Records

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file, and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at Our Lady of Guadalupe School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Our Lady of Guadalupe School to amend a record that they believe is inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by Our Lady of Guadalupe School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request Our Lady of Guadalupe School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by Our Lady of Guadalupe School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

PARENTS AND GUARDIANS

Non-Custodial Parents

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have 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 school office.

Divorced or Separated Parents

Our school exists to aide parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents

in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

PHONES AND ELECTRONIC DEVICES

Cell Phones

Students must keep cell phones off and in backpacks while at school. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. The cell phone is to be kept completely off and in the student's backpack. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

1. Any cell phone use, including text messaging, during the school day, including after school and at Extended Care is prohibited.
2. The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited.
3. Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
4. No harassment or threatening of individuals via cell phones is permitted.
5. Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
6. If a parent needs to contact a student during the school day, such communication shall be through the school's office.

Office Phone Use

The school Office is open from 8:00 AM to 4:00 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

Electronic Devices

The use of electronic communication devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, iPods, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or Kindle), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features on

any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered as and treated as cheating.

COMMUNICATION

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at Our Lady of Guadalupe School. Correspondence from the school is delivered to families in several ways including but not limited to email, telephone, and a monthly paper family communication envelope. All personalized communication between school/ home and home/school requires acknowledgement of communication within 24 hours during school hours. Important information such as weekly school and classroom newsletters, yearly calendars, school and parish flyers, and Our Lady of Guadalupe items, CYO forms, and other materials may be sent via email to every family each week on Thursday and in the Thursday family communication envelope once each month. To be well-informed of academic and community news, it is essential that each family take time to open and read the school emails and newsletters when they arrive.

With Principal

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. For the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

With Faculty

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional, and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children and online, and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

Electronic

Whether occurring within or outside of Our Lady of Guadalupe School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through e-mails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign,

disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

Directory

The Our Lady of Guadalupe school directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to have this information published must notify the school in writing no later than the third week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in late September and sent to families electronically. The Our Lady of Guadalupe school directory is intended solely for the use of Our Lady of Guadalupe school families and employees to strengthen their mutual support and the education of Our Lady of Guadalupe school students, and any other use of the information in this directory is strictly forbidden.

Emails

Our Lady of Guadalupe School provides students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or un-trusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students are not allowed to use chat features or email each other during school hours.

Social Media

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching and/or interfere with the educational environment of the school. Our Lady of Guadalupe School students and their parents must adhere to and sign the Our Lady of Guadalupe School Student Computer and Internet Agreement.

HEALTH CARE

Communicable or Contagious Disease

Always students with contagious diseases should be treated with justice and respect in every way consistent with protecting the safety of those not afflicted with such diseases.

Schools shall act to limit the spread of contagious diseases to preserve and protect the health of students and staff. Staff shall report to the school administrator or designated person any individual suffering from a communicable disease or one suspected of being contagious.

Parents will notify the school of a diagnosis of a contagious disease. The administration will notify other parents and/or the health department, if necessary, to stop the spread of the disease. Before returning to school the student must be past the period of communicability, that is: free of fever without medication, vomiting, and/or diarrhea for 24 hours, and be able to participate in normal classroom activities.

All employees and health volunteers who work in schools will be trained in appropriate methods of responding to situations that involve human blood and other body fluids and solids and will have available to them the materials necessary for making a response.

Health Room

A Health Aid room is located near to the school office. This room is staffed by school staff and volunteers, who will check children's temperatures, treat minor injuries, conduct health and vision screenings, and maintain student health records. All medications will be kept in the office.

An Isolation Room, away from students and staff may be set up to care for students who are displaying COVID-19 symptoms. This room is staffed by school staff and volunteers, who will check children's temperatures, and call parents to pick up the child immediately. Reducing the spread of COVID-19 is important to the ongoing health and safety of students and staff.

Medication

Our Lady of Guadalupe School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, Our Lady of Guadalupe School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

Students at Our Lady of Guadalupe School are not permitted to have either prescription or non-prescription medication in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D,

written, signed and current permission from parent or guardian, and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e., an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e., an EpiPen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.
2. Students needing to use an inhaler may carry one on their person at all times once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

Counseling and Referrals

School support counseling is available through the school and/or various local agencies such as Catholic Community Services.

Counselors may see a student for up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise. Counselors and teachers will keep confidential information entrusted to them so long as no one's health or safety is at stake.

Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services to shed additional light on some need or concern. It is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialog with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, give us a call sooner than later. Contact your child's teacher or administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the school office.

REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT

Church personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after

they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

“Reasonable cause” means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.

Immunizations

Prior to entry, attendance, or transfer to a Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law RCW 28A.210.060 through 28A.210.170.

Every student enrolled in a 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. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington, including the physicians license number.

EMERGENCIES AND CRISIS PROCEDURES

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, Our Lady of Guadalupe School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via the Our lady of Guadalupe School website, email, and text messages. Students will not be dismissed to walk home unless the parent calls and requests they do so and assumes all responsibility for their safety. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. **Identification will be required to be shown by all parents and guardians/ anyone that you authorize to pick up your child. No exceptions.** Your help in providing and completing accurate information on the emergency forms is essential in ensuring immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

Emergency Form

The school must have an emergency form on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very **IMPORTANT** that the school be able to reach easily and quickly one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

General Emergencies

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

1. Student illnesses--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or vice/principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.
2. First Aid--The vice/principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately, and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.
3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
5. Medications--School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

Fire Drills

Fire drills are held monthly. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency backpack and first aid kit that should travel with them during times of drills.

Earthquakes

1. Instructions on what to do during an earthquake:
 - a. Remain calm and think through the consequences of any action you take.
 - b. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
 - c. If in a **CLASSROOM or School HALL** you should: Get under desks or tables and begin counting, "One , Two , etc. up to sixty. Face away from windows.
 - d. **DROP**-crouch on knees, close to ground. **COVER**-Place head close to knees. **HOLD**-Clasp hands firmly behind the neck. Close eyes tightly.
 - e. Remain in place until ordered to evacuate or until the "**ALL CLEAR**" signal is given.
 - f. If in **School HALL or ASSEMBLY** areas -- (Chairs and tables may be lacking and exterior walls and roofs could collapse.) You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.
 - g. If in a **STAIRWAY**, during an earthquake – Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position as described in (C).
 - h. If **OUTDOORS** – Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until "**ALL CLEAR**" signal is given. A teacher or other adult employee will take charge.
2. Specific considerations in the case of earthquakes/emergencies:
 - a. Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
 - b. Downed power lines or objects touched by the downed power line/wires should never be touched. **All WIRES SHOULD BE TREATED AS LIVE.**
 - c. If possible, any spilled medicines, drugs, chemicals and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.
 - d. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
 - e. Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been met. Parents may go to designated areas such as the church hall, adjacent to the school grounds, to meet their children.
 - f. Do not spread rumors. They often do great harm following emergencies.
 - g. Keep the streets clear for passage of emergency vehicles if necessary.
 - h. Be prepared for additional earthquake shocks called "**AFTERSHOCKS.**" Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
 - i. Respond to request for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
 - j. Cooperate fully with Public Safety officials.

Lockdown Shelter-in-Place

Lockdown/Shelter-in-Place is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown/shelter-in-place procedures routinely so they can be prepared in the event of an emergency. Lockdown/shelter-in-place procedures are not meant to scare the community but to empower all members to use safety precautions at all times. RCW 28A.320.125

SAFETY AT SCHOOL

Our Lady of Guadalupe School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of Our Lady of Guadalupe School.

Carpool Safety

Parents are asked to drop off their K - 3rd grade students in the South Lot. Please make sure you either park and walk your child to the ramp. If you are drop off in carline, make sure it is safe to briefly stop and let out your child. Please be aware of students and parents walking in the lot. 4th – 8th grade students can be dropped off in the North parking lot. Please do not drop off students before 8:15 as there is no supervision at that time.

For pick up K can be picked up in the South lot please get out of your vehicle to pick up your child. 1st - 8th will be brought to the North Lot by their teacher.

Preschool and PreK parents can park on 34th and bring their child into the ELC.

K-8th parents please DO NOT PARK ON 34TH during pick up and drop off.

Skateboards/Scooters/Rollerblade Safety

For security and safety, we do not advise students to utilize these modes of transportation to school.

Bicycle Safety

For security and safety, anyone who rides a bicycle to school needs to lock it on the bike rack on the north end of the gym. Helmets should be worn (by law) by all children. Riding bikes where carpool is occurring is not permitted. Please walk all bicycles along the upper path by the gym, when arriving to/ from school.

Pedestrian Safety

Pedestrians must utilize the designated walking areas and cross at crosswalks.

Touching Safety

Protecting God's Children™ program by Virtus is provided and required by the Archdiocese of Seattle and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in October and in March. This is a mandated program from the Archdiocese; however, if you would

choose to have your child opt out of the program, you must sign the *Touching Safety Opt Out Form™*, you must contact the principal directly.

Financial Safety

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

BEFORE-CARE AND AFTER-CARE

Our Lady of Guadalupe School offers a before and after school program, referred to as Our Lady of Guadalupe Extended Day Care (EDC). This program is located in the school hall and gym.

The primary focus of Our Lady of Guadalupe Extended Day Care (EDC) is to provide onsite quality supervised care for Our Lady of Guadalupe School. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

Students are supervised by Our Lady of Guadalupe Extended Day Care teachers that are employees of Our Lady of Guadalupe School. Our Lady of Guadalupe Extended Day Care teachers have CPR and First Aid training, Safe Environment training and adhere to yearly updates, and have passed background checks. Our Lady of Guadalupe Extended Day Care teachers are under the supervision of the Our Lady of Guadalupe Extended Day Care Director. Day-to-day management of the Our Lady of Guadalupe Extended Day Care is the responsibility of the Our Lady of Guadalupe Extended Day Care Director, who reports to the principal.

There is a separate charge for students attending the Our Lady of Guadalupe Extended Day Care program. Applications for Our Lady of Guadalupe Extended Day Care program are available in the school office.

Policies and Procedures

Extended Day is open in the morning from 7:00 am and in the afternoon until 6:00 pm Monday through Friday.

- Parents must sign in their student in the morning session of EDC. At 8:15 the Extended Day staff will dismiss the students to the school grounds for morning line-up.
- For the afternoon session, the EDC staff will sign in students. Parents must sign out their child when picking up for the afternoon session. Please Park and come to the EDC door.

Students are expected to treat each other and all EDC teachers with respect. This program is an extension of the school day and all expectations of behavior reflect school policies. If students do not exhibit respectful behavior, they may be removed from the program after a parent conference with the vice/principal.

A copy of the student's emergency form is kept on file at EDC. If you are sending someone new to pick up your student, please notify us either in writing that morning, or by a phone call directly to EDC.

Open Times

Mornings – 7:00 am
Afternoons – 3:10 pm
Early Dismissal Days – 12:10 or 2:25 pm

EDC is all five days unless otherwise noted. Extended Day is not open on federal holidays.

Fees

Mornings – 7:00 – 8:15 am	\$7.50 per hour
Afternoons – 3:10 – 6:00 pm	\$7.50 per hour
Noon Dismissal Days –	\$7.50 per hour
Full Day when school is not in session	\$7.50 per hour
Registration fee – yearly	\$30.00

Late fees – \$1.00 per student per minute after 6:00 pm

EDC bills on a monthly basis. All bills are due within 5 days of receipt. If your bill is not paid by the end of the month, your student may not attend the program until your account is paid in full. If the accounts are not current, report cards and records may be withheld.

LUNCH PROGRAM

Our Lady of Guadalupe School offers a hot lunch program for all students whose families choose to purchase lunch. Our school lunches meet all the nutritional standards required by both state and federal lunch programs.

Lunchroom Rules:

- Come and leave the school hall for lunch quietly and respectfully.
- There is absolutely no running in the hall.
- Use a normal conversation voice, no yelling or shouting is allowed.
- Do not throw food or objects.
- Clean up after yourself.
- Stay off the stage.

Failure to follow these rules may result in loss of recess.

PLAYGROUND BEHAVIOR

Rules and Behavior

Below are the guidelines to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action.

1. Inappropriate, vulgar, or profane language is not allowed on the playground.
2. Spitting is not allowed.
3. No food is allowed on the playground during recess.
4. Keep hands and feet to yourself. (Play-fighting, fighting, rough games, and contact sports are not allowed.)
5. Respect for adults is to be demonstrated.
6. Report all injuries to the playground supervisors immediately.
7. Students may not throw rocks or any projectiles at any time.
8. Students who cross the street to use the field must follow safety procedures: use the crosswalk, stop and look in both directions, wait until vehicles are fully stopped, then walk across the street.
9. Students may not bring their own equipment/toys out to recess. This includes all electronic devices.

Playground Equipment

Recess equipment is available for all students and should be shared with all those who wish to use it.

Students are not allowed to climb or hang on the fences or goal posts. All posted signs need to be honored. Students are to pick up and dispose any trash prior to leaving the field.

RELEASE OF STUDENTS

Release of Students to Another Adult

If anyone other than a parent or guardian is sent to pick up students, Our Lady of Guadalupe School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the emergency form. Our Lady of Guadalupe School will check identification of anyone who is not the child's parent and who is picking up a child from school.

Release of Students to Police

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal or Principal delegate. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

PARENTAL INVOLVEMENT

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

It is expected that parents will become actively involved in their child's progression through Our Lady of Guadalupe School. It is our hope that this will include assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in PARENT ORGANIZATION, attending fall and winter conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?
9. How can I help my child gain more self-reliance, self-confidence, and self-respect?

Visitors

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure. Adults are asked to wear a volunteer badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building.

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

All visitors will enter the building through the main door of the school. Side doors are always locked, and students/staff are encouraged to keep these doors closed at all times and not to open them to anyone.

Room Coordinators

Each grade has a team of Room Coordinators whose role is to assist the teacher in whatever ways she/he can. Some specific ways in which the Room Coordinators help the teacher may be:

- Calling parents to help the teacher as requested.
- Arranging for classroom parties with the teacher.
- Coordinating and serving coffee and donuts after Sunday Mass once each school year.
- Hosting special events each year depending on your child's grade. Please see your classroom teacher for more details and an explanation of the event.

Parties

Students are welcome to bring birthday treats for each student in their class. Individual cupcakes, cookies, or other small goodies are best. Please do not bring in cakes or other types of treats that take more time and need utensils. Please do not bring in beverages with the birthday treats. Birthday treats

are served at lunch time under the guidance of teacher. Parents/ family members do not attend for treat distribution. Adhere to all allergy concerns in the class.

Party invitations are not to be handed out at school or at carpool. Please send your invitations by mail or email. Please consult parent directory for addresses and emails. The school office cannot provide any contact information and does not distribute invitations or thank you notes. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out. If possible, do not pick up children from carpool for parties where the whole class is not included.

PICTURES

Individual photos are taken in the fall. Pictures are distributed via the classroom or online through the photographer's digital portal that they provide. Information concerning prices and packages is sent home at least one week before picture taking day. Class photos happen in the spring. No parent is required to pay for pictures unless they choose to order them. Professional photos are also taken at 8th grade graduation.

ANIMALS AT SCHOOL

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to Our Lady of Guadalupe School. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

DANCE POLICY

Our Lady of Guadalupe School does not host middle school dances outside of school hours. Our Lady of Guadalupe School students attending other Catholic school middle school dances must abide by the codes of conduct set forth by School and the Catholic school hosting the dance. Students will be disciplined for any behaviors that are detrimental to themselves or to the reputation of Our Lady of Guadalupe School. Students are only allowed to attend dances that they are provided permission slips for. We do not attend all dances offered in the archdiocese. Attendance is determined by invite, our own school calendar, behavior and principal discretion.

HOMESCHOOLING

The Archdiocese of Seattle Office for Catholic Schools Department does not endorse home schooling programs.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities sponsored by the school or parish such as band, choir, after-school clubs, scouting, CYO sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

SPECIAL POLICIES AND INFORMATION

CATHOLIC YOUTH ORGANIZATION (CYO)

CYO (Catholic Youth Organization) is an athletic program sponsored by the Archdiocese of Seattle. Our Lady of Guadalupe School students may participate in the CYO Program in accordance with norms governing the Archdiocesan CYO Outdoor Ministries and Athletics program.

The CYO's mission statement is "to provide opportunities for youth to develop strong moral character, self-worth, interpersonal competence, and a commitment to caring for others and their community through activities of a social, educational, and recreational nature based on Christian principles that reinforce societal values."

CYO's vision is that "With gratitude to Christ, we focus our resources and support the ministries which strongly impact the greatest number of youth, young adults and families – thus engaging them on their journey to know God and participate in the Catholic Community."

CYO Athletics is committed to the dignity and worth of each child it serves, regardless of physical talents, mental strength, or emotional health, and hopes that the same respect for life will become a part of his or her value system. A desired outcome is that each child knows that they are wanted and loved.

Boys and girls from ages 5 through 18 of any race or national origin participate in CYO Athletic programs. Sports may include soccer, cross country, basketball, volleyball, and track.

The CYO Athletics community is organized around the parish as its center of activities, as this is a natural environment that provides a resource of volunteers and financial support necessary for the implementation of activities for youth. It is this environment that also encourages family participation in activities, as well as serving as a base of operations for coordinated programs and service projects to the greater community upon which youth can have a positive influence.

PARENT ORGANIZATION

The Parent Organization is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education. Bylaws are available at the school office.

SCHOOL COMMISSION

The School Commission is a consultative board that works with the principal/vice and pastoral leader, in accordance with Archdiocesan policy, to assist in planning, policy development, finance, facilities, development and public relations, and self-evaluation of School Commission goals. The Commission serves as a consultative board to the principal and the pastoral leader in the formulation of local policies affecting the parish school. All policies adopted by the School Commission are brought to the pastoral leader for approval. Terms are staggered to maintain stability of long-range goals and directions. The School Commission Guidebook published by the Archdiocese of Seattle Office for Catholic Schools is available in the school office for checkout upon request.