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**Father Nicholas Ho, Pastor
Principal**

Mr. Joshua Rucker,

**Mrs. Liz Cheechov, Administrative Assistant
Mrs. Angela Montemayor, Secretary**

Mrs. Claire Guidry	Kindergarten	Mrs. Heather Cradit	Teacher Aide
Mrs. Leticia Kawamura	Grade 1	Mrs. Rosie Martinez	Teacher Aide
Mrs. Shannon Harris	Grade 2W	Mrs. Donicia Hernandez	Teacher Aide
Mrs. Trudy Connolly	Grade 2B	Sr. Roselee	Teacher Aide
Mrs. Laura MacDonald	Grade 3, Vice Principal	Mrs. Peggy Harris	Aide, Extension Staff
Mrs. Christina Lockwood	Grade 4	Mrs. Cathy Baker	Teacher Aide
Mr. Casey Valine	Grade 5	Mrs. Caroline McCord	Teacher Aide
Mr. Robert Tepolt	Grade 6	Mr. Steve Marston	Maintenance
Mr. Anthony Hock	Grade 7	Mrs. Jen Harrington	Counselor
Ms. Carmela Torres	Grade 8	Mrs. Anne Gabri	Extension Staff
Ms. Erin Cheechov	Art Teacher, Extension	Mr. Jason Solano	Music Teacher, Aide
Mrs. Kathleen Garcia	Extension Director, Athletic Director, P.E. Instructor		

School Philosophy

We at Our Lady of Grace School recognize that God is our creator. We actively seek union with God, respect for His Church and fulfillment of His gospel message. As a Catholic community in Christ, we base our philosophy on the educational mission set forth in to **Teach as Jesus Did**.

We believe parents are the primary educators of their children and that we share in this responsibility with them. We believe in and respect the uniqueness of each individual and strive to guide our students to recognize their self-worth.

Recognizing the complexity of our society, we assume responsibility for educating our students in all disciplines.

Our Lady of Grace School encourages students to address with Christian insight the multiple problems that face individuals and society today. We believe that every aspect of learning should be directed toward helping each student develop a holistic approach to life: religiously, morally, academically, physically, culturally and socially.

School Motto

Only our best,
Love from the heart
Gospel values!

Mission Statement

Our Lady of Grace Parish School provides students in grades Kindergarten through Eighth with a diverse, well-rounded curriculum modeled by the teaching of Jesus through gospel values, traditions and practices of the Roman Catholic Church. We dedicate ourselves to providing students with the opportunities for academic excellence and the necessary foundation to become life-long learners and successful members of society. We recognize the importance of family, and are committed to

providing a safe, spiritual and welcoming environment rooted in respect and discipline that nurtures individual self-worth.

Statement of Nondiscriminatory Admission

Our Lady of Grace School admits students of any race, color and national or ethnic origin. Our Lady of Grace School does not discriminate on the basis of gender in its admission policies and employment practices.

Schoolwide Learning Expectations

1. Become role models of Gospel Values

- Demonstrate through action & decision making a knowledge of Catholic Christian Identity
- Make Christian choices
- Show respect for self, others, and the world
- Participate as members of a family and faith community who give service to others
- Are appreciative of diversities in themselves, others, and the world

2. Use real world situations and Catholic insight to become successful members of our society by using reasoning, logic, and creativity

- Value the uniqueness in each individual
- Acknowledge the God-given gifts of individuals while supporting growth in other areas
- Participate as members of a family and faith community
- Problem solve real world situations using Christian insight
- Assist others in need of help in our global community

3. Build a foundation of basic skills

- Approach all learning with Christian insight and global perspective
- Demonstrate knowledge of Catholic teachings and doctrines
- Read and write in proper English
- Progress towards mastery of learning standards
- Become effective communicators
- Apply a variety of approaches to problem solving using learned skills

4. Be adequately prepared for the next step in learning

- Demonstrate study skills, read with comprehension, and employ critical thinking according to individual learning levels
- Express a curiosity and creativity towards academics, the arts and recreation
- Show individual development physically, mentally, and spiritually
- Participate effectively as members of a family, school and parish

5. Apply knowledge from one content area to another

- Effectively draw on prior knowledge to assist new learning
- Recognize the inter-connectiveness of learning
- Exhibit knowledge of events, both current and past, that help make them responsible citizens
- Demonstrate characteristics of life-long learners

6. Select and use appropriate tools and technology with Catholic Christian insight

- Use research tools, resources, and technology effectively and ethically
- Determine when technology is useful and select appropriate resources to address a variety of tasks
- Evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of information sources

Academic Policies

A student must have a 2.0 overall grade point average in order to be promoted to the next grade. Students receiving a C- or below in any subject area may be required to raise their grade through summer school and/or tutoring. Following is a breakdown of the system used to determine grade point average:

A = 4.0	B+ = 3.5	C+ = 2.5	D+ = 1.5	F = 0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = .7	

Grade Point Percentages:

A = 96-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F =
Below 60				
A- = 90-95	B = 83-86	C = 73-76	D = 63-66	
	B- = 80-82	C- = 70-72	D- = 60-62	

Graduation

Participation in any graduation activities is a privilege. Students may lose the privilege of participating in these activities due to inappropriate behavior, incomplete or failing work, incomplete service hours, or an outstanding balance due to the school. Graduation exercises consist of a baccalaureate Mass and a graduation ceremony. Graduation activities are at the discretion of the administration and the eighth grade teacher. Parties for graduates after graduation are the sole responsibility of the parents. Graduation dress should be modest and appropriate.

Homework

Homework is given to reinforce class work and promote study skills. Homework also provides the parent/guardian with the opportunity to monitor their student's schoolwork. Parents/guardians should look through the finished work and, when asked to sign a paper, do so only after thoroughly checking the work. Homework is due at the beginning of the assigned class period. Make-up work will be accepted for excused absences only. Any homework requests for absent students must be made through the office prior to 12pm.

Approximate Time Allotment For Homework:

Kindergarten	10 minutes
Grade 1-2	20-30 minutes

3-4

30-40 minutes

5-6

60 minutes

7-8

60-90 minutes

This is an overall average. Daily time will depend on the individual's ability to manage time and to plan for long-range assignments.

Honor Roll

Students in grades three through eight are eligible for Honor Roll each report card period. The subject areas to be recognized are: Religion, Math, Science, Social Studies, English, Reading and Spelling. Students must maintain a B or higher in Christian Citizenship to be eligible for Honor Roll. Detentions and discipline notices will adversely affect citizenship grade. The "A-Honor Roll" is for those students who maintain all A's in recognized subject areas and have no D's or F's in any subject area. The "B-Honor Roll" is for those students who maintain all A's and B's in recognized subject areas and have no D's or F's in any subject area. Students who receive 4 or more detentions in a trimester are ineligible for Honor Roll recognition.

Promotion / Retention

Students who satisfactorily complete a grade's work and who are correspondingly mature shall be promoted to the next grade.

Parents/Guardians shall be kept informed about the progress or lack of progress for their child/ren.

A student shall not remain more than two (2) years in any single grade. If in the teachers judgement retention is probable, the principal shall be notified and arrangements shall be made for a conference with parents/guardians no later than the end of the second quarter.

Both parents and teachers must consider the necessity of providing special assistance (i.e. tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program that is more realistically suited to his/her needs.

Report Cards

Report cards are issued at the end of each trimester. A \$5.00 replacement fee will be charged for lost or damaged report cards. Grades may not be issued to students who have been absent 6 or more days during the trimester unless the required work has been satisfactorily completed. A uniform grading code is used throughout the Diocese School system. (Numbers for grades 1-2, Letters for grades 3-8, S&U for all grades)

Code: This code is listed on the report cards:

5 = Exceeds grade level expectations
Outstanding achievement

A =

4 = Consistently meets grade level expectations	B	=	Above
3 = Usually meets grade level expectations	C	=	Average
2 = Below grade level expectations	D	=	Minimum
S = Satisfactory	U = Unsatisfactory	F	= Below

achievement
achievement
achievement
minimum
achievement

Admission Policies

Age of Admission

A child must be five years of age by September 1 to enter Kindergarten. A child who is six years of age by September 1 may be admitted to first grade.

ENTRANCE REGULATIONS

The State of California requires that all children entering school must provide evidence of current and complete immunization records and birth certificate.

First Grade: It is also required by the State that each child entering first grade must present satisfactory evidence to the school that he/she has received specified health screening and evaluation services within the previous 18 months.

- Screening is required for all incoming kindergarten students.
- Prior report cards and test scores must be submitted to the principal for review.
- An interview must be set up with the principal.

Arrival / Dismissal Guidelines

Arrival

Students may not arrive on campus before 7:30a.m. Morning supervision is available from 7:30a.m.until the start of the academic day at 8:15a.m.

Bell Schedules

K-3 Daily Bell Schedule

8:15 = Morning Assembly / Flag Salute

8:30 - 10:00 = Class Time

10:00 - 10:15 = RECESS

10:15 - 11:45 = Class Time
11:45 - 12:30 = LUNCH
12:30 - 2:45 = Class Time
2:45 = Dismissal

4th-8th Bell Schedule

8:15 = Morning Assembly
8:30 - 10:15 = Homeroom Class
10:15 - 10:30 = RECESS
10:30 - 12:10 = Switch Class
12:10 - 12:15 = Switch Back / Prepare for Lunch
12:15 - 1:00 = LUNCH
1:00 - 2:55 = Homeroom Class
2:55 = Dismissal

Minimum Days

One Friday each month is a minimum day. For other minimum days, please refer to the school calendar.

Grades K-3: 8:15 - 11:45 a.m. Grades 4-8: 8:15 am - 11:45 a.m.

Dismissal

Children must be picked up promptly after school unless they are to remain for athletics or other supervised activities. Children not picked up directly after class will be sent to Extended Day Care at 3:30 pm and the appropriate fee will be billed to the parents/guardians.

As a safety measure, any child leaving school early must wait in the classroom until notified to come to the office on arrival of a parent/guardian, who will then sign the early dismissal register. Parents must wait in the office for the child. If the student returns to school again that day, he/she must report to the office first. In cases of emergency, the school secretary will notify the teacher.

If children are in an athletic program and must remain for practice or a game, they will be under the supervision of the coach involved. However, siblings of those students cannot and will not be supervised by the coaches. Therefore, we require they be enrolled in the Extension Program (with prior arrangements made with the director) for the period of time that the activity requires. There will be a charge for this service.

Students are forbidden by school policy to leave the school grounds once they have arrived at school. They may not leave school grounds and return while waiting for an after school activity nor leave the school grounds to go to any of the local shopping places for after-school refreshments. If it becomes necessary for a student to leave for any reason, he/she must have the permission of the Principal.

Children are to remain in school uniform on school grounds.

Custody and release of minors: It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes and arrangements.

Parents must notify the office if their child is going to be picked up by any person other than those listed on their child's emergency form.

Parking Lot Procedures

Morning Drop Off

Students can be dropped off in the morning by entering the school from the Stonegate Road entrance only. This entrance will be used to drop off and to exit in the morning. Do not utilize the Linden Road entrance for morning drop off, unless you are staying to volunteer in a classroom or some other project on campus.

After School Pick Up

Both entrances to the school (Stonegate Road & Linden Road) will be used for after school pick up. Those students who travel in carpools, as well as all Kindergarten students and students in grades 4–8 are to be picked up using the Stonegate Road entrance. Students in grades 1–3 who will be picked up individually are to be picked up using the Linden Road entrance. These entrances will be used for pick up and exit in the afternoon.

Parking

Parking is allowed on the half of the school blacktop farthest away from the classrooms until 9 a.m. Please do not use the parking spaces nearest the Linden Road entrance during school hours, unless for a late arrival or early dismissal, as these spots are reserved for school staff members.

Late Arrival / Early Dismissal

If your student is arriving late to school, you should use the Linden Road entrance for drop off. The student is to report to the school office prior to going to class so that they can be accounted for and given a late admit slip.

If you are picking up a student for an appointment or any other early dismissal reason, please use the Linden Road entrance and park in any spot closest to the entrance. You will need to come to the school or administrative office to sign out your student. Please do not go directly to your student's class to pick them up. To avoid interrupting the class, we will call and have your student gather their belongings and meet you at the office.

Student Self-Transportation

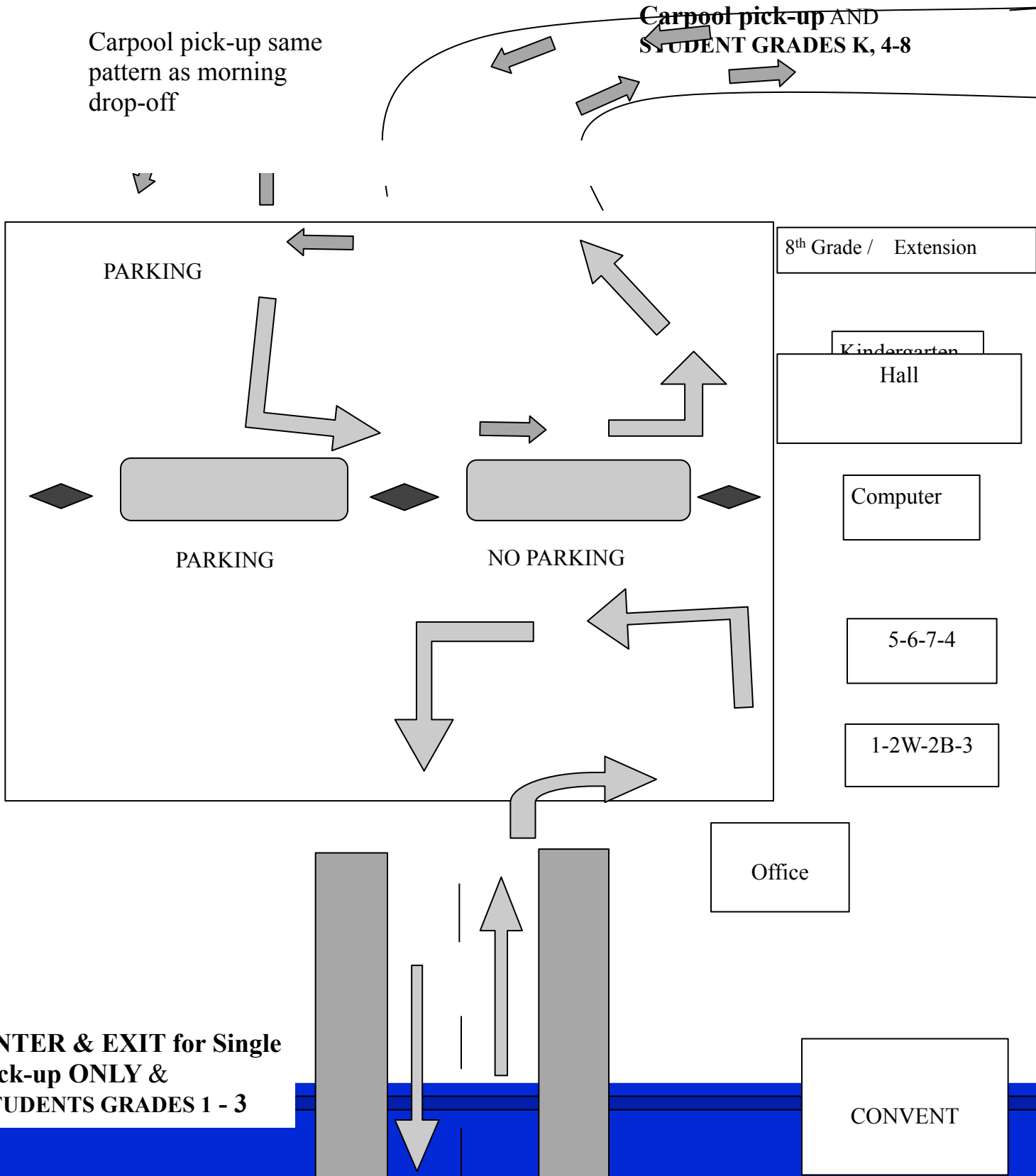
If your child is permitted to walk or ride their bicycle to and/or from school, a written notice should be sent to school granting permission. If your child rides their bicycle to school, they must be

wearing a helmet. Riding without a helmet may result in detention and the loss of the privilege of riding their bicycle to school. No skateboards are allowed on campus at any time and may not be used to get to or from school. Any student walking or riding to/from school and home must go directly from one destination to the other without stopping at any other location. Failure to go directly to or from school and home will result in the loss of privilege of walking or riding to/from school. Any injury or mishap resulting from non-compliance of this rule is the sole responsibility of the parents.

Parking Lot Procedure Diagram

**ENTER & EXIT for
Carpool pick-up AND
STUDENT GRADES K, 4-8**

Carpool pick-up same
pattern as morning
drop-off



**ENTER & EXIT for Single
pick-up ONLY &
STUDENTS GRADES 1 - 3**

Office

CONVENT

Linden Road



School Information

Tuition and Fees 2011-2012

A registration fee (non-refundable) will be collected at the beginning of the registration process. This fee partly covers the cost of books, supplies, technology, yard duty, insurance, diocesan assessment and testing, and field trip fees.

\$425 Grades 7&8 \$325.00 Grades 1-6 \$ 3 2 5 . 0 0
Kindergarten

There are two rates if tuition at Our Lady of Grace School:

Our Lady of Grace Church Parishioner*

\$3700 1 child, \$5700 2 children, \$7700 3 children, \$9700 4 children

Non-Parishioner

\$4,400 1 child, \$6,900 2 children, \$9,400 3 children, \$11,900 4 children

*To pay the Parishioner Rate you must be registered at Our Lady of Grace Church, regularly attend Masses, and contribute to Our Lady of Grace Church through use of the Church's envelope system or by personal check. The status of "Active Parishioner" is subject to the Pastor's discretion, and can be revoked at any point during the school year and adversely affects your tuition rate.

Tuition may be paid over a 10 or 12-month period. If you should choose the 12-month plan you must notify the school administration prior to May 1st for the following school year.

Payments made in full for the entire year receive a 3% discount if paid prior to the first day of instruction.

Tuition is to be paid on the 1st of each month. A \$10.00 delinquent fee will be charged if it is not in by the 15th of each month. If still not paid by the end of the month, your child may not continue at Our Lady of Grace School. (If you need to arrange a payment schedule that differs from this, please call the school administration)

There is a \$25.00 fee for returned checks, AND future tuition payments must be paid by money order or cash.

The coupon book must be used when making payments. If your book is lost, a \$10.00 fee will be charged.

All financial obligations must be fulfilled by the end of May. If there are any outstanding dues, your student's report card and any academic awards will be withheld. 8th grade families with outstanding balances will not be allowed to partake in any graduation activities.

Extension Program

Children must be enrolled at Our Lady of Grace School in order to attend the Extension Program. Children new to the program will have a 3-6 month probationary period. The Extension Program closes at 6p.m. **All regular school rules apply during Extension Program, including disciplinary actions. Extension and School should be deemed one in the same.**

The fees for this service are as follows:

Registration Fee = One child \$75.00, Two children \$100.00, Three Children \$125.00

Extension Fees Grades Kindergarten – 8th (paid monthly):

1 child	=	\$2250.00/year	=	\$250.00/month
2 children	=	\$3150.00/year	=	\$350.00/month
3 children	=	\$4050.00/year	=	\$450.00/month

For other services, drop-in fees or any questions regarding our Extension Program, please call (916) 372-8748. **If you need to utilize Extension as a drop-in, please be aware that you must call the school office to notify us ahead of time. Upon calling, you will be required to give a credit card # and expiration date, as drop-in fees are charged immediately.**

Phone Policy

Students may not use the telephone at school without direct permission from a teacher. Teachers will notify the office when a health reason warrants a call home.

Teachers are not to be called nor classes interrupted during the school day. If you wish to speak to your child's teacher, please send a note or call the office. This information will be forwarded to the teacher. All conferences should be scheduled at a time convenient for both teacher and parent (outside of class time).

Cell Phones/ Electronic Devices

Our Lady of Grace School understands that cell phone use is a safety factor. During school time, cell phones are not to be turned on or seen. If a student is found using the cell phone during school hours, the cell phone will be confiscated and the student will be found in non-

compliance with school policy and may result in suspension. In order to be returned, the cell phone must be picked up by a parent from the school office. Electronic devices must stay off during school hours and not be seen. Any damage or loss of electronic devices is not the responsibility of the school. Confiscated devices may be withheld at the teacher's discretion for as long as the last day of instruction.

Gum

Gum chewing is not permitted on campus at any time (except sports functions).

Parent Participation Program

30 hours minimum of Parent Participation are required. Parents' participation is essential towards minimizing the ever-increasing cost of operating the school as tuition alone does not provide sufficient funds. Along with the 30 hour requirement, each family must participate in one of the Quarterly Work Parties.

Parent Participation hours may be performed by parents, guardian, grandparents, aunts, uncles, cousins, etc. Anyone who performs duties required to work with children must be fingerprinted and cleared by the California Department of Justice through the Sacramento Diocese LiveScan system. Contact the school office prior to getting fingerprinted to make sure you have all of the documentation necessary to be filed with the Sacramento Diocese.

It is your responsibility to record those hours performed. Please make sure you sign in when you earn hours or send a note with your name, date, what you did and how long it took you to do it. Check with your child's teacher to earn hours doing projects for the classroom. If you do not fulfil the minimum requirements, you will be billed at the rate of \$20/ hour.

Scrip Program

Each family enrolled at Our Lady of Grace School has agreed to purchase at least \$2000 in Scrip throughout the school year. Scrip can be ordered by filling out the form available in the school office or online and submitting along with cash, check or credit card at the beginning of

each week. Orders that cannot be filled “On-The-Spot” will be filled by the end of the week.

Library

The school Library has been absorbed into each classroom and reference materials have been moved to the Computer Lab for research to coincide with Internet studies. Students will be required to read daily and can borrow from classroom library collections or personal books may be brought from home.

Report Cards

Students are to return their progress reports and report cards within a week after receiving them. If a child loses his/her report card, there will be a \$10.00 fee.

Dispute Resolution Process

A. AIM

Disputes often arise in schools due to misunderstandings, differences in judgement, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case the parties should attempt to resolve their differences at the level at which the dispute has taken place and before entering this process. For example, a dispute with a teacher must involve an attempt to resolve the difference with the teacher before beginning this process, and before contacting the principal.

B. PROCEDURES

Step One: In the event that the situation cannot be resolved to the mutual satisfaction of either party through open and honest discussion, the dispute shall be presented within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. For example, a parent complaint regarding a teacher's homework policy should be taken directly by the parent to the teacher for resolution.

Step Two: Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute, or within ten (10) calendar days of the presentation described in Step One above to the Principal for his or her review and decision. If the dispute is concerning an employee, the Principal shall advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of facts as the employee sees them. The principal shall conclude his/her review of the dispute and render his/her decision within ten (10) calendar days of the referral described in this Step.

Step Three: If the dispute cannot be resolved in Step Two, the complaining party within ten (10) calendar days of the Principal's decision in Step Two may present the dispute to the Pastor for his review and decision. The Pastor shall conclude his review of the dispute and render his decision within ten (10) calendar days of the referral to him described in this Step. This step does not apply to Diocesan high schools.

Diocesan Review: If the dispute cannot be resolved at Step Three, any party to the dispute, within ten (10) calendar days of the Pastor's decision at Step Three, may petition the Superintendent of Catholic Schools in writing for his/her review of the dispute. The Superintendent at his/her sole discretion, may decide to review or not review the dispute in question. If the Superintendent chooses to review the dispute, he/she shall render any advisory recommendation to the Pastor in writing within ten (10) calendar days of receiving the written petition.

PROCEDURE FOR RECOMMENDED TRANSFER

- Students clearly unable to profit from Our Lady of Grace School by reason of ability, behavior, attitude, or parental attitude which is at variance with the school's philosophy will be urged to transfer to another school when:
- It has been determined that other schools or agencies have programs or facilities better suited to meet a child's needs.
- There has been sufficient discussion with the parents concerning the child's condition.
- Students who are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school are reasons for a recommended transfer.
- The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Types of Discipline

Disciplinary action is administered by the principal or teacher for violation of school rules and regulations.

Warning

Students will be notified that continuation of misconduct may be the cause of further disciplinary action. Three academic or three behavioral detentions in a quarter may result in a school suspension. If a student receives at least one check they have lost their free dress privilege on Friday. Suspensions may be issued at the discretion of the administrator.

Detention

Students will serve detention for 30 minutes after school on the date assigned by the teacher. Upon receiving a detention, students will call their parents/guardians to notify them. A written detention notice will also be sent home. Detention notices must be signed by the parent/guardian and returned the next school day. If the notice is not returned to the teacher the parent will be notified and the student may receive an additional detention. Detentions given prior to 12:00pm may be served the same day. Detentions will affect the conduct/effort grade on the report card. Three detentions may result in an in-school suspension. The Principal will make a decision after consulting with the teacher/s. If a detention is not served then the student will receive an additional detention.

Suspension

Suspension means exclusion from classes for a definite period of time. Students who are suspended are not allowed on campus during their suspension. Parents are informed both verbally and in writing of suspension and are asked to make an appointment with the principal prior to the re-instatement of the student. Suspension is for a serious offense against the good conduct policies of the school. **Students suspended from school will be placed on probation for the remainder of the school year.** If further serious disciplinary action is necessary during that period of time, the student is subject to further discipline in the form of expulsion. A suspension will adversely affect conduct/effort grade on the report card.

Expulsion

Expulsion means permanent termination of student status at Our Lady of Grace School without the possibility of re-admission to the school. At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension leading to

expulsion after conference with parents. Students who have been asked to transfer or are expelled may not be on campus during school hours 7:30am – 6:00pm, or attend any school functions without the express permission of the school Principal.

- Serious disobedience, harassment, insubordination or disrespect for authority
- Language or behavior which is seriously immoral, profane, vulgar or obscene
- Use, sale, distribution or possession of drugs, alcohol or any other legally controlled substance
- Injury or harm to persons or property or serious threat of same
- Sale of any material on school grounds without proper authorization
- Unauthorized absence or continued tardiness
- Assault with, or possession of, a lethal instrument or weapon
- Serious theft or dishonesty
- Outrageous, scandalous or serious disruptive behavior
- Conduct at school or elsewhere that would reflect adversely on the Catholic School or Church
- Academic dishonesty – Cheating, plagiarism, and inappropriate Internet use are forms of academic dishonesty, which have no place at Our Lady of Grace School. Students involved in such acts, including aiding and abetting, and violation of reasonable rules set forth by the staff, will receive a zero for the particular assignment or test and may be subject to academic failure, probation, or expulsion.

The above list is not to be considered as exhaustive.

California Educational Code / Section 48900.4

Students in grades 4–9 can be suspended or recommended for expulsion if the principal determines that the student has intentionally engaged in harassment, threats or intimidation directed against a pupil or group of pupils. When that behavior disrupts class work, creates substantial disorder and invades the rights of other students by creating a hostile educational environment.

Academic Eligibility

To encourage and promote academic excellence, all students participating in sports and activities shall demonstrate the following in academic performance:

No grade point average lower than 2.0 in all academic and auxiliary classes.

No grade lower than a “C” in conduct or citizenship.

The grade issued at each period (including progress reports) will determine eligibility for a given student. Any student receiving an unsatisfactory grade may be placed on a two-week probation for after school sports. During the two-week probation the student/athlete is able to participate in team practice and games. If after the two-week probation there is not sufficient improvement the student/athlete will receive a two-week suspension from after school sports. If after the two-week suspension sufficient improvement is still not noted, the student/athlete will be suspended from after school sports for the remainder of the season.

Athletics

Students are given the opportunity to participate in after school sports. The following sports are offered depending on interest and availability of coaches. We encourage each participant to put forth his/her best effort in order to acquire the skills necessary for each sport.

The boys may participate in the following sports:

Varsity Football – Fall

J.V. Basketball – Winter

Varsity Basketball – Winter

Little Dribblers Basketball (Grades 1-4) – Winter

The girls may participate in the following sports:

J.V. Volleyball – Fall

Varsity Volleyball – Fall

Little Dribblers Basketball (Grades 1-4) – Winter

J. V. Basketball – Winter

Varsity Basketball – Winter

Varsity Flag Football – Spring

A \$40.00 athletic fee is required (per sport) for each participant. Parents are expected to be involved in their child's sports team, through driving, snack bar, set-up, score keeping, clean-up and coaching.

Athletic/Activity Clearance:

NO student will be allowed to practice or participate in any way until the following have been completed.

- Sports participation fee paid
- Medical examination form has been completed and signed by physician
- Proof of medical insurance provided
- Return of any previously issued athletic/activity gear (once equipment is issued to student they are responsible for the returning of it or replacement costs)
- Academic clearance from teachers

Attendance:

Regular attendance is mandatory unless excused for medical reasons or by a PRIOR arrangement with coach or advisor of each sport/activity. Non-attendance at school on the day of a game or activity prohibits the participation of the absentee. If the game or activity is held on a non-school day, the student must attend a full day of school the day prior to the event, unless excused by the administration. Unexcused absences from practice or failure to maintain to maintain good attendance may be cause for removal from a team, or non-participation in a given event. Coaches may adopt rules in addition to the attendance policy, which may effect participation in games or activities.

Complaint Procedures:

When a situation arises that is a concern to a parent in regard to any team or activity the following procedure shall be adhered to:

- Meet with the coach/advisor involved
- Meet with the Head Coach
- Meet with the Athletic Director
- Meet with the Principal
- Meet with the Principal, Athletic Director, Coach, Parent and Student
- Meet with the Parish Pastor
- Should these steps not produce a satisfactory result, the Diocesan procedures for grievances should be followed
- The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Transportation

When the school provides transportation, participants are expected to leave the school and return by the same means provided. Under normal circumstances, students are responsible for arranging their own transportation to and from event sites. ALL drivers must be of legal standing and have the necessary insurance information and fingerprint forms on file at the school. Students may be released to parents or legal guardians if they sign a release form at the event. Students may be released to another parent or guardian only with PRIOR WRITTEN permission by the school administration along with a signed parent request.

Sportsmanship/Citizenship:

All participants, coaches and parents are to follow these guidelines:

- Make visitors feel welcome
- Accept the rules of the contest, officials decisions, directions of personnel on duty with a positive attitude
- Refrain from inappropriate remarks, gestures, insults, profanity or negative remarks
- Be gracious in victory and defeat
- Take proper care of all issued equipment

Any violation of these guidelines may lead to suspension from participation, expulsion from the arena, expulsion from the team or prohibition from further participation on a sports or activity team for the remainder of the school year or further consequences per the administration's discretion.

Parochial Athletic League (Pal):

The Parochial Athletic League (P.A.L.) is an integral part of the educational system of the Catholic School Department of the Diocese of Sacramento. Our Lady of Grace is a member of this league.

PARTICIPATION ON A SCHOOL TEAM IS A PRIVILEGE!

Field Trip Policies

Field trips are privileges 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.

Class visits to places of cultural or educational significance give enrichment to the lessons in the classroom. To insure the desired outcomes of such trips, teachers prepare the pupils for the place that is to be visited and the things that are to be seen. Students are to wear the school uniform on all field trips unless otherwise notified. The written consent of parents must be obtained for every child participating in a field trip. No student may participate unless a signed parent permission slip for the specific event and a medical release form is on file with the school. All drivers must turn in permission slips to the teacher after a field trip. A signed Volunteer Driver Information Sheet must be submitted to the office for each vehicle used. **All parents/guardians must be fingerprinted and have the completed form on file with the Diocese, as well as completing the Safe Environment Online training course.**

All parents/guardians who drive children **must** be covered with car insurance liability. Current/valid Volunteer Driver Information Sheets must be on file in the school office. When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle. The minimal, acceptable liability limit for privately owned vehicles is \$100,000 per person/\$300,000 per occurrence. Parents are reminded that the number of persons in a car should not exceed the number for which the car was constructed and each child **must** wear a seat belt. As a result of the new law that went into effect January 1, 2002, children less than 6 years and/or 60 pounds must ride in an approved booster seat. **Parent drivers are to stay with the children placed in their car and follow the directions given by the teacher. DUE TO INSURANCE REASONS SIBLINGS MAY NOT ATTEND SCHOOL FIELD TRIPS.** Only parents that have made prior arrangements with the teacher may attend the field trip.

Absence / Tardiness

Regular school attendance is an important part of our program. We strongly recommend that all vacations and pleasure trips be scheduled during vacation days and not during school days. Work missed during a family vacation may only be made up upon return from the vacation.

Assignments will only be prepared in advance for emergency absences and prolonged illnesses accompanied by a doctor's note.

Absences

Children who are sick before leaving home in the morning should not be sent to school that day, as they are contagious and frequently unable to participate fully in school activities.

It is the responsibility of the parent/guardian to call the office if their child is not going to be in school for any reason. For your convenience the voicemail system is available 24 hours a day. For the safety of your child we will contact you if we don't hear from you. **THIS IS IMPORTANT.** We are required to verify all absences.

State Law requires a written excuse whenever a child is absent. A phone call does not take the place of a written excuse. Make sure your child brings a dated excuse to the teacher when he/she returns to school.

A physician's note is required for students returning to school following an extended illness.

Twenty four (24) days absenteeism during a school year constitutes reasonable cause for retention. This may be interpreted also as 8 days per trimester. In the event of 8 or more days of absences per trimester parents will be notified by letter, and a meeting may be scheduled with the principal.

Classwork missed because of absenteeism (or its equivalent substituted by the teacher) must be completed satisfactorily in order to meet requirements for promotion or graduation. It is the student's responsibility to obtain, complete and return to teacher all missed work.

Tardiness

State Law requires a written excuse whenever tardy. A phone call does not take the place of a written excuse. Make sure your child brings a dated excuse to the teacher when he/she returns to school. **A child is marked tardy when he/she arrives after 8:15 a.m. morning bell. In the event of being tardy five (5) times in a trimester a notice will be sent to the parents/guardians. Continued tardiness will result in a lowered grade in Conduct and Effort, and could ultimately result in detention, suspension, and in severe circumstances retention.** Dental and medical appointments, when absolutely unavoidable, are considered excused. A note must be sent to the teacher the day preceding the appointment. Phone calls are not a substitute for the note. When the student returns from the appointment, the parent/guardian must use the sign-in book located in the school office.

Child Neglect/Abuse

Faculty/staff are required by law to report child abuse or suspected child abuse immediately. Faculty/staff are not to discuss the suspected abuse with the parent/guardian nor is parental consent to be sought when the parent may be the aggressor.

Communicable Diseases

The school office must be notified immediately in the case of any of the communicable diseases listed below:

Chickenpox

Child must stay home until 7 days or longer after the appearance of first crop of vesicles (crusts are contagious). If new vesicles continue to appear, this may mean not returning to school until 24 hours after last vesicle has made its appearance.

Conjunctivitis (Pink Eye)

Child may be in school 24 hours after active treatment has been started by physician.

Fifths Disease

A harmless virus, that appears as a rash and may last up to ten days and reoccur for weeks.

Head Lice

Infections with lice and mites are treatable with over-the-counter drugs – RID, etc. The student must be checked by school personnel before returning to school and must be nit free.

Impetigo

A common name for a skin pyoderma. The organisms most commonly implicated as causing this disease are Streptococcus and Staphylococcus. As this disease is highly contagious, no child shall be permitted to return to school until appropriate systemic antibiotic therapy has been started or until free of disease. This area should be covered if oozing.

German Measles

Child must stay home until clinical recovery at least four days from onset of catarrhal system or until rash is clear.

Mumps

Child must stay home until asymptomatic or released by physician, with a minimum of nine days exclusion.

Pinworms

Pupil diagnosed with pinworms should not return to school until a physician has started appropriate treatment.

Ringworms of scalp and body

Microsporum species is highly contagious by both direct and indirect contact. Children before the age of puberty are very susceptible. Any child diagnosed as having ringworm shall not be allowed to return to school unless he/she has been placed on an effective therapeutic regimen, or until he/she exhibits a negative scabies until adequately treated.

Strep Throat

Onset 1–4 days after exposure. Includes fever, sore throat and may also include abdominal pain. Children may return to school after 2 days of antibiotic treatment.

Drugs and Medicines

CALIFORNIA STATE EDUCATION CODE #49423

Administration of prescribed medication for a pupil notwithstanding the provisions of section 49422. Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school receives (1) a written statement from physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assists the pupil in the matters set forth in the physician's statement. This must be done each year. Should it be necessary for a student to receive medication during the school day the following is required:

- A written statement from the parent or guardian of a child and a written statement from the physician detailing the method, amount, and schedule by which such medication is to be administered submitted to the school office.
- Medication must be in a pharmacy labelled container.
- All medication must be brought to and kept in the school office, including inhalers.

The school will dispense over the counter medication such as cold medication or pain relievers with a completed form from the parent/guardian with complete instructions and a signature. **All medication must be in its original container.** Forms are available in the school

office. Medication may be administered at school by a parent/guardian or someone delegated to do so.

Emergency Sheets

Any change in address or phone number must be made known to the office. This is important to your child in the event of an accident or illness. **IMPORTANT:** Please notify the school office if there is **any** change in your “Emergency Sheet Information.”

Student Insurance

The registration fee includes coverage by Meyers–Stevens Co. for all our students. All students are covered for accidents during school hours or other school–sponsored activities. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. The school provides \$25,000 insurance maximum per covered accident. The policy provides benefits for covered injuries occurring during the regular school term while:

- Attending school, including one hour before and after school.
- Participating in school sponsored activities or athletics (except Interscholastic Tackle Football) while under the supervision of a proper school authority.
- Travelling directly to or from home for regular classes.
- Travelling in school provided vehicles anytime while under the supervision of a proper school authority.

Computers and Technology

Providing this service promotes educational excellence by facilitating resource sharing, innovation, and communication.

Access to computers can make available material that may not be considered of educational value in a school setting. Our Lady of Grace School takes precautions to restrict access to questionable materials. Students are educated about responsible computer use and site–control software is utilized.

PRIVILEGES

Access to the Internet is a privilege, not a right. Our Lady of Grace School retains the right to review any material on user stations and revoke student privileges. The school administration and teaching staff will deem what is inappropriate use, and their decision shall be final. Examples of inappropriate use includes, but is not limited to: transmission of unlawful information on the network, improper access, misuse of information/files, and the use of obscene, abusive, or otherwise offensive or objectionable language in either public or private messages.

REGULATIONS FOR INTERNET USE

Personal Safety and Privacy

Users will post no personal contact information about themselves or others. Personal information includes address, telephone number, or other personally identifiable information.

Student users will agree not to meet with someone they have met online without their parent's written permission.

Users will promptly disclose to their teacher, administrator, or other school employee any message that they receive that is inappropriate or makes them feel uncomfortable.

Users will not re-post a message intended to be private, personal, or for a limited audience without the permission of the person who sent the message.

Inappropriate Language

Users will not post information that, if acted upon, could cause damage or pose a danger of disruption.

Users will not use obscene, profane, lewd, inflammatory, threatening, or disrespectful language.

Users will not engage in personal attacks including discriminatory, prejudicial, harassing, slanderous, or libellous comments.

Plagiarism and Copyright

Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or works of others and presenting them as if they were original to the users.

Users will respect the right of copyright owners. Copyright infringement occurs when an individual reproduces a work that is protected by a copyright without permission of the copyright holder.

Users will cite works in an appropriate format.

Computer Use & Care

Students may not change the settings on any computer in the lab.

If information is to be saved, it must be saved following the Computer Lab guidelines.

Only software provided by the school may be used in the Computer Lab.

No food or drink is allowed in the computer lab.

VANDALISM

Vandalism will result in cancellation of privileges. User may be held responsible for the monetary costs that are incurred for repairs and/or replacement. Vandalism is defined as any wilful or malicious attempt to harm or destroy data and/or hardware. This includes, but is not limited to, the uploading or creation of computer viruses.

OLG Student Dress Code

APPEARANCE

Students are expected to be neat, clean and well groomed at all times. Hair should be kept cut in the normal accepted manner (i.e. – no Mohawks or any distracting hairstyles). **The student's natural hair color or natural hair color highlights are the only acceptable color.** Nail polish, make-up, glitter and color sprays for hair of any kind are not allowed. No perfume or cologne is permitted on campus. No jewelry other than a watch and religious necklace/bracelet may be worn. Girls with pierced ears may wear one pair of **SMALL POST EARRINGS ONLY** (matched pair). Boys may not wear earrings during school hours or school functions. No body piercings. All uniforms are to be kept clean, pressed and mended. **Please label all uniform items with child's name.**

UNIFORMS

All grades:

- **Skorts** – Navy blue uniform skorts. No more than 3” above the knee.
- **Shorts** – Navy blue uniform shorts.
- **Pants** – Navy blue uniform type pants. (NO cargo pockets, capri's or skinny-style)
- **Shirts** – White or grey OLG polo shirt with short sleeves. Turtlenecks white or grey can be worn under polo shirt. Polo shirt and turtlenecks **MUST** be tucked in.
- **Tights/leggings/socks** – Solid white, grey, navy, black or red must be worn. No lace or designs. Tights/leggings must be full length.
- **Hair accessories** – OLG plaid headband or any solid color headband acceptable. Barrettes, clips, hair ties any solid color.
- **Hats** – Hats may be worn outdoors only. Appropriate baseball style hats are acceptable during sunny weather. Wool beanies are acceptable during cool/cold weather.

Boy's Uniform

- **Pants/Shorts** – Navy blue uniform type pants/shorts (NO cargo pockets). No baggy, saggy, skinny-style or low riding pants may be worn.
- **Shirts** – White or grey OLG polo shirt with short sleeves or long sleeves. Turtlenecks or cotton white or grey long sleeve shirts can be worn under polo shirt. Polo shirt and turtlenecks **MUST** be tucked in.
- **Belts** – Belts are not mandatory, but are encouraged. Regardless, shirts are to be tucked in and shorts/pants must be the appropriate fitting size.
- **Socks** – Students are to wear socks at all times. Socks must be of standard type and design and are not to have any element of design which may cause distraction.

Girl's Uniform

1st – 4th grades:

- **Plaid jumper** – Must be no more than 3” above the knee. Cotton shorts to be worn under jumper. Any plain white collared shirt can be worn under jumper.

5th – 8th grades:

- **Plaid skirt** – Must be no more than 3” above the knee. Shorts to be worn under jumper.

Shoes

- Shoes may be of any style, clean, neat and safe for playground use. (**NO platform tennis shoes, sandals, slippers (Tom's), boots, CROCS or open toed shoes are allowed**) All shoes must be P.E. appropriate.

Sweatshirts/Jackets

- Sweatshirts including hooded sweatshirts must have OLG logo and can be ordered through the school office or at Love Your Button and More. Non OLG jackets can be worn on campus but NOT in classroom.

Free Dress

Students may receive a number of non-uniform days throughout the school year. No free dress on Mass Fridays. The following guidelines must be followed.

- Clothes should be modest and conducive to the learning environment.
- Students may not wear cut-offs, sweatpants, midriff tops, backless dresses, sleeveless dresses, pajamas (top or bottom), saggy/baggy skinny-style or ripped pants, tank tops, boots, slippers, sandals or high heels.
- Dresses and skirts should be an appropriate length and style and follow the above conditions.
- T-shirts must be appropriate with no reference to alcohol or drugs. No designs with skulls or references to death. Shirt sleeves may not be rolled or tied. Professional team uniforms may be worn; however, sleeveless jerseys must include a sleeved shirt underneath.
- No tight clothing, including spandex and lycra may be worn at school or school functions.
- No spiked jewelry, no tattoos or body art.
- No make-up (as is on uniform days)

Dress Code Violations

Disciplinary action regarding dress code violations will be handled in the following manner:

All Students:

Shall be sent to the school office and will be offered a school uniform to borrow if one is available from our school inventory. If one is not

available, parents may be contacted to provide the proper attire before the child is admitted back to class.

Students in Grades K-3:

Violations of the dress code will be given as an initial written warning which must be signed by parents. Repeat violations of the dress code will result in loss of Free Dress privileges.

Students in Grades 4-8:

Violations of the dress code will result in a written notice accompanied with the loss of upcoming Free Dress privileges.

Determination of dress code violations is at the sole discretion of the faculty, staff and administration of the school.

USE OF STUDENT INFORMATION/PICTURES

Our Lady of Grace reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must notify the principal in writing.

RIGHT TO AMEND

The information contained in this handbook is not to be considered exhaustive and the school administration retains the right to amend it.