

I. HISTORY OF THE SCHOOL

Located in Encino, California, Our Lady of Grace School is a Catholic elementary school for grades Pre-Kindergarten through eight. The school was founded in 1947. The school currently has approximately 280 students.

The Sisters of St. Joseph of Cleveland formally opened the doors of Our Lady of Grace School in 1947. Seven years later, the bishop recalled these diocesan sisters; and six sisters of the Immaculate Heart of Mary arrived to staff the school. The school flourished under the administration of the Sisters of the Immaculate Heart of Mary, and a new eight-room building was constructed in 1955 in response to an ever-increasing student enrollment. Eleven Immaculate Heart of Mary Sisters taught in the ensuing years; and during the 1960's the school enrollment climbed to over 1,000 students, grades one through eight.

In 1969 an archdiocesan mandate addressed the need for smaller schools; and gradually, the class sizes were reduced. By 1976 our target enrollment was optimized at 300 students, staffed by three sisters and eight lay teachers. Four years later a Kindergarten was established, and in 1994 a Pre-Kindergarten was opened with sixteen students.

In 1985 a sister from the Sisters of St. Louis was appointed principal, and ten years later a sister from the Sisters of St. Joseph of Carondelet became the principal of the school. Currently, there are eleven full-time teachers, four part-time teachers, three part-time aides and five support personnel. Three religious communities serve the school, and a large number of volunteers complement the educational efforts of the school community.

In 1985 an after-school Day Care program was opened under the auspices of the archdiocese Adeste program, sponsored by Catholic Charities. Four years later the Day Care program was restructured as a school-administered program, and coverage extended to include the half-hour before school. To meet the needs of increasing Day Care enrollment, the school acquired a 2100-square foot, portable building. The current Day Care program has an average daily attendance of 90 students. An auxiliary component of after-school Day Care is the OLG Learning Center. The Learning Center was created to meet the needs of the student who is not in the academic middle, and offers both remedial and enrichment after-school classes for a nominal fee.

An IBM "Writing to Read" Lab was opened in 1988, primarily to facilitate the instruction of reading in the primary grades using phonics and writing. Through the years the WTR Lab has expanded to become a creative writing/word-processing lab used by many of the school classes, with initial instruction being given to Pre-Kindergartners. Currently, the Pre-K students use the lab with the WTR program.

Since 1995 a unique Cultural Arts program has brought several campus field trips to the school every year. This program includes both hands-on and first-hand experiences for each student. Grades one through eight participate in off-campus field trips that supplement on-campus programs (i.e., the Jet Propulsion Laboratory, Huntington Library, Theatricum Botanicum, etc.)

Fundraising and generous parishioner donations have enabled the school to offer two labs of 36 computers each (one is WTR), the complete computerization of the school library to include barcode scanning for catalogue, circulation, and inventory procedures, the installation of major playground equipment for the primary grades and shade awnings for the inner courtyard. Fundraising has also paid for major improvements for the physical plant, such as new plumbing for the buildings, renovation of the school bathrooms, alarm systems for the school buildings, and new flooring and fixtures for the parish hall. More recently, a new school-wide central heating and air conditioning system has been installed, drinking fountains have been repaired or replaced, the school inner courtyard and parish parking lot have been re-asphalted and landscaped, and new metal benches have replaced the old wooden ones.

Concurrently, through projections into the 21st century, a number of important technology trends were identified early in the school's history. Therefore, an Apple IIe Computer Lab was opened at the school in 1984. The Computer Lab was extensively updated in 1996, changing from Apple IIe to Microsoft Windows compliant hardware and software, expanding the opportunities for individualized and group learning and offering multi-sensory, reflective and collaborative learning environments. An important component is the computer-assisted instructional program "Successmaker" by the Computer Curriculum Corporation (CCC). This Computer Assisted Instruction (CAI) program enhances the curriculum areas of language arts, mathematics, and science, allowing students to acquire skills and abilities through flexible and interactive learning experiences.

In addition, the Computer Lab and classrooms are connected to the Internet through high-speed switches and a cable modem connection. There are also wireless zones for easy connection of laptops in specific areas. Monitored visits to the Internet via the Computer Lab supplement the classroom curriculum and augment research on topics the students are currently studying.

Our Lady of Grace School celebrated its Golden Jubilee year in 1997 – 1998 with special events and activities for current students and alumni. On November 1, 2007, Our Lady of Grace School was issued a pre-school license and opened with eighteen students.

II. OUR LADY OF GRACE SCHOOL PHILOSOPHY

We at Our Lady of Grace School believe that each person is made in God's image and that our life task is to come to know God and to grow in love and respect for God, self, and others. At Our Lady of Grace, this learning occurs in a context of Christian community where our parents and teachers work together to model basic values of our Catholic faith and encourage a love of learning, help students develop their God-given potential, and teach them the life skills necessary to take their places in Church and society. Parents, as the primary educators of their children, cooperate with the school staff, with whom they share responsibility for the holistic development of the children. The school encourages and requires parental involvement in the integration of academic skills, faith, attitudes, the practice of prayer, Sunday worship, and Christian outreach. In this safe, supportive, and consistent environment, where home and school work together, the students internalize and act upon the values of the Catholic faith, grow in self-discipline, and learn the life-coping, academic, and social skills necessary to do their part in building God's kingdom here on earth.

GOALS AND OBJECTIVES

Spiritual Goals

1. To lead students to respect themselves and others and to understand, appreciate, and accept the call to a personal relationship with Jesus.
2. To help students to recognize and appreciate the faith story of the Catholic Church.
3. To develop in students an awareness that they have unique abilities and gifts to be shared with others.
4. To provide an environment where students can experience a deep appreciation of prayer and worship.

Spiritual Objectives

1. Teaching the basic truths and doctrines of the Catholic faith.
2. Guiding each student to develop a well-formed conscience.
3. Fostering a faith response to current needs of the community in Christian outreach.
4. Providing opportunities for prayer and worship.

Intellectual Goals

1. To help the students develop the skills needed to think critically and to make wise decisions and choices.
2. To present a basic core of knowledge that is needed to succeed in today's world, including writing and speaking skills.
3. To encourage students to love learning and to be able to apply the skills learned.
4. To train the students to use technology, especially computers, in an age-appropriate, ethical and effective way.

Intellectual Objectives

1. Teaching thinking skills and providing practice in decision making.
2. Presenting basic subject matter and content areas, while providing instruction in developing study habits and self-discipline.
3. Providing a stimulating environment for students where they can integrate skills learned with life situations.
4. Promoting ethical, responsible, and educated use of current technology.

Psychological Goals

1. To foster in students an appreciation of their unique gifts and self-worth.
2. To develop within students the skills to cope with life and its challenges.
3. To provide a safe and secure environment that promotes healthy emotions, social responsibility, and psychological development.
4. To encourage students to develop the social and interactive skills needed for positive relationships within families and with parents, teachers, and other students.

Psychological Objectives

1. Stimulating a healthy and positive self-image leading to a wholesome and fulfilling life.
2. Encouraging student-teacher-parent discussion of problems and recommending psychological diagnosis and therapy as needed.
3. Offering a caring, consistent and structured environment amid the flux of modern life while providing a sense of community – particularly during times of trauma or crisis.
4. Helping students build relational skills by encouraging participation in activities with the family and in school, church, and the civic community.

Sociological Goals

1. To foster an appreciation for the diversity of cultures.
2. To encourage acceptance of and respect for all persons.
3. To develop the skills necessary for interacting with others.

Sociological Objectives

1. Helping students to develop an understanding of various cultures and sociological factors.
2. Creating an environment that fosters friendly interaction among students, families, teachers, and the community.
3. Teaching students to appreciate their own heritage and that of others.

Physical Goals

1. To promote care of the body and an appreciation for God's gift of human sexuality.
2. To encourage habits of good nutrition and exercise with age-appropriate motor skills.
3. To train students how to recognize and prevent abuse in all its forms.
4. To instruct students about the impact of and facts concerning drugs, alcohol, and disease.
5. To teach the ideals of teamwork and good sportsmanship.

Physical Objectives

1. Providing instruction on nutrition and healthy lifestyles.
2. Teaching the rules and skills of various sports and games.
3. Holding regular age-appropriate body safety classes called "Good Touch/Bad Touch" or "Establishing Healthy Boundaries."
4. Providing life-coping instruction concerning current health issues and attitudes.
5. Encouraging cooperation and fair play during all athletic activities.

Aesthetic Goals

1. To help students to recognize, appreciate, and express the beauty of self, nature, and humanity through the arts.
2. To foster interest in various cultures, artists, and artwork by studying the history of art and music.
3. To develop critical analysis skills, thus empowering the students to interpret the arts.
4. To involve each student in the creative process as he or she produces art and music to the best of that student's ability.

Aesthetic Objectives

1. Encouraging students to develop their talents in expressing themselves and to participate in the wonder of God’s creation through music and art.
2. Providing cultural presentations and field trips, promoting student productions of music and art, and teaching the history of art and music.
3. Teaching the arts using a heuristic method whereby the students experience a classic artwork and then ask questions and form opinions.
4. Providing opportunities for the students to create, using methods and media of art production.

III. SCHOOLWIDE LEARNING EXPECTATIONS

Primary Level: Grades Pre-Kindergarten – 2

God Is First
Others Count

Learn All I Can
I Am Special
Oh! Love Art and Music
Nourish Friendships
Stay Fit

Grades 3 – 5

God Is First

- I will learn about God and my Catholic faith.
- I will pray and go to Mass.

Others Count

- I will appreciate the differences in other people.
- I will take care of my neighbors here and around the world.

Learn All I Can

- I will discover and use my talents.
- I will do my best in school.

I Am Special

- I will learn how special I am (and do what is right).

Oh! Love Art and Music

- I will learn about art and music.
- I will make music and art.

Nourish Friendships

- I will get along with others.

Stay Fit

- I will take care of my body.
- I will be a good sport.

GO HORIZONS

Grades 6 – 8

God Is First

- I will have knowledge of the basic truths and doctrines of the Catholic faith.
- I will relate daily activities to living God’s way through worship and prayer, both personally and communally.

Others Count

- I will show respect to all those around me.
- I will apply awareness of local, national, and global needs through service and outreach activities.

Learn All I Can

- I will be able to think critically.
- I will know where and how to gather information.
- I will be able to apply collaboration and critical thinking skills to cope with real-life situations.

I Am Special

- I will identify and use my talents and unique characteristics.

Oh! Love Art and Music

- I will know how to evaluate, create, and make art and music.
- I will know how to be a good audience member.

Nourish Friendships

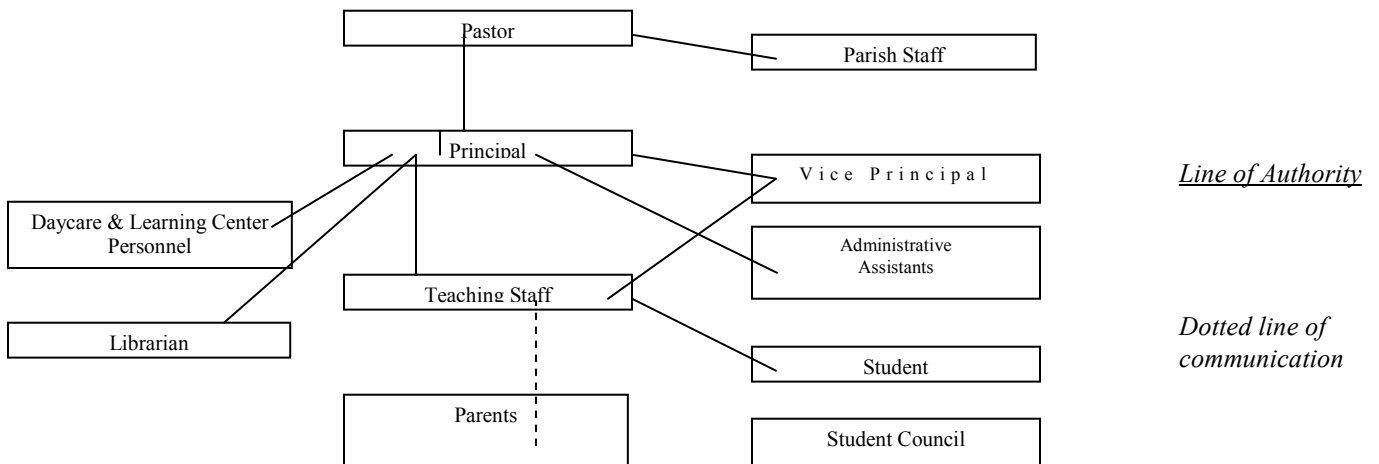
- I will know how to relate to others in a loving and respectful way.
- I will develop skills that help me resolve conflicts.

Stay Fit

- I will know the need for basic nutrition facts and physical exercise.
- I will show good sportsmanship.

IV. ORGANIZATIONAL STRUCTURE

Our Lady of Grace School is a Pre-Kindergarten – grade 8 school. Pre-Kindergarten – grade 6 are self-contained classrooms. Grades 7 – 8 are departmental. The functions of the pastor, staff, and board, with limits of responsibility and authority of these groups, as well as the relationship and communication among these groups, are defined in the following chart. We are one of several ministries within the parish and are responsible to the pastor.



V. ADMINISTRATION, FACULTY, AND SUPPORTIVE STAFF

Pastor	Rev. Austin Doran
Principal	Mrs. Patricia Chaimowitz
Vice-Principal	Mrs. Patricia Baker
Secretary	Ms. Karin Peterson
Administrative Assistant	Sr. Michelle Domecus, OSU
Pre-Kindergarten Teacher	Mrs. Mary Ann Irvine
Kindergarten	Mrs. Marie-Christine Asmussen
Grade 1	Mrs. Patricia Baker
Grade 2	Mrs. Linda Jackson
Grade 3	Mrs. Maria Muffoletto
Grade 4	Mrs. Sandra Nesbitt
Grade 5	Sr. Anne Dorothy Schober, OSU
Grade 6	Ms. Marion Watson
Grade 7	Mrs. Tina Cirelle
Grade 8	Mrs. Barbara Seery
Grades 7, 8 Science; Grade 5 Social Studies;	
Grades 1, 6 Religion; Grades 2, 3, 5, 6 – 8 Art	Ms. Anne Nicholson
Grades 7, 8 Math	Mrs. Sharon Hawley
Computer	Ms. Kristen Thorer
Music	Mrs. Caroline Wilson
Physical Education, Athletic Director	Mrs. Andrea Fisher
Library	Mrs. Maria Hall
Day Care Director, Grade 3 Aide	Mrs. Angela Rosati
Pre-Kindergarten Aide	Mrs. Dianne Coulsell
Kindergarten Aide	Mrs. Christina Carpenter
Grade 1 Aide; Grades 1, 4 Art	Mrs. Gloria Swanson
Grade 2 Aide	Mrs. Maria Hall

VI. DAILY SCHEDULE

Monday – Thursday Schedule

7:45 a.m. First Bell
7:50 a.m. Tardy Bell
10:15 – 10:30 a.m. Recess
12:35 – 1:05 p.m. Lunch
2:45 p.m. Dismissal (2:00 p.m. for Pre-Kindergarten)

Friday Schedule

7:45 a.m. First Bell
7:50 a.m. Tardy Bell
10:15 – 10:30 a.m. Recess
12:35 p.m. Dismissal (12:00 p.m. Dismissal for Pre-Kindergarten)

Note: Every Wednesday, all students attend the Our Lady of Grace Parish Mass at 8:00 a.m.

No children are permitted to be in the school yard before 7:35 a.m. unless they are in morning Day Care. Dismissal is 2:45 p.m. (Monday through Thursday) and 12:35 p.m. (Friday), and children should be picked up promptly.

Supervision of children ends fifteen (15) minutes after dismissal unless the child is in the after-school Day Care program. If a child is not picked up within fifteen (15) minutes of dismissal, he or she will be placed in after-school Day Care; and parents/guardians are responsible for payment for the day. (It is likewise for morning early arrival.)

All parents should clear the classroom, hall, and courtyard areas promptly when the 7:50 a.m. bell rings. Thank you for your cooperation.

Pre-Kindergarten hours are referenced in a separate handbook.

In-Service Training/Friday Schedule

To allow for the ongoing education of our faculty, opportunities for faculty meetings, curriculum study and articulation among teachers, our students will be dismissed each Friday at 12:35 p.m. To ensure quality religious education in our school, our faculty participates in an ongoing catechetical in-service program as required by the Archdiocesan Department of Education.

Our Lady of Grace Day Care

Our Lady of Grace School offers morning and afternoon extended care. Students needing extended day care must register for this program. Day Care is available from 7:00 – 7:50 a.m. and from dismissal to 6:00 p.m. Day Care contracts are available in the school office.

All policies, rules, and regulations stated in this Handbook apply to students enrolled in Day Care and their parents/guardians.

Please be advised, by state regulation, before- and after-school Day Care will only be available to children turning five (5) years old on or before December 1 of the year they enter our Pre-Kindergarten program. Pre-K scheduled hours will be from 7:45 a.m. – 2:00 p.m.

VII. POLICIES, GUIDELINES, AND PROCEDURES FOR ADMISSIONS AND ATTENDANCE

Guidelines for Admission

- *Preferences shall be given to active members of the parish.*
- *Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).*
- *The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1.*
- *The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal.*
- *All students must comply with current California immunization and health requirements prior to enrollment.*
- *The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational needs of all students.*
- *The pastor and principal will review a students' continued eligibility for enrollment in the parish school. (Los Angeles Archdiocese)*

School Student Non-Discrimination Policy

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities, and the resources available to the school in meeting the student's needs. (Archdiocese of Los Angeles)

OLG Admission Policy

Priority for enrollment:

Families who are Catholic and

1. attend Mass regularly, using the numbered weekly envelopes
2. participate in parish activities
3. are registered in Our Lady of Grace Parish
4. who already have children in the school.

Students who:

1. attend Religious Education classes
2. transfer from another Catholic school
3. take an entrance test
4. provide Our Lady of Grace School with copies of Birth, Baptismal, and First Communion certificates, recent report cards, and recent standardized test scores.

Families will be asked to give reasons for enrolling students in Our Lady of Grace School and to commit to certain parental obligations as described below:

Because tuition, fees, parish subsidy, and fundraising are not sufficient to cover the operational costs of the school, many extra programs are staffed by volunteers. Therefore, parents are required to give time (40 hours) to the volunteer programs of the school. They will be asked to demonstrate, at the time of registration, their support of the school's philosophy and programs by committing to our policies.

Our Lady of Grace School admits students of any race, color, racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial or ethnic origin regarding administration of its education policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Our Lady of Grace School does not discriminate against any applicant or employee because of sex and does not discriminate against any applicant or pupil because of sex in admission, educational programs and activities.

Our Lady of Grace School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student or by any other student, lay employee, religious, or priest is prohibited. The school will treat allegations in a prompt, confidential, and thorough manner.

Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)”. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student’s teacher and principal to determine how best to meet the student’s needs. Parents or guardians may request the “Disability Discrimination Complaint Review Process” from the principal to address unresolved issues. (Archdiocese of Los Angeles)

Age of Admission

A pupil entering Pre-Kindergarten must be four (4) years of age on or before December 1 of the current school year. A pupil entering Kindergarten must be five (5) years of age on or before August 31 of the current school year. A pupil entering First Grade must be six (6) years of age on or before August 31 of the current school year.

Custody Policy

Divorced or separated parents must submit a court-certified copy of the custody section of the divorce or separation decree to the principal’s office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

Absence and Tardiness

Absences

Regular attendance is important to success in school. Absences should be kept to a minimum. However, never send a child to school with a temperature or nausea. Please call the health office and leave a voice message (818-344-4126, then press option 1) every day that a child is absent. This is for your child’s protection.

Even though you are required to call the school when your child is absent, State law requires a written excuse whenever a child is absent – giving the date, exact reason for the absence, and the parent/guardian’s signature.

Absentee school work must be made up in a timely manner according to each teacher’s classroom policy.

Note: If a pupil is absent for a total of twenty (20) days or more during the trimester, report card grades will not be given.

Absences for Appointments (i.e., medical, etc.)

All parents should go through the office to pick up their children for an appointment or if they must enter the school for any other reason. (All lunches, gym clothes, etc., should be left by the office.) Please do not enter the classrooms. All appointments should be made outside of school hours or on holidays from school if at all possible. On the rare occasion that the child may have a medical/dental appointment during school hours, a signed note from a doctor’s office is required. If such an excuse is not given when the child returns to school, he/she will be marked absent.

Tardiness

Any student who is not in class by the 7:50 a.m. bell is considered tardy and must go to the office to sign in. Tardiness is disruptive to a classroom schedule. Any student who is late three times in each trimester will be given detention. When a detention is missed two times, a parent/teacher conference will be held.

Truancy

A pupil who is absent from school without a valid, written excuse more than three days in one school year or is tardy four days or more in one school year is a truant and can be reported to the attendance officer of the local public district. A pupil is considered a habitual truant who has been reported as truant three or more times, and he or she is then subject to dismissal.

Parental Requests for Early Dismissal

A written request from a parent must be submitted to the teacher if a student must leave school during class hours. These requests should be kept to a minimum. When an early dismissal is necessary, the parent must come to the school office, make a request for the student to be dismissed from the class, and sign him or her out. If a person other than the parent is coming for a student, the name of the designated pick-up person coming for the student should be included in the written request.

Work Permits

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: www.cde.ca.gov.

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit". The minor, the employer, and the parent/guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent/guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority". If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work". The "work permit issuing authority" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit.

A copy of the signed work permit must be kept in the student's file. (Archdiocese of Los Angeles)

Vehicles of Communication

Family Envelopes

Each week the school office sends home a calendar update and a bulletin from the principal in a family envelope. It is imperative to read these messages, and it is expected that your children transport the envelope back and forth to school promptly. Weekly "Scrip" order forms will be sent home in these envelopes. Please remove and read all papers contained in the envelope. Sign and date the front of the envelope, signifying you have read the contents. It is important to make every effort to read the contents the day you receive the envelope (usually Tuesdays), then return it (and any necessary responses) to school with your child the following day (usually Wednesdays).

Parent-Teacher Communication

Parents are always welcome to discuss the progress or problems of their child/children with the teacher or the principal. Parents may not, however, disturb a teacher during school hours or while on yard duty. Arrangements for an appointment should be made prior to the parent's arrival either by note or by phone call to the teacher. The teacher will contact you when he or she is available. In the morning before school is not an appropriate time for a conference unless an appointment has been made in advance. Parents should never call a teacher at home.

Parent-Teacher Conferences

Conferences will be held during the month of November. However, parents and teachers should communicate with one another as often as necessary to eliminate difficulties and encourage student growth and improvement.

Parental/Guardian Visits

Parents are not to interrupt class for any reason while school is in session. Forgotten lunches, books, book bags, eyeglasses, etc., should be left in the school office or on the small table outside the office. All items must be labeled with the student's name and grade.

Parents/guardians/siblings may not enter the school building to wait outside classrooms for students before school or at dismissal time. Any person entering the school grounds during the school day must sign in and obtain a visitor pass from the school office.

Parental Behavior Expectations

Parents/guardians have the primary responsibility for the education of their children. The school supports, enhances, and complements this role. The school makes every effort to regularly inform parents about the educational and behavioral progress of their children.

Code of Christian Conduct Covering Students and Parents/Guardians

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

- *Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.*

- *Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.*
- *These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).*

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. (Archdiocese of Los Angeles)

Actions/Attitudes of Parents/Guardians

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to, picketing and the distribution of handbills.

Any parent/guardian or other family member who upbraids, insults, or abuses the principal or any teacher of the school is risking their child/children's continuation in the school.

Any parent/guardian or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students, or parents and at a place which is on school premises or public sidewalks, streets or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other places in connection with assigned school activities, risks the continuation of their child/children in the school (Archdiocese of Los Angeles Handbook).

Recommended Transfer Resulting from Parental/Guardian Attitude

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents/guardians; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents/guardians might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

The parental obligations of Our Lady of Grace School include:

- To attend Mass with your children on Sundays and on Holy Days of Obligation; to worship regularly
- To financially support Our Lady of Grace Parish through the use of family envelopes
- To read carefully the weekly bulletin sent from school
- To maintain a Catholic atmosphere in your home to help your child grow in his/her faith
- To act in a Christian manner at all school and parish activities
- To attend all required Parent-Teacher Organization meetings
- To attend the Parent-Teacher Conference in November
- To make a commitment of forty (40) hours of school volunteer work
- To financially support our Annual Endowment Fund/School Improvement Drive
- To fulfill Fundraising Contract by May 7
- To pay tuition through FACTS Tuition Management Company (or pre-pay the year in advance)
- To attend sacramental preparation meetings, where applicable
- To attend Family Life programs, where applicable
- To work a minimum of nine (9) hours at the annual Family Festival

Conflict Resolution/Complaint Procedure

Introduction

Concern for the dignity and rights of each person is intrinsic to the Church's mission as a true witness to the spirit of the Gospel. The Archdiocesan Complaint Review Process offers assistance in those situations where schools and various persons come into conflict, and reconciliation at the local level has been impeded.

Purpose

The purpose of the Complaint Review Process is to provide a structure for bringing about resolution and reconciliation. This is done in an atmosphere of mutual understanding with respect for the dignity and worth of all parties. Legal representation is not permitted at any stage of the Complaint Review Process because the desired result is reconciliation. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

Personal Conduct

All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith.

Definitions

The person referred to as the responsible official in the process is the person designated by the Archdiocese to coordinate the efforts to comply with, and carry out, its responsibility, ordinarily the principal of the school and/or the pastor.

Process

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the responsible official and/or persons directly involved. The responsible official reviews the facts presented and facilitates a thorough discussion for the problem.

The goal is to achieve a just resolution of the problem and reconciliation among all persons concerned. The responsible official orally responds to the complaint and provides the person bringing the complaint with a written summary of the response. If the complaint is not able to be resolved at the school/parish level, the person bringing in the complaint states it in writing and the specific resolution sought. Copies of this written complaint are sent to the responsible official and the Elementary Supervisor at the Department of Catholic Schools. The elementary supervisor will review the complaint in a timely fashion and will attempt to act as a mediator to bring about mutual agreement between the person bringing the complaint and other parties. However, if no agreement can be reached, the elementary supervisor makes a determination concerning the resolution of the complaint, based on the application of archdiocesan and school policies and/or regulations. The elementary supervisor will then communicate the final determination in writing to all parties. There is no appeal beyond the elementary supervisor and overt breaches of the Catholic moral teaching.

VIII. POLICIES, GUIDELINES, AND PROCEDURES FOR ACADEMICS

Curriculum Offerings

We offer a high school preparatory course of study. Religion, Language Arts (English, Reading, Spelling, and Handwriting), Math, Science, Social Studies, Physical Education, Music, and Art are taught. Students in grades K – 8 participate in computer-assisted instruction on a regular basis.

Religion Program

Students are expected to participate in all school liturgies and demonstrate an understanding of their faith through Religion classes. Students are expected to attend the Wednesday student body Mass at 8:00 a.m.

Our Lady of Grace School offers an archdiocesan-approved Family Life program built around five major themes: God's Gift of Family, Self, Life, Sexuality, and Community. Lessons from an AIDS curriculum created by the National Catholic Education Association (NCEA) are also taught each year. Finally, a specially trained and certified instructor presents the "Good-Touch/Bad-Touch" and "Respecting Boundaries" curriculum to students in selected grades.

Safe Environment Training for Children and Youth

*Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.*

***Good-Touch/Bad-Touch®** is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support children in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.*

***VIRTUS® Teaching Touching Safety** is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists, and youth ministers give children and young people the tools they need to protect themselves from those who might harm them.*

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. During the 2007-2008 year, training is expected to reach most of the children in the Archdiocese of Los Angeles. Questions concerning this program can be forwarded to Sister Mary Elizabeth Galt, B.V.M., Chancellor, Coordinator of Children's Programs at (213) 637-7460. (Los Angeles Archdiocese)

Christian Service

All students in our school, as part of their growth in faith and values, will be expected to give some type of service and assistance to others. Each religion teacher will outline the format of service.

Field Trips

The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon) and trips for school sport teams.

Schools may plan field trips for one or more days including overnight field trips. Schools, at their option, may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

- *Prior permission of the principal*
- *Preparation, follow-up, and specific educational goals for students*
- *Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents*
- *All Permission and Authorization Forms must be in the possession of the supervising adult during the trip*
- *All participants should have appropriate identification and travel documents*
- *All Archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.*
- *Transportation may be by personal car, school or chartered bus or van, boat, or air plane.*
- *School employees, including teachers and coaches, shall not drive students to or from athletic and co-curricular trips or events.*

- *Parent/guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver’s license and current, valid California automobile insurance with limits of at least \$100,000/300,000. Each vehicle must have individual seat belts for each student. A copy of the parent/guardian’s driver’s license and insurance declaration page must be kept on file at the school. Please see Chapter 4 and Form D.1.20 of the Archdiocese of Los Angeles Injury, Illness and Loss Prevention Program for more information.*
- *All contracts with bus companies or other transportation vendors must be submitted to the Archdiocesan Legal Department for review prior to signature. (Archdiocese of Los Angeles)*

Off-campus field trips are limited to one day in duration and to a distance that can be conveniently traveled in that time. Cultural Arts assemblies in drama, music, science, and other areas are presented to the student body on campus. Teachers determine all aspects of field trips.

Graduation Requirements

Ordinarily, students who satisfactorily complete the 8th grade courses participate in the graduation ceremony and grade 8 activities. However, gross record of student misbehavior or financial negligence by the family may prohibit the student from participating in the graduation ceremony and other activities.

Homework

Daily suggested time allotment for homework is as follows and are approximate:

- Grades 1 – 2 one-half hour
- Grades 3 – 4 one hour
- Grades 5 – 6 one and one-half hours
- Grades 7 – 8 two hours

Report Cards

Report cards are issued each trimester for Grades 1 – 8. Pre-Kindergarten and Kindergarten report cards are given in February and June. Progress Reports are given every six to seven weeks of the First and Second Trimester. In the Third Trimester, only students falling below “C-” or who drop a letter grade in any subject or General Conduct will receive a Progress Report. Mid-term exams will be given to students in grades 7 and 8 in all subjects. Final exams will be given to students in grades 7 and 8 in all subjects.

Grading Scale

Grades 1 – 2		Grades 3 – 8			
O	Outstanding	A	97 – 100%	C+	80 – 84%
G	Good	A -	93 – 96%	C	75 – 79%
S	Satisfactory	B+	90 – 92%	C-	70 – 74%
NI	Needs Improvement	B	87 – 89%	D	65 – 69%
P	Poor	B-	85 – 86%	F	64% and below

Skills

- + Area of Strength
- √ Area Needing Improvement

Scholastic Honor Roll

The Scholastic Honor Roll for Grades 5 – 8 is announced after each report card grading period. First Honor Roll requires a 3.7 – 4.0 average; Second Honor Roll requires a 3.3 – 3.6 average. The average is computed from eight major subject grades (Religion, Math, English, Social Studies, Science, Spelling, and Reading) where:

A = 4.0

B = 3.0

C = 2.0

D = 1.0

Computer, P.E., Music, and Art are averaged together for one grade.

To qualify for membership, students must have at least a “B-” or better in Religion and in General Conduct. A “D” or “F” average in subjects or in conduct in any subject disqualifies students from membership.

California Junior Scholarship Federation (CJSF)

California Junior Scholarship Federation is a scholarship organization for junior high students. Its purpose is to maintain high standards of scholarship and service to the school. Membership is based on grades, service, and conduct.

Criteria for Membership to CJSF:

1. Membership is open to students in grades 7 and 8.
2. Students must have a “B” in conduct in each trimester for each subject recognized by CJSF. A “B-” is not permitted.
3. No grade on the report card in any subject can be lower than a “C.”
4. CJSF recognizes the following six (6) subjects: Religion, Math, Social Studies, Science, English, and Reading.
5. “A” is three (3) points, and “B” is one (1) point. Students must have a total of twelve (12) points. One point can be earned for service. Service can include altar serving, student council, or any outside school organization that has a service program; for example, Scouting or National Charity League. Sport teams do not meet criteria for service.
6. A student must be a member of CJSF for two (2) of the three (3) trimesters in BOTH 7th and 8th grades in order to wear the CJSF Gold Cord at graduation.
7. Students who are members of CJSF in the 8th grade only will also be recognized at graduation and given a certificate.

Extracurricular Activities

Students who wish to participate in extracurricular activities must have met and continue to meet the following criteria:

Student Council

- Maintain a minimum “B-” or better in general conduct
- “C” (2.5) grade point average for all subjects
- No “F” in any subject
- Grades based on the second trimester report card and final report card in June

Other Extracurricular Activities (Sports, Cheerleading, Chorus)

- “C” (2.0) grade point average for all subjects
- Above average general conduct

School administration reserves the right to use its discretion for exceptions to this policy.

Probation

Students whose grade point average falls below 2.0 will be placed on academic probation. Students whose conduct grade is “C-” or below will be placed on probation. Parents will be involved with school personnel to improve student academic performance or behavior within a few weeks’ time. If necessary, a parent/student contract will be issued; and if no improvement takes place within the specified time of the contract, a student will be asked to leave the school.

Assessment/Testing

Assessment of student learning is a critical component of the educational program; it is ongoing and multifaceted. To help all students achieve high standards and become self-directed, responsible and faith-filled individuals, assessment will be standardized and curriculum-based.

Standardized Testing

All schools are required to participate in an archdiocese-wide standardized testing program. The Iowa Testing of Basic Skills (ITBS) has been selected for the archdiocesan elementary system testing program. The test will be administered during the first trimester. In addition, a Cognitive Abilities Test (COGAT) will be administered to grades 3, 5, and 7. Students in grades 5 and 8 will take the Achievement of Catechesis Religious Education (ACRE) exam to assess their religious knowledge and beliefs. Please do not plan any vacations, medical appointments, or other appointments that would take your child out of school during these important testing periods.

Test results will be used as one component in the assessment of student learning and mastery.

Curriculum-Based Testing

Assessment of student learning in the area of academics is ongoing and multifaceted. Students will also be evaluated on their performance as a member of a group while working on performance tasks and projects.

Students’ assessment extends to class participation, daily and long-term assignments, projects and collaborative learning experiences.

In every assessment, students will be held to the highest standards of honesty. Students who are involved in cheating will receive a failing grade on the test or assessment.

To stay informed about their child/children’s overall progress, parents are expected to check their child/children’s curriculum assignments and tests.

Promotion

Ordinarily, students who satisfactorily complete the prescribed course and obtain a 65% and above grade point average will be promoted to the next highest grade at the end of the school year. Exceptions are at the discretion of the principal.

Retention

The decision to promote or retain a student should be based upon a consideration of the overall welfare of the student, carefully weighing academic, emotional, maturity, and social factors. In the case of a student with a learning problem, it may be necessary to recognize that the parochial school is not equipped to meet the needs of every student and that a recommended transfer might be necessary based upon the whole child and teacher documentation and recommendation. The principal makes the final decision regarding grade placement.

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical, and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal, and the pastor.

Pupil Records

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal e-mail addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, e-mail address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Verbal/Written Confidences

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge, or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable. (Archdiocese of Los Angeles)

Access to Records

The principal only, as custodian of the records, authorizes the release of personal information about students. If a parent wishes to view their child/children's records, a written request must be sent to the school office. Official transcripts are not given to parents or students.

Transfer of Records

Student Transfers and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll. The original Cumulative Student Report will remain at the school. A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register. Official transcripts are not given to students or parents.

Damaged or Loaned Property

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents/guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy. (Archdiocese of Los Angeles)

Internet and Technology Use Policy

Every computer user at the school must agree to use the computer network in a responsible manner by honoring all relevant laws, restrictions, and school rules. **Each family and student must sign and date a copy of the Archdiocesan Acceptable Use Policy (AUP) for Media and Technology form, which must be returned before the student is permitted to use the computer lab. These forms will be sent in the family envelope and will be kept on file in the office.**

Plagiarism/Cheating

Plagiarizing is to take another's words and/or ideas and offer them as one's own. If the words or ideas of another are used, acknowledgement of the original source must be made through recognized and/or approved referencing practices. If any student is found plagiarizing work, a grade of "F" is automatically given for the work.

Controversial Issues

Our Lady of Grace School will handle controversial issues in a manner suited to the range of knowledge, maturity, and competence of the students.

IX. POLICIES, GUIDELINES, AND PROCEDURES FOR FINANCE

Registration and Tuition Plans

In an effort to guarantee a Catholic elementary school education for all parish families who desire it, Our Lady of Grace has adopted a Tuition Policy in which the tuition rate is based on the actual cost of educating one child.

Tuition and the fee schedule is reviewed and revised in January of each school year. Tuition is automatically debited from either your checking or savings account through FACTS Tuition Management Company. Tuition payment plans can be for (ten) 10 or eleven (11) months and tuition can be debited on either the 5th or 20th of each month. Alternately, tuition can be paid in advance with a single payment which will be due July 1. This payment will include a discount for advanced payment.

Fees include a registration fee, student fee, yard duty fee, and special grade fees (where applicable). Fees for each child include textbooks, testing programs, student insurance, and assemblies.

The school will charge additional fees for non-sufficient funds (NSF) checks and late charges. In addition, FACTS Tuition Management Company will charge fees for returned payments.

Eligibility for receiving the parish tuition rate is based on registration at Our Lady of Grace Church for a minimum of six months and consistent Mass attendance. In each of the six-month periods of September – April, Mass attendance is expected to be at a 50% rate in order for families to qualify for the parish tuition rate. The parish office maintains individual weekly records of church envelope usage by its registered members. This is the information used to determine Mass attendance. If you submit more than one envelope at the same time, the records will show only one entry. Therefore, it is important to use your envelopes weekly. Make a note of your family's envelope number; and if you forget yours, use one of the envelopes found in the pews. Include your number on that envelope, and you will receive credit.

Tuition Assistance

A small amount of scholarship money is reserved for the needs of struggling Catholic families active in our parish who meet the following criteria:

- Attend Mass each Sunday
- Contribute to OLG parish each Sunday by means of the numbered envelope system
- Fulfill the required hours of volunteer service to the school
- Submit application and financial records to FACTS Grant and Aid Assessment Company
- Pay monthly tuition bills on time
- Arrange a formal appointment with the principal to discuss your situation
- Submit a tuition assistance application by March 15 of the school year

Day Care Fees

Our Lady of Grace School offers Day Care before and after school; providing time for homework, arts and crafts, supervised athletics, and play. A \$10.00 registration fee is required. Day Care fees will be reviewed and revised by March 15 of the school year. Day Care fees are based on an annual amount spread over ten (10) months. If you decide to drop a "short" month (i.e. December), you will forgo your contract and revert to a charge of \$5.00 per hour per child, should you want to continue with after-school care. Failure to pick up a child by 6:00 p.m. will result in a \$15 charge payable immediately.

Parent Service and Fundraising Requirements

Parish subsidy, school fundraising, and parent volunteer programs supplement the tuition income in order to guarantee a dynamic, ever-broadening curriculum with a well-qualified, dedicated faculty and staff.

Parent Teacher Organization (PTO) Family Fundraising Contract

As you know, our tuition alone does not cover the cost of educating our children. Our school depends upon fundraising to support our operation expense; therefore, each family is required to raise \$500 to be applied towards our budget. This does not include the monies collected for an annual School Improvement Fund Drive.

Once you have raised the required \$500, and as an incentive for you to continue participating in fundraisers, you will start to accumulate credits. Fifty percent (50%) of your credit balance will be applied to your final tuition payment. (Example: If your Family Fundraising Account has accumulated a credit balance of \$100 (i.e. earnings of \$600), your final tuition payment will be reduced by \$50.)

Your Family Fundraising Account (FFA) debt must be cleared by May 7 of the current school year.

Participation in our minor fundraisers, such as recycling, wish lists, book fair, etc., will not be credited to your Family Fundraising Account due to the impracticality of record keeping. However, they do help us meet our budget; and any participation is greatly appreciated.

Options 1 & 2: Direct Donation Methods

Option 1: Send a tax-deductible contribution payable to Our Lady of Grace Fundraising in the amount of \$500 to the school by September 29.

Option 2: Send separate checks in the amounts of \$50 per month to the school. You will not be required to participate in the Magazine Drive, Scrip program, advertising, or raffle.

If you choose Option 1 or 2 and your payments are up-to-date, your child will receive any incentives related to fundraising. Please note that if you do participate in any of the (five) 5 fundraisers listed below, you will receive credits to your Family Fundraising Account.

Option 3: Family Fundraising Account Method

You will start the year with a debit balance of \$500.

You can credit your account (thereby reducing your debt) by participation in any or all of the five (5) major fundraisers listed below:

1. Magazine Drive: 40% of your total sales
2. Scrip Program: Based on the profit of each individual order
3. Spring Raffle: Total value of purchased tickets
4. Festival Sponsorship: 25% of paid sponsorship
5. Donation: 100% of any donations made to your Family Fundraising Account

Annual School Improvement Fund Drive

Our Lady of Grace School has an annual School Improvement Fund Drive. All families are required to contribute annually with a suggested donation of \$100.

Scrip

A successful program at Our Lady of Grace has been the sale of gift certificates from nationally known stores. We call this program "Scrip." People purchase these gift certificates at face value. The participating stores reimburse our school anywhere from 2% to 26% of the value of the gift certificate. Please encourage your friends, relatives, and neighbors who shop at these stores to join you in using these certificates, thus helping the school earn the extra money needed to improve your child/children's education. Scrip envelopes go home every Tuesday inside the family envelope. The Scrip envelope must be returned to the school office by Wednesday morning no later than 8:30 A.M. so the order can be processed. You will receive your order after school on Friday of the same week (except when circumstances beyond our control may arise). If you have any questions about the Scrip program, please contact our parent volunteer Scrip coordinator.

Volunteer Program

All parents are required to give forty (40) hours of volunteer service to the school and/or parish. Parents are responsible for turning in records of this service to the school office monthly. At the end of the school year, the amount of \$25 per hour will be charged for insufficient volunteer hours. A single head of household with no approved spousal support may submit a written request for a waiver of 20 service hours to the principal by October 1 of the school year.

Parent Prayer Time

School parents are encouraged to spend some time in prayer before the Blessed Sacrament each First Friday from 11:30 a.m. – 12:30 p.m.

Work Day

The Our Lady of Grace Parent-Teacher Organization sponsors parish/school workdays several times a year. Parent volunteers share their time and talents to maintain a well-kept, attractive campus. Each class supports and sponsors one of these Work Days. It is expected that when your child's class is scheduled for a Work Day, at least one parent/guardian attend. Refreshments are provided for those who give their time to this worthwhile effort.

Parish/School Family Festival

Our Lady of Grace Family Festival is an annual event sponsored by both the parish and school. It is an opportunity to build community throughout the entire parish and is a major source of income for our parish and school. School parents are required to support this event by working a minimum of nine hours at the festival. If this is not done, a family will be charged \$50 per hour not worked.

Consultative School Boards and Parent Organizations

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

Parent Organizations

The main functions of the Parent Teacher Organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school. Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws (see Administrative Handbook).

Consultative School Boards

The general responsibilities of the Consultative School Board are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the board's goals and activities.

The membership of the Consultative School Board should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998). The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Board. (Archdiocese of Los Angeles)

OLG Parent-Teacher Organization

We are blessed with a dedicated and active Parent-Teacher Organization at Our Lady of Grace School. The purpose of this group is to promote a parent-teacher relationship that enhances the principles of the Catholic education process, to support general school activities, to organize and direct fundraising events for the school, and to act as a liaison between parents and school. Feel free to contact our PTO board members if they can be of help to you in any of these areas. (Please refer to the directory for contact information.)

PTO Meetings Schedule

General parent meetings are held each year. One parent/guardian is expected to attend these meetings. If, for some reason, neither parent/guardian is able to attend, we ask that you notify the principal in writing. Please consult the school calendar. Board meetings are held monthly. Parents/guardians who would like to attend any of these meetings are asked to contact the PTO board president and the principal three days ahead of time.

Room Parents

Room parents volunteer time to their children's classes to collaborate with the homeroom teacher. The room parents help organize social events and fundraising activities.

X. POLICIES, GUIDELINES, AND PROCEDURES FOR DISCIPLINE

Dress/Uniform Code

Parents and students are expected to cooperate with the uniform code. Emphasis shall be placed on good taste, neatness, cleanliness, hygiene, and modesty. If there is a disagreement about acceptable appearance at school, the principal will make the final decision. Parents should label all clothing with the student's name. Students should wear clothes that fit them properly. Issues relating to dress or appearance of a student that are not specifically mentioned in the Parent/Student Handbook but are inconsistent with the school's regulations may be deemed unacceptable at the discretion of the principal.

Required Uniform

Boys (Pre-Kindergarten – Grade 8)

- Navy uniform pants – pants are not to be oversized or baggy
- Polo shirt: royal or light blue, or dark green (long or short sleeves) – polo shirt must be tucked inside pants if longer than hip length
- Dark-colored belt worn at all times
- Sturdy tie or fastened shoes (mostly solid black or white color), or mostly solid black or white tennis shoes (with matching black or white laces) – solid accent colors must be white, navy blue, black, dark green, or gray
- Navy cardigan or pullover sweater or navy blue school sweatshirt with OLG logo
- White or navy crew socks (solid color) – socks must cover ankle bone; no logo on socks
- Sweat or warm-up suits must be purchased from the school uniform company

Girls

- School uniform jumper (grades Pre-Kindergarten – 5) or skort – length of jumper must be to top of knee
- School uniform skirt (grades 6 – 8) or skort – length of skirt must be to top of knee
- Polo Shirt: royal or light blue, or dark green (long or short sleeves) – polo shirt must be tucked inside skirt/skort if longer than hip length
- Sturdy tie or fastened shoes (mostly solid black or white color), or mostly solid black or white tennis shoes (with matching black or white laces) – solid accent colors must be white, navy blue, black, dark green, or gray
- Navy cardigan or pullover sweater or navy blue school sweatshirt with OLG logo
- White or navy crew socks (solid color) – socks must cover ankle bone; no logo on socks
- Sweat or warm-up suits must be purchased from the school uniform company

Required Dress Uniform

Students are required to wear their dress uniform for Mass and special school events. The dress uniform consists of a **navy blue sleeveless sweater vest** on top of a **white polo shirt** with the OLG logo on both the vest and shirt. Students may wear pants, jumpers, skirts, skorts, or shorts with their white polo shirt and navy vest. Only a white OLG logo polo shirt can be worn under the vest for dress uniform occasions.

Required Boys and Girls P.E. Uniform for Grades 1 – 8

- Navy fleece or nylon mesh gym shorts with OLG logo
- Ash T-shirt with OLG logo
- Tennis shoes (see uniform regulation)

Optional Uniform for Boys and Girls

- Navy walking shorts (belt worn) Girls: Navy slacks (belt worn)
- Uniform Polartec jacket with OLG logo

OLG sweat or warm-up suit with the following requirements:

- Must fit properly (no oversized or outgrown suits)
- Must have no holes
- Must be clean
- May not be worn on Mass days
- May be worn from December through February only

Free Dress Code

Free dress is a privilege granted to students at different times during the year. Parents/guardians are responsible to ensure that students are dressed in a manner suitable for a Catholic school student. On days when free dress is permitted, students are to wear clothing appropriate for school. Girls' skirts or dresses must be to the top of the knee. Shoes and accessories should be chosen with regard to safety (no open-toe shoes or sandals). Baggy pants or tops are not acceptable. Tank tops, cropped or tube tops, spaghetti straps, low-cut tops, and exposed midriffs are not acceptable. Shirts should not have inappropriate writing on them.

All dress code/uniform questions are resolved at the discretion of the administration.

General Appearance

Hair should be neat, clean, and well-groomed. No fad haircuts are allowed. No unnatural hair color (i.e., bleaching, highlighting, etc.) Boys' hair must be cut according to a traditional "barber shop" hairstyle, with a blade cut of #2 or #3 – **above the collar, ears, and eyes**. Girls may wear one set of small stud earrings for pierced ears. (Dangling or hoop earrings are not allowed.) Boys may not wear earrings. Makeup may not be worn. No acrylic nails and only clear nail polish may be worn.

If a student disregards the normal OLG standards of dress, grooming, or hygiene, and has been corrected in this regard, the cooperation of parents shall be sought to correct the problem. Lack of improvement in personal appearance or hygiene is grounds for suspension of a student during the school day. The school reserves the right to require that parents bring an appropriate change of clothes to school if a student is inappropriately dressed. The principal will make any final decisions.

Discipline

Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Conditions of Suspension

Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:

- *No student shall be suspended from an elementary school for more than two consecutive weeks.*
- *Notice of suspension must be given to the parents/guardians by telephone or in a conference.*
- *The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.*
- *In no case will a teacher on his/her own authority suspend a student.*

Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- *Actions gravely detrimental to the moral and spiritual welfare of other students.*
- *Habitual profanity or vulgarity.*
- *Assault, battery or any threat of force or violence directed toward any school personnel or student.*
- *Bullying or harassing school personnel or other students.*
- *Open, persistent defiance of the authority of the teacher.*
- *Continued willful disobedience.*
- *Use, sale, or possession of narcotics, drugs, or any other controlled substance.*
- *Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.*
- *Smoking or having tobacco.*
- *Stealing*
- *Forging signatures*
- *Cheating or plagiarism*
- *Willful cutting, defacing, or otherwise injuring in any way property, real or personal, belonging to the school.*
- *Habitual truancy.*
- *Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons.*
- *Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.*
- *Actions in or out of school which are detrimental to the school's reputation.*
- *Violation of the Electronic Communications Policy policies and guidelines.*
- *Inappropriate conduct or behavior unbecoming a student in a Catholic school.*

Procedure for Expulsion

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- *A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend, and provided a report of the discussion.*
- *If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.*
- *In no case will a teacher on his/her own authority expel a student.*
- *Full credit will be given for all work accomplished by the student up to the moment of expulsion.*

Cases Involving Grave Offenses

- *In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.*
- *The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.*
- *When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.*

Time of Expulsion

- *An expulsion may be made immediately if the reasons are urgent.*
- *Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.*
- *If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.*
- *If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.*

Reporting of Expulsions

- *All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.*
- *The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the Cumulative Student Record should be held until requested.*

Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests. (Archdiocese of Los Angeles)

OLG Discipline

Discipline at Our Lady of Grace School is fair, firm, positive, and consistently implemented. We stress respect for God, self, and others. Therefore, we encourage students to take responsibility for their behavior and accept the consequences of their actions. Consequences of these actions are left up to the discretion of the administration. If a problem arises that needs clarification, a parent should discuss it first with the classroom teacher. Parents should encourage their child/children to tell the truth about the situation and still keep an open mind to the teacher's perspective on the issue. The teacher, in turn, should welcome the caring of parental concern when it is offered in the context of a respectful openness to collaboration on behalf of the child.

Detention in Grades 1 – 5

A detention may be given for three (3) tardies and/or three (3) uniform infractions within a trimester. A student scheduled for a detention will receive a Detention Notice stating the reason for detention. This notice must be signed by the parent/guardian and returned the next day. When a student has received three detentions during a trimester or during an academic year, a parent conference with the principal/student/teacher may be held. We are hopeful that through the combined efforts of teachers and parents, problems will be resolved.

Junior High Detention Policy

Our Lady of Grace's Junior High teachers and administrators have established a progressive discipline system. Students who accumulate ten check marks in a one week period for the behaviors listed below must serve detention on a Thursday morning from 7:15 a.m. to 7:45 a.m. in a junior high classroom supervised by a teacher. Students will be issued a detention slip that is to be signed by parents and returned Thursday morning before entering detention. Check marks will be given for the following behaviors:

- Disruptive behavior
- Excessive talking
- Disregarding school and/or class rules
- Not following directions
- Disrespect of property
- Disrespect towards authority
- Disrespect towards others
- Not accepting responsibility or correction
- Being out of uniform
- Being late to class
- Being unprepared for class; missing class supplies
- Other

If a student is late for detention or does not attend the scheduled detention, the student will be issued an additional detention. A conference with the principal/student/parent will be scheduled if the student has received more than two detentions during a trimester. Some behaviors are considered serious enough that students will be issued an immediate consequence of either detention or suspension.

Defacing or Destruction of School Property

All penalties related to the willful defacing of school property pertain to graffiti as well, including restitution and the possibility of expulsion. In order to discourage the appearance of graffiti on campus and school property, it will be removed whenever it appears.

Archdiocesan Policy on Mixed Parties

Mixed parties involving the students of the upper grades, even when they are held at home or at school are especially discouraged. Parents are asked to cooperate with this regulation, even though, strictly speaking, the matter of parental-sponsored parties is one primarily involving parental control and not that of the school. The only exception to this rule would be in the instance of a school-sponsored graduation party that the pastor, principal, and parents deem appropriate. (Archdiocese of Los Angeles)

Harassment Policy

Our Lady of Grace School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impending or blocking movements or any intimidating interference with normal work or movement

Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings or gestures

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of a student's academic status or progress.
- Submission or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

- Making unsolicited sexual advances and propositions
- Using sexually degrading words to describe an individual or an individual's body
- Displaying sexually suggestive objects or pictures
- Telling inappropriate or sexually related jokes
- Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances

It is the responsibility of Our Lady of Grace School to:

- Implement this policy through regular meetings with all administrators, including the pastor, ensuring that they understand the policy and its importance.
- Make the faculty, staff, students and parents aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.
- Anyone who has been sexually abused by any person representing the church should call the office of Assistance Ministry at (213) 637-7650 to report misconduct.

It is the student's responsibility to:

- Conduct himself or herself in a manner which contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the principal.
- If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

Archdiocese of Los Angeles "Zero Tolerance Policy"

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- ***May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and***
- ***May not volunteer in any "non-ministerial" activity or event where he/she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.***

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

Harrassment, Bullying, and Hazing Policy

Our Lady of Grace School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying, or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin, or religion. It includes, but is not limited to, any or all of the following:

- *Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.*
- *Physical harassment: Unwanted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal work or movement.*
- *Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.*
- *Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.*

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students also may be involved in cyber-bullying, which occurs when they bully each other using the Internet, mobile phones, or other cyber technology. This can include, but is not limited to:

- *Sending inappropriate text, e-mail, or instant messages.*
- *Posting inappropriate pictures or messages about others in blogs or on Web sites.*
- *Using someone else's user name to spread rumors or lies about someone.*

It is the responsibility of the school to:

- *Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation, or harassment.*
- *Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement*
- *Remain watchful for conditions that create or may lead to a hostile offensive school environment.*

It is the student's responsibility to:

- *Conduct himself or herself in a manner that contributes to a positive school environment.*
- *Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying, or hazing.*
- *If possible, inform the other person(s) that the behavior is offensive and unwelcome.*
- *Report all incidents of discrimination, harassment, bullying, or hazing to the principal or teacher.*
- *As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.*

Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic Schools immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

School Searches

*A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.*

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing, and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing, or personal effects must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from trained and certified detector dogs is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car, or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

Parent/Student Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents, and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.*
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.*
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties. (Archdiocese of Los Angeles)*

OLG Complaint Filing and Investigation Procedures

The following procedures must be followed for filing and investigating a harassment claim:

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal, or to the Regional Supervisor if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another same sex administrator if he/she prefers to do so.
- The student alleging harassment will be asked to complete a formal written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
- Once the facts of the case have been gathered, the principal, in consultation with the Regional Supervisor, and, in the case of a parish school, with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.
- If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps within its power to investigate and eliminate the problem.

XI. POLICIES, GUIDELINES, AND PROCEDURES FOR HEALTH AND SAFETY

Arrival and Dismissal

Drop-off and pick-up of students is as follows: Drivers of students in Kindergarten through grade 3 should always enter the Northeast gate on White Oak Avenue and proceed through, without parking, to drop off or pick up, exiting onto Alonzo Avenue; older siblings of these students will also follow this pattern. Drivers of students in grades 4 through 8 should always enter the Southwest gate on Alonzo and drive through to drop off or pick up, exiting onto White Oak. Please follow the directions of those directing traffic, and do not exceed ten (10) mph. Pre-Kindergarten students will follow a separate schedule and procedure. For the safety of the children, drivers are required to focus on driving and should not talk on cellular phones while in the car line.

Injuries/Illness

It is the obligation of the parent/guardian to inform the administration of any health condition of a child needing the attention of school personnel. It is also the obligation of the parent/guardian to inform the administration in writing of any change of address or telephone number (family or medical/dental care providers) immediately. Emergency cards are kept on file in the health room and school office and must be kept current at all times. These cards are our only authorization for acting when a child is injured or ill and his/her parents cannot be reached. If a child becomes injured or ill during school hours, the parents will be contacted to come for the child. If parents are not available, the person suggested on your emergency card will be contacted.

It is a state law that all immunization dates must be documented. Please cooperate with us in providing all immunization information requested. Students must be excluded from school if we do not have all necessary immunization information.

In the event that a child is found to have lice, Our Lady Grace School enforces a “no nits” policy in order to return to school.

Medication

To protect all children and to conform with the State Education Code, no student may bring any prescription, non-prescription, homeopathic, or over-the-counter medication to school. Only medication prescribed by a health care provider may be taken during school hours. If a student needs medication either for a few days or over an extended period of time and it must be given during school hours, an “Administration of Medication During School Hours” form must be submitted to the school health office. A health care provider must write directions for administering the medication on the form. The form must be signed and dated by the health care provider. Medications must be delivered only by a parent or guardian to the health office coordinator in the original, labeled prescription bottle, together with the medication form signed by the health care provider and parent/guardian. In order for a child to take Tylenol, cough drops, or vitamins, a doctor’s authorization for these medications must be on file in the health office, complete with a health care provider’s signature. Only under these conditions may any medicine be given at school.

Student Insurance

The student insurance program is provided for all full time students in Archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. (Archdiocese of Los Angeles)

Accidents occurring on school grounds should be reported to the principal before 2:45 p.m. on the day the accident occurs, and if after school hours, before 8:10 a.m. the following day. Claim forms may be obtained in the health or school office and must be submitted within ninety (90) days of injury.

HIV

Our Lady of Grace School will undertake an educational effort to inform staff, students, and parents about Acquired Immune Deficiency Syndrome (AIDS). This educational effort will inform persons concerning the nature of HIV infection, including how it is contracted and how it is spread, according to current scientific evidence. The program also explains school policy and procedures related to students with diseases, such as HIV infection, resources for obtaining additional information or assistance, and procedures to prevent spread of all communicable diseases at the school. (More information on this policy is contained in the Archdiocese of Los Angeles Handbook upon request.)

Child Abuse

California Penal Code requires that any child care custodian who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse reports the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone, and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Counseling Policy

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

Schools may engage in the following activities in addition to providing classroom instruction:

- *Provide advice regarding academic subjects and student progress in school;*
- *Give limited guidance to students who present with non-academic personal issues or situations;*

- *Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists, and similar professionals for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;*
- *Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed, or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.*

In cases of actual or suspected child abuse or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan, and governmental authorities of the allegations of abuse. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy. (Archdiocese of Los Angeles)

Any counseling services available to students on campus during the school day will require parental permission.

XII. MISCELLANEOUS POLICIES AND INFORMATION

Lunch/Snacks

Lunch period is from 12:35 p.m. until 1:05 p.m. Lunches and snacks should be packed in clearly marked bags or containers with the student's name and grade. No glass bottles, please. Students should bring their lunch to school with them each morning. Only in an emergency situation should a student lunch be brought to school by a parent/guardian or other adult. In those instances, lunch must be brought to the school gate or office before the start of the lunch period at 12:35 p.m.

Eating is permitted in the lunch areas only. Students will be required to sit and eat for at least ten minutes at the beginning of the lunch period. Due to safety concerns, microwaves will not be used to heat food brought from home. Milk and fruit juice can be bought for 75¢ every day at lunchtime. Ice cream, juice bars, and other snacks are sold; and prices range from 50¢ - \$2.50.

Hot Lunch

School staff and parent volunteers provide a hot lunch for school students every Thursday. Menus and exact prices are sent home in the weekly envelope on Tuesdays. To purchase a Thursday Hot Lunch for a student or students, payment (cash or check accepted) must be returned in the family envelope on Wednesday in a sealed envelope with name of student/s, grade/s, and food selection/s clearly indicated. Hot Lunch orders/payments should be received no later than Wednesday, except in the case of student absence or emergency.

Lunch Period Yard Duty/Supervision

Parents are expected to help provide supervision during the school lunch period. All families are required to do four shifts of Yard Duty per year. The \$40 yard duty fee paid before the start of each new school year will be credited to your family tuition plan if you fulfill your four hours of volunteer yard duty supervision. Yard duty volunteers will be asked to attend a brief information and supervision training session with the principal. Guidelines on supervision must be read and signed before providing yard duty. The school lunch period is from 12:35 p.m. to 1:10 p.m. Yard Duty supervision is a very important commitment. For the safety of our students, we require volunteers to arrive at the school no later than 12:25 p.m. to sign in for their "shift," then proceed to their designated area of supervision by the start of lunch at 12:35 p.m. If scheduled for Yard Duty on a rain day, volunteers are still expected to report for their shift to supervise inside the classrooms. In the case of

illness or an emergency situation when a volunteer cannot supervise during a scheduled shift, it is the obligation of that person to find a substitute by contacting others listed on the Yard Duty Volunteers roster.

Library/Textbooks

The Our Lady of Grace school library is open after lunch four (4) days a week. Students are allowed to check out books for one week. Students will be fined for overdue and lost books. Student body fees partially cover the cost of textbook rental and workbook purchases. Students are required to keep all textbooks clean and covered throughout the school year. Students will be charged for any damaged or lost textbooks.

After-School Sports

Our Lady of Grace is a member of the Valley Catholic Sports League. As a member of this League, we compete with other Catholic elementary schools in the area. We field teams for girls and boys on two levels: "A" teams for Grades 7 and 8 and "B" teams for Grades 5 and 6. No student will be permitted to participate in after-school sports without a signed permission slip. A sports fee is collected for each sport to cover the costs of officials and sports equipment. A student's conduct grade must be "B" or above to participate.

There is no supervision for children not participating in after-school sports. Therefore, on practice or game days, siblings of participating athletes must be picked up at regular dismissal time unless those siblings are enrolled in Day Care. No student may leave school to purchase snacks and then return. During games, they must remain by the playing court.

Lost and Found

The school's Lost and Found area is located in the west building of the school in the hall near the Kindergarten classroom. Some lost items are also kept in the school office. Unclaimed items are eventually donated to charitable organizations.

Use of School Telephones

The school telephone is for business purposes and emergencies only. Students may not use the school phones for parental requests or permissions unless it is requested by a teacher or other staff member in writing. Teachers will send a note with the student when he/she has permission to use the school or health office telephones.

Cell Phones

Students are not permitted to carry or use cell phones to make calls or send text messages during the school day. Cell phones must be turned off and kept in backpacks at all times during school hours. Students who disregard the rule and use their phones during school hours will be asked to take their phones to the principal's office. Parents will be asked to retrieve their child's phone from the principal. No photographs may be taken with a cell phone on campus. Students who are in Day Care or after-school sports need written permission from parents and their supervisor in order to make a cell phone call or send an e-mail or text message. A supervisor must be present when cell phone calls are made or e-mail or text messages are sent from the school campus.

Electronic Gadgets

Personal property, such as *iPods*, *iPhones*, *BlackBerrys*, *Palm Pilots*, electronic games, laptop computers, CD players, tape recorders, radios, etc., are not to be brought onto school grounds unless a teacher gives specific permission. However, the school and/or teacher are not responsible for personal items brought to school.

Bicycles, Skateboards, Scooters

It is forbidden to ride bicycles, skateboards, or scooters anywhere on the church or school grounds. Bicycles must be kept locked in the bike rack at all times.

Co-Curricular Activities

Our Lady of Grace School provides the following extracurricular activities:

- Student Council
- Academic Decathlon
- Chorus/Cantors
- Sports Teams
- Cheerleading
- Newspaper
- Yearbook

Requirements vary for participation in each of these activities.

2008 – 2009 Student Council Officers

Moderator	Mrs. Baker
President	Joshua Dzyak
Vice-President	Molly Stott
Secretary	Kaitlyn Herbert
Treasurer	Christopher Jackson
Commissioner of Boys' Athletics	Lucas Alfonso
Commissioner of Girls' Athletics	Paulina Barajas
Commissioner of Ecology	Nicole Bajorek
Commissioner of Elections	Michelle Catton
Commissioner of Extracurricular Activities	Neiri Jellabouchian
Commissioner of Publicity	Chelsea Burgess
Commissioner of Religious Affairs	Deana Fisher
Commissioner of Safety	David Blaire
Commissioner of Spirit	Thomas Wilson
Co-Photographer	Samantha Bock
Co-Photographer	Matthew Silva

