

# Our Lady of Grace School

## FAMILY HANDBOOK

2017-2018



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West Sacramento, CA 95691

[www.olgwestsac.com](http://www.olgwestsac.com)

**Tax ID#: 45-385-1198**

Our Lady of Grace is a Catholic School serving Transitional Kindergarten through Eighth grade students. We are accredited by the Western Catholic Education (WCEA) and the Western Association of Schools and Colleges (WASC).

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# Faculty Directory

| Administration                    |  |  |
|-----------------------------------|--|--|
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| Sophia Ramirez                    | Instructional Aide                     | <a href="mailto:sramirez@olgwestsac.com">sramirez@olgwestsac.com</a>           |
| Chrissy Lockwood                  | Art Teacher/Instructional Aide         | <a href="mailto:clockwood@olgwestsac.com">clockwood@olgwestsac.com</a>         |
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| Mike Brenestall                   | Facility Support                       |  |
| Parish Administrator              |  |  |
| Fr. Matthew Rappu                 | Pastor                                 | <a href="mailto:rappuzha@gmail.com">rappuzha@gmail.com</a>                     |



# Our Lady of Grace School Calendar



| August 2017 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | S  |
|             |    | 1  | 2  | 3  | 4  | 5  |
| 6           | 7  | 8  | 9  | 10 | 11 | 12 |
| 13          | 14 | 15 | 16 | 17 | 18 | 19 |
| 20          | 21 | 22 | 23 | 24 | 25 | 26 |
| 27          | 28 | 29 | 30 | 31 |    |    |

| September 2017 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| Su             | M  | Tu | W  | Th | F  | S  |
|                |    |    |    |    | 1  | 2  |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 |

| October 2017 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | S  |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 | 31 |    |    |    |    |

| November 2017 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 | 29 | 30 |    |    |

| December 2017 |    |    |    |    |    |                      |
|---------------|----|----|----|----|----|----------------------|
| Su            | M  | Tu | W  | Th | F  | S                    |
|               |    |    |    |    | 1  | 2                    |
| 3             | 4  | 5  | 6  | 7  | 8  | 9                    |
| 10            | 11 | 12 | 13 | 14 | 15 | 16                   |
| 17            | 18 | 19 | 20 | 21 | 22 | 23                   |
| 24            | 25 | 26 | 27 | 28 | 29 | <sup>/30</sup><br>31 |

| January 2018 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | S  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |

| February 2018 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 |    |    |    |

| March 2018 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | S  |
|            |    |    |    | 1  | 2  | 3  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 | 31 |

| April 2018 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | S  |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 | 31 |    |    |    |    |

| May/June 2018 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 | 1  |    |

|  |                                 |
|--|---------------------------------|
|  | <b>No School-</b> Diocesan PD   |
|  | <b>Minimum Day-</b> Meetings    |
|  | <b>Minimum Day-</b> Conferences |
|  | <b>No School-</b> Holiday       |
|  | Last Day of the Trimester       |

Aug. 14 Ice Cream Social  
 Aug. 15 First Day of School  
 Aug. 17 First Day of TK  
 Aug. 22 Back to School Night TK-5  
 Aug. 23 Back to School Night 6-8  
 Sept. 4 Labor Day Holiday  
 Sept. 15 Grand Day @ OLG  
 Sept. 29 Ministry Day  
 Sept. 29 Golf Tournament  
 Oct. 31 Fall Festival  
 Nov. 10 Veterans' Day Observed  
 Nov. 18 Chili Cook-Off  
 Nov. 22-26 Thanksgiving Holiday  
 Dec. 1 Tree Lighting  
 Dec. 19/20 Christmas with Grace  
 Dec. 21-Jan 3 Christmas Holiday  
 Jan. 15 MLK Jr. Day

Jan. 28 Open House  
 Feb. 3 Crab Feed  
 Feb. 19 Presidents' Day  
 Mar. 16 Staff Retreat  
 Mar. 30-April 8 Easter Holiday  
 April 14 Auction and Gala  
 April 22/29 First Communions (tentative)  
 May 14 Spring Showcase  
 May 18 Jog-A-Thon  
 May 23 8th grade Graduation  
 May 28 Memorial Day Holiday  
 May 31 Last Day of TK/K  
 June 1 Last Day of 1st-7th grade  
 June 18 Summer Camp Begins

**Confirmation TBA**  
 11/9, 2/23, 5/25 End of Trimester  
 12/20 and 6/1 No Extended Care



# Missions

## Handbook Purpose

The provisions in Our Lady of Grace Handbook are designed to provide information as to the procedures and policies of the school. The information is not to be considered exhaustive and the principal retains the right to amend it as needed. Any policy statements published during the course of the school year are considered to be an addendum to the handbook.

## Diocese of Sacramento Catholic School Department Mission




The Catholic School Department of the Diocese of Sacramento is committed to the mission of the Church by supporting Catholic faith formation and academic excellence for all to ensure life-long learning and the development of responsible and compassionate citizens.


## Our Lady of Grace School Mission Statement

The mission Our Lady of Grace School is to provide students a curriculum modeled by the teaching of Jesus through gospel values, devotional traditions and practices of the Roman Catholic Church. With a focus on academic excellence, students become lifelong learners and successful members of society. In partnership with our families and our parish community, we are committed to providing a safe, spiritual and welcoming environment rooted in respect and discipline that nurtures individual self-worth.

## School Motto and Student Learning Expectations

### Schoolwide Learning Expectations

| <b>O</b> nly our best.  | <b>L</b> ove from the heart.   | <b>G</b> ospel Values.   |
|---|--|--|
| <ul style="list-style-type: none"><li>☉ I participate in my lessons.</li><li>☉ I want to learn new things.</li><li>☉ I try to solve problems and find answers.</li><li>☉ I listen carefully.</li><li>☉ I follow directions.</li></ul> | <ul style="list-style-type: none"><li>♥ I show respect for everyone.</li><li>♥ I show respect for myself.</li><li>♥ I treat others with kindness, patience and love.</li></ul> | <ul style="list-style-type: none"><li>✝ I care for and help my classroom and school community.</li><li>✝ I say my prayers reverently.</li><li>✝ I follow the teachings of Jesus in my words and in my actions.</li></ul> |
|    |   |   |

 **OUR LADY OF GRACE SCHOOL**

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# Admission Policies

## Nondiscriminatory Admission

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

## Age Eligibility

A child must be 4 by September 1st of the current school year to be enrolled in transitional kindergarten. A child who is 5 years of age on or before September 1 of the current school year may apply for Kindergarten (Education Code Section 48000a). Æ

## Application Requirements

Prospective families must complete and return an inquiry form along with birth certificates, sacrament certificates, report cards, and standardized test scores (for transfer students). Once the application is reviewed, and necessary assessment, interviews and evaluations are administered final acceptance is determined by the school administrator.

## Admission Priority

Prospective students are considered for acceptance at Our Lady of Grace School based on the following priorities:

- Sibling of current Our Lady of Grace School student
- Registered and active members of Our Lady of Grace Parish
- Registered Active Parishioners of another Parish
- Non-Parishioners will be accepted if the school has the capacity for additional students.

## Probationary Status

All Students will be admitted on a probationary basis, for the duration of one trimester to one year, to ensure proper adjustment to the Our Lady of Grace School environment and curriculum. Students transferring into middle school will be determined on a case-by-case basis, with consideration given to students transferring from another Catholic School.

## Registration Documentation Requirements

Registration will not be accepted if there is a tuition balance, or if scrip and volunteer hour requirements have not been met from the previous school year. Student registration is finalized once the following is complete:

- Tuition management system registration
- Online profiles for family members
- Non-refundable registration fee per child is submitted
- Copies of the student's birth certificate.
- Dental Exam Proof (By Kindergarten)
- Verification of Physical (By Kindergarten)
- Baptismal certificate (if applicable) and Other Sacramental Certificates (2nd-8th)  
Up-to-date immunization records before their first day of the school year.
- Proof of health assessment during 18 months prior to entrance in 1st grade.
- Allergy Action Plan (if applicable)
- Physician's Medical Authorization Form (if medication should be dispensed)





## Condition of Enrollment

It is a condition of enrollment that every student and parent/guardian behaves in a manner, which is consistent with the policies, principles or procedures set forth in the student/parent handbook and contract of the school. The school administration reserves the right to refuse admission to any student not satisfying the entrance or continuation requirements. Admission can be denied to any family delinquent or negligent in honoring their fees, parent hours, volunteer requirements and tuition.

## School Schedule

| Schedule                | School Begins                                       | School Ends |       |         | Extended Care |
|-------------------------|---|-------------|-------|---------|---------------|
|                         | All   | TK-K        | 1-5th | 6th-8th |               |
| Standard                | 8:00am  | 2:45        | 2:55  | 3:00    | 2:45-6:00     |
| Early Dismissal         | 8:00am  | 11:45       | 11:55 | 12:00   | 11:45-6:00    |
| Drop Off                | Students can be dropped off no earlier than 7:30am. |             |       |         |               |
| <b>Recess</b>           |   |             |       |         |               |
| TK 9:30am-9:45am        |   |             |       |         |               |
| K-2nd 9:40am-9:55am     |   |             |       |         |               |
| 3rd-5th 9:55am-10:10    |   |             |       |         |               |
| 6th-8th varies          |   |             |       |         |               |
| <b>Lunch/Recess</b>     |   |             |       |         |               |
| TK 11:30am-12:10pm      |   |             |       |         |               |
| K-2nd 11:25am-12:10pm   |   |             |       |         |               |
| 3rd-5th 11:55am-12:40pm |   |             |       |         |               |
| 6th-8th 12:20pm-1:00pm  |   |             |       |         |               |

## Visiting the Campus

Our Lady of Grace is a closed campus. All visitors must sign in at the school office. Students arriving to school late or leaving early must be signed in/out by an adult in the front office.

### Drop off and Pick Up Procedures

- Speed limit on school grounds is no more than 10 miles per hour.
- Do not leave car unattended in drop-off or pick-up circle.
- Pull all the way forward in line and do not double-park or drive parallel to other cars.
- If a delay is encountered, please park your car and walk to meet your child.
- Do not encourage your child to cross any portion of the parking lot to get to you.

### DROP-OFF

- All families enter through the Stonegate Drive Entrance
- While staff may be on campus, their day does not begin before 7:30am. If the entrance is open, drivers may pull in, park and wait until 7:30 to leave.
- Once on grounds, traffic will move in a counterclockwise pattern.
- Pull as far forward in line as possible.
- Child should exit the vehicle from the passenger side.
- Child should have belongings with them, to prevent unnecessary delays.



- If driver needs to leave vehicle, park on the north-west quadrant.

### PICK-UP

- Children must be picked up promptly after school unless they are to remain for athletics or other supervised activities immediately following.
- Children not picked up directly by 3:00 (TK/K) or 3:15 (1st-8th) will be sent to Extended Care and the appropriate fee will be billed to FACTS
- TK and K Families enter through the Stonegate Drive Entrance.
- 1st-8th grade families enter through Stonegate or Linden depending on traffic flow.
- Once on grounds, traffic will move in a counterclockwise pattern.
- Pull as far forward in line as possible.
- Child should enter the vehicle from the passenger side.
- Child should keep belongings with them, to prevent unnecessary delays.
- If driver needs to leave vehicle, park on the west half of the playground.

### CHANGE IN PICK UP ROUTINE

Parents must notify the office if their child is going to be picked up by any person other than those listed in their child's emergency contacts. Students walking home or riding home from school must have a written note at the office (from the parent/guardian) giving permission to do so, if not indicated during registration.

### STUDENT SELF-TRANSPORTATION

- Students require written permission for self-transportation to and/or from school.
- Students riding a bike must wear a helmet and enter through the pedestrian gate.
- Skateboards, scooters and rollerblades may not be rode on campus at any time.
- Students are required to go directly from one destination to the other without stopping at any other location. Students who don't abide by rules may lose their privilege of walking or riding.
- Any injury or mishap resulting from non-compliance of rules is the sole responsibility of the parents.
- Students are forbidden by school policy to leave the school grounds once they have arrived at school without being signed out by a parent/guardian.
- Students may not leave school grounds without an adult and return while waiting for an after school activity nor leave the school grounds to go to any of the local shopping places for after-school refreshments.

## Attendance

### Reporting Absences

- It is the responsibility of the parent/guardian to contact the office before 8:15am if their child is going to be absent.
- Email: [administration@olgwestsac.com](mailto:administration@olgwestsac.com) to report an absence. Absences reported through email do not require a written excuse upon return.
- For your convenience the voicemail system is available 24 hours a day (916) 371-9416 . Children require a written note upon returning to school, unless an email was sent.
- For the safety of your child we will contact you if we don't hear from you. We are required to verify all absences. It is the responsibility of parents/guardians to see that their children arrive by 8:00 am.
- A child arriving after morning recess is considered absent half day.



## Tardy Procedures

- A student is considered tardy if he/she is not lined up with their class when morning prayer begins.
- Students who arrive after morning announcements end must be signed in by a parent/guardian in the main school office. Students require a tardy slip to enter their classroom.

## Excused Absences

- Children who are sick before leaving home in the morning should not be sent to school that day, as they may be contagious and are frequently unable to participate fully in school activities.
- If a child has been diagnosed as having a contagious disease (chicken pox, strep, lice, etc.), please notify the office so that precautions can be taken and notifications are sent home.
- A physician's note is required for students returning to school following an extended illness.

## Appointments

- When possible, avoid health appointments during the school day.
- Dental and medical appointments, although excused, may result in a tardy or absence.
- A note must be sent to the teacher the day preceding the appointment. Email to [administration@olgwestsac.com](mailto:administration@olgwestsac.com) and the child's teacher.
- When students return from the appointments, the parent/guardian must sign their child in through the school office.
- Appointments should not be made during assessments.

## Excessive Absences and Tardiness

- Research shows when a child is absent 10% or more of the days enrolled in the school year, they start to fall behind; therefore, at Our Lady of Grace School 6 tardies or absences in one trimester is considered excessive.
- Families may be asked to meet with the teacher/principal to identify a plan for improving attendance.
- Excessive absences and tardies are grounds for academic probation and may result in suspension from school activities, field trips, athletic teams and may be a reasonable cause for retention.

# Academic Policies

## Homework and Skill Practice Policy

- Homework, or skill practice should be a reinforcement of skills or studying.
- Students below grade level may require alternative work.
- Parents should advise teachers if a child is having difficulty with homework.

### NIGHTLY HOMEWORK/SKILL PRACTICE DURATION

These times are approximate and depend on individual ability, time management and work habits.Æ

Kindergarten 15 minutes

1st-2nd Grade up to 30 minutes

3rd-5th Grade Up to 60 minutes

6th-8th grade Up to 90 minutes



## Make-up Work

- It is the student's responsibility to obtain, complete and return all missed work.
- Students who are absent due to an illness have one day for each missed day to make up the missed assignments with exception to previously scheduled assignments and projects. Same day homework requests for absent students may be made through the office prior to 11:30am for homework pick up after school.
- In case of a planned, long-term absence, parents must email their plans to the principal /teachers at least two weeks prior to departure. Assignments, make-up work, and tests are at the discretion of the principal.
- Assignments will only be prepared in advance for emergency and prolonged absences accompanied by a doctor's note.
- Attendance each day is fundamental to a student's academic success. We strongly recommend that all vacations be scheduled outside the school days.
- Teachers will not be held responsible for work missed during unexcused absences. Work missed during a family vacation may only be made up upon return from the vacation. A student may not be able to make up class discussion, participation and impromptu quizzes.
- Our Lady of Grace School is not required to provide tutoring, makeup work, or special testing schedules for students who take personal days.

## Report Cards

Report Cards will be available approximately one week after the end of each trimester. Report Cards provide parents evidence of various aspects of student growth, development, and achievement. The following is a breakdown of the grading system used on Our Lady of Grace School report cards:

| ENRICHMENT & SLE TK-8TH GRADE         |                      | TK-PRIMARY SCHOOL GRADES |  |
|---------------------------------------|----------------------|--------------------------|--|
| Mark                                  | Meaning              | Mark                     | Meaning                                  |
| E                                     | Exceeds Expectations | 4                        | Exceeds Grade Level Standards            |
| M                                     | Meets Expectations   | 3                        | Consistently Meets Grade Level Standards |
| N                                     | Needs Improvement    | 2                        | Making Progress Toward Standards         |
| U                                     | Unsatisfactory       | 1                        | Needs Support                            |
|                                       |                      | NE                       | Not Evaluated at this time               |
| INTERMEDIATE AND MIDDLE SCHOOL GRADES |                      |                          |  |
| Grade                                 |                      | Percentage               |  |
| A                                     |                      | 90-100                   |  |
| B                                     |                      | 80-89                    |  |
| C                                     |                      | 70-79                    |  |
| D                                     |                      | 60-69                    |  |
| F                                     |                      | Below 60                 |  |



## Progress Reports

Progress reports will be available online throughout the school year on the SchoolSpeak in Intermediate and Middle School classes. Progress reports are a formal way for teachers to communicate student progress during a given time. It is assumed that parents are regularly checking student progress online and will communicate concerns or questions with the classroom teacher.

## Promotion / Retention

- Students are expected to achieve grade-level proficiency in order to merit promotion to the next grade.
- Any decision concerning promotion/retention will be made after considering all facts related to a child's development (emotional, physical, social, intellectual, and academic) observed and evaluated throughout the year.
- Students averaging below a C- may not be promoted to the next grade.
- Student Study Teams may be formed to discuss strategies for student success.
- For some students, probation or acceptance may be conditional upon additional support.

## Academic Eligibility

Students who achieve significantly less than they are capable of may be placed on academic probation.

- Students grades should be C or higher
- Citizenship should be good
- Classroom and homework assignments should be complete
- Students not displaying effort may be placed on a two-week probation. During the two-week probation the student is able to participate in activities. If sufficient improvement is not noted, the student may be suspended from activities until improvement is made.
- Every effort will be made to determine the root cause of a student's lack of success.
- Parents/guardians are expected to work closely with Our Lady of Grace School

## Cheating

Cheating takes many forms, some of which may be communicating answers to or from another student, copying or plagiarizing another's work, either in school, at home, or online, forging a parent signature, or by allowing another person to complete the student's assignment. A student who cheats will earn an F on their assignment.

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# Instructional Programs

## Curriculum Standards

The guidelines for Our Lady of Grace School's curriculum are implemented according to the Diocese of Sacramento. The core curriculum is coordinated from Transitional Kindergarten through Eighth Grade using Diocesan guidelines and Common Core Standards. Diocese of Sacramento Catholic School Department Standards can be found at: <http://csd-sac.org/academics>

## Assessment

- Informal assessments takes place in the classroom throughout the year. Teachers will use pre and post assessments to determine whole class and student individual needs and to evaluate teaching and student progress.



- Renaissance Learning: STAR Early Literacy, STAR Reading, and STAR Math assessments for all grades are given throughout the year, so teachers can monitor and guide their instructional plans for student success.
- Our Lady of Grace School administers ACT Aspire annually in the Spring for 3rd-8th grade. Standardized test results are placed in student cumulative files. It is important that students are present and on time on assessment days.

## Religious Education

- **Religious Studies**-Students participate in daily prayers, and are educated through school wide religious curriculum and the Diocese of Sacramento Religion Standards.
- **School Liturgies**-Religious worship is an integral part of a child's growth and a central part of the school's Catholic identity. Throughout the year, students attend Mass on most Fridays and on the Holy Days of Obligation as a school. Family members are encouraged to celebrate the liturgy with the school community. Masses are celebrated at 8:30 and students are required to dress in liturgy uniform.
- **Attendance at Sunday Mass**-For Active Parishioner status families are expected to attend Mass regularly. What the students learn at school, must be reinforced in the home. Students participating in their 2 year Sacramental Preparation are expected to attend Saturday or Sunday Mass weekly.
- **Reconciliation**-The Sacrament of Reconciliation is made available to students as part of the religion curriculum during the seasons of Advent and Lent. Parents are reminded to make this a regular part of their family's sacramental life.
- **Altar Servers**- Students in grades 3rd-8th grade who attend Mass regularly and have received First Communion may complete Altar Server training.
- **Sacramental Preparation**-Students will be prepared for Sacraments of Reconciliation and First Communion (First and Second Grade) and Confirmation (Seventh and Eighth Grade) and students who are eligible will complete them. Eligibility includes a minimal two year participation in Religious Education, and Baptized Catholic. Participation is at the discretion of the Parish priest.
- **Virtues Education**- Students will learn about featured virtues throughout the year so that they can form the habits and dispositions necessary to live a holy life.

## Enrichment Classes

Students at Our Lady of Grace School are offered enrichment classes to expose them to disciplines outside their everyday curriculum including:

- **Spanish**- Classes in Transitional Kindergarten-4th grade will be offered Spanish once a week and 5th-8th grade will have Spanish class twice a week.
- **Visual and Performing Arts**-Students in TK-4th grade will have visual arts once a week, students in 5th-8th grade will have visual arts twice a month. Performing Arts will be offered in all grades once a week.
- **Physical Education**- Classes in 1st-8th grade attend physical education class twice a week. Transitional kindergarten and kindergarten attend PE once a week. Students are to wear PE clothes on PE days (see Dress Code-PE uniform).Æ

## Field Trips/Retreats

- Written permission is required for all field trips.



- If a parent/guardian does not want his/her child to attend the field trip, the teacher should be notified in advance of the day of the trip. This will enable the teacher to make arrangements for the child to attend another class on that day.
- Siblings and other non-Our Lady of Grace School students are not permitted to attend school field trips.
- Children under the age of 8 must be in a car or booster seat and in the backseat. Children under the age of 8 who are 4'9" or taller may be secured by a safety belt in the backseat.
- Student who are in poor academic standing or have behavioral issues may not have the privilege of attending field trips.
- Students wear the school uniform on all field trips.
- All parent chaperones must have completed the volunteer requirements in order to attend the field trip (see Volunteering).
- Students must go directly to and from the field trip destination with no unscheduled stops.
- Some field trips will have a maximum number of chaperones allowed, and all parents who wish to attend may not be able to attend.

## Community Service

Our Lady of Grace students are to show a commitment to volunteerism and public service. All students contribute to community service through projects conducted during the school year. To better affirm and express Our Lady of Grace's dedication to the Christian charity, love from the heart, and Gospel values, each class will implement a service plan. Students in 3rd-8th grade will receive a grade for their service hours through participation, their project and reflection per the classroom/religion teacher's design.

## Safe Environment Program

Circle of Grace is a TK-8th grade program that helps children recognize God's love and that He is always with us even in a difficult situation. Children learn to seek help of a trusted adult, if put in an uncomfortable situation. All teachers in the Sacramento Diocesan Schools present 1-4 lessons from Circle of Grace each year. Parents who do not want their children to participate must notify the school in writing.

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## Student Recognition Program

Trimester Award Ceremonies are begin in third grade.

### Third-Eighth Grade may be recognized for:

- A Honor Roll: Students receive all A's in Academic Subjects and Christian Citizenship (4th-8th)
- B Honor Roll: Students receive all A's and B's in Academic Subjects and Christian Citizenship (4th-8th grade)
- SLE Awards: Students who show outstanding performance in Effort, Perseverance, Christian Citizenship and Kindness to others.
- Perfect Attendance for students with no absences (including ½ day)
- Virtue Awards are for students recognized to display specific virtuous behaviors.
- Perseverance Award for students who show outstanding effort.

### Transitional Kindergarten- Second Grade:

Recognition by the teacher in the classroom. (Varies per teacher and grade)



## Graduation Events

Graduation activities are at the discretion of the administration and the eighth grade teacher. Participation in any graduation activities is a privilege. Students may lose the privilege of participating in these activities due to inappropriate behavior, incomplete or failing work, incomplete service hours, or an outstanding tuition balance. Events leading up to graduation usually include:

- graduation pictures
- a celebratory field trip
- Baccalaureate Mass at the Cathedral
- a Mass hosted by Our Lady of Grace School
- a student/teacher brunch hosted by 7th grade
- a graduation ceremony
- a reception hosted by the school and 6th grade

## Extracurricular Activities

### Diocesan Events

Each year Our Lady of Grace School Staff and Administration will select students to compete in these Diocesan events. Parents are expected to assist students in preparation for events and in most instances are expected to volunteer before or during the event.

Religious Decathlon 5th-6th grade

Mental Math Bowl 1st-5th grade

Speech Contest 7th-8th grade

Academic Decathlon 6th-8th grade

### Student Leadership and other Clubs

Students in 6th-8th grade may apply to represent their classmates in:

- Student Council
- Campus Ministry
- Yearbook
- Other (when students have a wish and staff or parents are willing, other opportunities may emerge)

### Music and Baton

Students in 2nd-8th grade may register and participate in the Music or Band program offered one day a week through an outside Catholic School program during student lunches.

### Athletic Program

Students are given the opportunity to participate in after school sports. The following sports are offered depending on interest and availability of coaches:

- Little Dribblers Basketball (Grades 1-4)
- Varsity Flag Football (Grades 6-8)
- JV and Varsity Volleyball (Grades 5-8)
- JV and Varsity Basketball (Grades 5-8)
- JV and Varsity Track and Field (Grades 5-8)
- Other Sports may be introduced with student interest and coach availability





## PAROCHIAL ATHLETIC LEAGUE

The Parochial Athletic League (PAL) is an integral part of the educational mission of the schools who participate in the league as part of the Catholic Diocese of Sacramento. The PAL is dedicated to fostering Christian and Human development, encouraging a positive vision in our boys and girls through exercise, example and athletic competition and fully recognizing the dignity of each student in Christ's image. With this Mission in mind, the following goals have been determined:

- To build a community which strives to image Christ
- To develop Christian spirit, school spirit, team spirit and personal acceptance
- To instill Christian sportsmanship in the lifestyles of the participants
- To teach the participants the proper attitude towards winning, losing & competing with dignity
- To develop acceptance and appreciation of others
- To train, instruct and follow athletic/sport rules
- To develop student physical abilities and coordination
- To help form well-rounded students by fostering good health habits
- To provide a Christian environment and outlet for youthful energy
- To teach the positive value of athletic participation
- To show the necessity of practice, hard work and time management

## PLAYER REGISTRATION REQUIREMENTS

- Complete Consent to Participate
- Submit Medical Release Form (5th-8th grade)
- Pay \$50 registration (through FACTS)
- Return Emergency Information Form
- Return of any previously issued athletic gear
- Family must be in good financial standing with no past due accounts.
- Parent participation in coaching, scheduling, scoring, snack bar and set up/clean up.

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## PLAYER EXPECTATIONS

- I will arrive to practices, games and tournaments on time and ready to play.
- I know that poor attendance at practices may result in decreased game time.
- My parents or I must notify the coach if I will not be at practice/games in advance.
- **I may not attend practice on the day of an absence from school.**
- **I am not eligible to play if I am absent from school the day of the game.**
- I should bring a water bottle with my name to each practice and game.
- Phones must be in my sports bags and I may not use them during games.
- I am expected to abide by Our Lady of Grace Student Learning Expectations.
- I am expected to be a good ambassador of Our Lady of Grace at all times.
- I am in good academic standing and have good behavior during the school day.
- I may be benched during a game for poor behavior.

## PARENT RESPONSIBILITIES

- My child must follow player expectations.
- I will uphold the mission of the Parochial Athletic League (see back)



- Family members are expected to volunteer in the snack bar, at admissions, scorekeeping, coaching or at school hosted tournaments.
- School Issued uniforms must be returned in the condition in which they were issued to the school at least one week after the end of the season or I will be charged the cost to replace the uniform on my FACTS account.

## COACHES REQUIREMENTS

Coaches must adhere by all school policies and guidelines as well as the Parochial Athletic League mission. All coaches, and assistant coaches must have:

- Live Scan Fingerprints with the CSD Diocese of Sacramento
- Completed Online Course: Shield the Vulnerable
- Completed Play Like a Champion Today Coaching Training
- Coaches report directly to the athletic director, who is communication with the administration.

# Services

## Lunch Program

Hot lunch is currently available on Monday-Friday on most school days for students who pre order lunches. Lunches must be paid for in advance. Please check the website for hot lunch information. Students who do not order hot lunch should bring their lunches with them to school each morning. While there may be occasions where students forget their lunches, parents must make every effort not to interrupt the school day. If a child forgets their lunch the child will be supplied with an alternative lunch and charged accordingly.

## Extended Day Program Information

- Children must be enrolled at Our Lady of Grace School in order to attend the Extension Program. Children new to the program will have a 3-6 month probationary period.
- Regular extended care hours are Monday-Friday 2:45pm-6:00pm.
- Minimum day hours are 11:45am-6:00pm.
- Extension will be closed on the last day of school before Christmas vacation and the last day of the school year.
- All regular school rules apply during the extended care program.
- Students must be signed out by a parent or an adult authorized adult.
- In unusual circumstances a parent/guardian may arrange for special pick up by sending written authorization.
- Students participating in after school sports/activities may be checked-out/in by teachers and coaches with parent approval.
- Students, who are absent from school may not attend extended care on the same day.
- Parents must contact the school office 24 hours in advance if their child will be using drop-in services.
- Students not picked up by 3:15pm on a regularly scheduled day or 12:15pm on a minimum day, will be sent to extended care and billed accordingly on their FACTS account.
- Payment for Extended Care will be billed through FACTS each month
- Notify the Extended Care Director in writing 30 days ahead of the scheduled payment to alter plans. (Payment may not be adjusted until the following month).



- Hours may not be carried over into future months.
- There is no credit for December or charge for August for families registered in Extended Care.

## Technology Use

### Office Phone Policy

- Students may not use the telephone at school without direct permission from a teacher.
- Teachers will notify the office when a health reason warrants a call home.
- Teachers are not to be called nor classes interrupted during the school day. If you wish to speak to your child's teacher, please email or leave them a message in the school office. Teachers are not expected to respond during the school day during instructional time.

### Cell phones/Electronic Devices

- Cell phones and other personal electronic devices must be turned off during school and extended care hours and left in backpacks.
- If students need to contact home they must let the school know and use the office phone.
- Some teachers will collect student devices at the beginning of the day and return them at the end of the school day.
- Electronic devices will be taken away if they are seen out during school hours.
  - Parents may retrieve confiscated phones/devices at the front office at time to be determined.
  - Students may receive additional consequences for failing to comply.
- Any damage or loss to electronics is not the responsibility of the school.
- It is recommended that students do not bring phones to school.

### Our Lady of Grace School School-wide Technology Expectations

Our Lady of Grace School believes that all students should have access to technology when they act in a responsible manner. Acceptable uses of technology are devoted to activities that support teaching, and enhance the educational development of our students.

Access to the Internet is a privilege, not a right. The school reserves the right to review the contents of all electronic devices. The school administrator will deem what is inappropriate use, and their decision shall be final. Users may be held responsible for the monetary costs that are incurred for repairs and/or replacement devices.

### DIGITAL CITIZENSHIP

A person's online identity is their reputation. What students write, posts, and the stories they share all communicate many characteristics which may or may not negatively affect students' personal, professional and educational career.

As a representative of Our Lady of Grace School, students must be diligent in maintaining a positive online identity. When students are using technology they must always remember their actions reflect upon the school as a whole. It is imperative that all students and their families conduct themselves in an ethical and responsible manner.



### **To RESPECT YOURSELF STUDENTS WILL...**

- use caution with the information, images, and other media that they post online and not publish personal details.
- not take, view, send, or display inappropriate messages or pictures.
- tell an adult immediately if they read or see something on the computer that is inappropriate or makes them feel uncomfortable and report any attacks or inappropriate behavior directed at them while online.
- not use a personal accounts or electronic devices at school except with the permission.

### **To RESPECT OTHERS STUDENTS WILL...**

- not use electronic mediums to antagonize, bully, harass, or stalk people.
- respect the personal and academic rights of their fellow students.
- not share or use other's passwords, accounts, and resources.
- not represent themselves or the school community in a manner that negatively reflects the Our Lady of Grace School's Mission.
- not publish or post school information, including, but not limited to, comments about or pictures of a fellow students without permission.

### **To RESPECT INTELLECTUAL PROPERTY STUDENTS WILL...**

- not copy or use another person's work without giving credit or payment to the author.
- request permission to use copyrighted or otherwise protected materials.
- suitably cite all use of websites, books and media and acknowledge all primary sources.
- obey copyright laws.

### **To RESPECT OUR LADY OF GRACE TECHNOLOGY STUDENTS WILL...**

- use all computer equipment carefully and not damage, change or tamper with the hardware, software, settings or the network.
- not have food or drinks while using school devices.
- use caution and care whenever a device is in their possession.
- use the computer, Internet and printer for schoolwork only.
- only use their own folder on Google Drive.
- only use the programs and websites that are teacher approved.

### **DIGITAL ACCESS AT HOME**

It is highly recommended that students below the age of 13 refrain from using social media. As set forth by the Children's Online Privacy Protection Act, children under the age of 13 are restricted from using most social media accounts. While technology use at home is solely a parent's discretion, It is expected that students who do establish personal websites, or social media networking sites shall conform themselves to standards of conduct that are consistent with the philosophy and policies of the Our Lady of Grace School. Children will be held responsible for content of their posts.

It is highly recommended that parents use privacy settings, limit technology distractions at homework time, family time and bedtime, and monitor their child's online activity regularly.



# Student Conduct

Our Lady of Grace's student discipline policy is based upon the school-wide learning expectations. Procedures are to aid students in developing self discipline. It is our goal to provide clear limits, consistent follow-through and positive reinforcement when responses are appropriate

## Code of Conduct

Attendance at a Catholic school in the Diocese of Sacramento is a privilege, not a right. Parents who desire a quality Catholic, academic, and morally-based education for their children can best achieve this goal when the school's students, parents and officials work together. If the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in alternative environment.

## Consequences

REMINDER- teacher reminds student of appropriate behavior

SECOND REMINDER- student meets with teacher to discuss behavior.

DETOUR- Student visits the principal to reflect on behavior and a plan is set in place. Depending on severity of behavior, detention may be issued.

REPEATED BEHAVIOR- could result in detention during recess or after school.

## Detention Policy

- Detention is typically for students in 2nd- 8th who have violated school and/or classroom rules, received warnings and have continued their misconduct.
- Detention will be held during recess or after school.
- Detention can be issued by classroom teachers and administration.

## Behavior Probation

- Students who have been suspended or have repeated misconduct will be placed on probation.
- School personnel will notify parent/guardians of student deficiency and meet with the student and family to devise a plan.
- Parents/guardians are expected to work closely with the school.
- A student may be placed on behavior probation for a determined period of time.
- During probation, a student may be denied participation in school events and activities.
- When a student doesn't meet the agreed upon criteria of probation, the administration will take appropriate action which may include dismissal.

## Suspension

The principal may place a student on suspension for serious misconduct on/off campus, during school-related activities, or for non-school related activities if such conduct reflects adversely on the school. If a student is making the school unsafe for other students, the student will be promptly removed from the environment and immediate suspension will be imposed. A student suspended from school will be placed on probation for the remainder of the school year.

## SUSPENSION PROCEDURES

- The principal will remove the student from the environment and meet with him/her.



- Parents will be notified as soon as possible.
- Suspension details will be documented and signed by parent(s), student and principal.
- Suspension length will be specified and will not exceed five consecutive days.
- Suspension may be held in-school or out-of-school.
- Continued or repeated misconduct may result in recommended transfer or expulsion.

## Expulsion

A student may be expelled for continued disciplinary offences that have not been remedied by lesser disciplinary actions. Immediate expulsion could result from a violation of a criminal law, outrageous actions, or a threat to the health, welfare or safety of the school community. Expulsion is a permanent termination of the student's attendance at Our Lady of Grace School without possibility of readmission.

### EXPULSION PROCEDURES

- The principal will meet with the student.
- Parents will be notified as soon as possible.
- A conference with the parents and student may be arranged.
- Students will be given credit for completed work up to the moment of expulsion.
- The Catholic School Department will be notified.

## Harassment/ Bullying Process

1. Receiving Student/Person directly informs person engaging in conduct that behavior is offensive and must stop.
2. If step 1 is uncomfortable or the behavior does not stop, the person should inform the principal or school staff who will report to the principal.
3. Parents/guardians involved will be contacted.
4. Claims will be investigated and confidentiality will be maintained as much as possible.
5. Depending on severity of actions, disciplinary actions will be taken.

## Process for Conflict Resolution

- Attempts should be made by parties involved to solve differences of opinions/conflicts.
- If conflict is between a teacher and student, the teacher should arrange a conference with the student and parent.
- If conflict is unresolved, the principal will meet with both parties.
- If irreconcilable differences remain, an appeal may be made to the Catholic School Department within 5 working days.

## Recommended Transfer

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. Students clearly unable to profit from Our Lady of Grace School by reason of effort, ability, behavior, attitude, or parental attitude which is at variance with the school's philosophy will be urged to transfer to another school.



## Welfare of Students

### Child Neglect/Abuse

All staff are required by law to immediately report any cases of suspected child abuse (physical, sexual, emotional, or neglect) to Child Protective Services or law enforcement. Failure to report concerns of child abuse or neglect is considered a misdemeanor and is punishable in California. Faculty/staff are not required to discuss the suspected abuse with the parent/guardian nor is parental consent to be sought when the parent may be the aggressor.

### Supervision of Students

- Our Lady of Grace School faculty shares the serious responsibility of student supervision.
- Students may arrive no earlier than 7:30am.
- Students may only be in a classroom if a staff member is physically present.
- Students must remain within sight of teachers/yard duty staff at all times.
- All volunteers over the age of 18 must complete all volunteer requirements to be on campus with students.

### Student Insurance

- The registration fee includes coverage by Meyers-Stevens Co. for all our students during school hours, including one hour before and after school, participating in school sponsored activities or athletics and traveling directly to or from home for regular classes.
- Student accident insurance is secondary to family health care.
- In the event of an injury, parents may obtain a claim form from the school office on the day the incident occurs.
- The policy provides benefits for covered injuries occurring during the regular school term while attending school

### Illness/Injury

- Updated emergency information must always be on file for every student.
- Parents will be contacted if a child should become ill or suffers an injury.
- First aid will be rendered as appropriate (rest, cold packs, Band-Aids).
- Should the school determine a child is too sick to be at school. The student must be picked up ASAP.
- If a parent can't be reached, and the injury is believed to be serious enough to require medical attention, the school will attempt to reach the emergency contacts.
- If an injury/illness appears to be serious, 9-1-1 will be called.
- The school will not assume financial responsibility for the treatment of the student.
- Students with fevers or who are experiencing nausea should be kept at home.
- Children must be fever free for 24 hours before they can return to school.

### Medications

- Students may not have any medications in their personal possession while they are at school, including pain relievers, ointments inhalers, or cough drops.
- When it's necessary, the school may administer medications to students with written permission for both over-the-counter and prescriptions (PHYSICIAN'S REQUEST FOR THE ADMINISTRATION OF MEDICINE BY SCHOOL PERSONNEL) and detailed



instructions from both the physician and the parent/guardian. A new form must be completed each school year.

- All medication must be in its original container.
- A log will be kept of all medications dispensed.
- It is the responsibility of the student to remember to go to the office to receive the medication.

## Allergies

It is the parent/guardian's responsibility to notify Our Lady of Grace School regarding student allergies that may pose a serious threat. Families must:

- Provide written medical documentation of an at-risk student's allergies which includes: instructions and medications as directed by a medical professional.
- Assist with a school plan to accommodate the student.
- Provide properly labeled medications.
- Educate their child regarding self-management of his/her allergy.
- Provide emergency contact information.
- In classrooms with a child who has a food allergy, the school will work with children and their parents to understand nut-free procedures.
- All teachers of every classroom will work with children and parents to understand allergy-safe practices throughout the school (e.g., washing hands with soap and water, keeping desktops clean, and disinfecting tables before and after eating snacks and lunches).

## Communicable Diseases

Please notify the school office immediately, if a student has a communicable disease, including, but not limited to: Chicken pox, Pink Eye, Fifth Disease, Head Lice, Impetigo, German measles, Mumps, Pinworms, Ringworms or Strep Throat. A doctor's note is required if the child has been ill with a contagious disease or any other serious illness prior to their return to school.

## Custody of Minors

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student, unless the assumption of custody is authorized in writing by the parent/guardian. It is the responsibility of the parent/guardian to inform the school of custody status and any changes or arrangements through legal verification. In the absence of any court order the school will assume both parents have custody of a student.

## Safety

Our school success is dependent upon everyone's assistance. Please report any potential safety/security problems to the school office immediately.

## Federal Asbestos Management Compliance

Following an initial inspection, non-friable asbestos is assumed to be present in certain portions of the School Plant. A diocesan approved management program ensures that the day-to-day management of the buildings is carried out in such a fashion as to prevent injury to students, staff, and others.





## Crisis Plans

### EMERGENCY ALERT SYSTEM

In the event of an emergency situation Our Lady of Grace School will communicate with parents/guardians using simultaneous email, voice and text alerts through the school online management system.

### EMERGENCY PROCEDURES

Our Lady of Grace School has plans and procedures in place in the event of an emergency. Fire and earthquake drills will be conducted and procedures for bomb threats, lockdowns and other emergencies will be in place. Procedures will be taught at the beginning of each school year and reviewed annually.

## Volunteers

### Parent Participation Hours

- Families must contribute time, talent and treasure to support Our Lady of Grace school. Adult family members must make a commitment to our school each year during the time of enrollment to:
  - complete a minimum of 30 **volunteer school hours per family.**
  - Participate in at least one major school fundraiser- This includes, but is not limited to: the Golf Tournament, Chili Cook-Off, Crab Feed and the Auction and Gala
  - Support our fundraisers by selling raffle tickets
- There will be a \$500 Volunteer Supplemental Registration Fee for the following school year for families who do not fulfill 2017-2018 volunteer hours for the current school year.
- It is a parent's responsibility to record hours performed
- Families who do not complete their hours until after the registration date must submit their projected list during the time of enrollment.

### Volunteer Policies

In order to volunteer at school events, help in the classroom, or drive on field trips all family members over the age of 18 must complete:

- Live Scan (fingerprinting)
- Take an online course (Shield the Vulnerable)
- Submit a copy of their driver's license and proof of insurance ( to drive on field trip)

### FINGERPRINT LIVE SCAN

1. Obtain a Live Scan Request Form in the school office
2. Complete the Applicant Information Section.
3. Call one of the area live scan locations to set-up scanning

### TAKE AN ONLINE VOLUNTEER COURSE

1. Go to: [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org)
2. New Users Click: First-Time Signup
3. Select Your Organization>> Catholic Dioceses
4. Select Catholic Diocese>> Sacramento Diocese
5. Complete the USER LOGIN DATA (Background Check Tab Not Needed)
6. Summary Tab: review, "accept" click: Confirm Registration



7. Click: Start button on My Course page
8. Print your Certificate of Completion and return to Our Lady of Grace School

### **DRIVERS LICENSE AND INSURANCE POLICY**

To drive on a field trip one must be in compliance with volunteer policies outlined above and:

- be at least 25 years of age
- Accommodate child seats for students needed and seat belts for all passengers.
- submit a copy of a valid driver's license
- submit a copy of vehicle Insurance with:
  - \$100,000 individual/\$300,000 cumulative each loss/occurrence bodily injury
  - \$50,000 property damage
  - \$5,000 per person medical
  - \$100,000 uninsured motorist

### **Our Lady of Grace Catholic School Advisory Council**

- The Catholic School Advisory Commission's sole purpose is to advise the principal regarding school site specific matters. As such, the commission is under the sole direction and authority of the principal and does not have a formal relationship with either the pastor or the board of governance.
- The principal serves as chairman of the CSAC and facilitates the meetings. Members serve for a limited term at the discretion of the principal.
- The commission is not policy making, but can provide policy recommendations to the principal. The commission does not vote on recommendations and there is no need for a quorum or voting rules.
- The following crucial areas of emphasis are recommended but not required for each CSAC and committees can be formed to assist in each area:
  - Development
  - Facilities
  - Mission Effectiveness – Catholic Identity and school integration
  - Community Relations – Outreach and Awareness
  - Parent Engagement

### **Our Lady of Grace Parent Association**

- All parents, guardians and faculty of Our Lady of Grace School are members of the Parent Association.
- Parent Association serves and supports students and staff, while modeling the school motto, Only our best, Love from the heart, Gospel Values.
- Parent Association meets regularly meets throughout the school year in order to plan and support school fundraisers and events.
- Room parents should represent their grade-levels at each meeting.

### **Room Parents**

Room Parents are asked to assist or delegate assistance for classrooms as the teacher sees fit. Teachers are responsible for choosing class parent(s), Here are some possible areas of focus:

- Attend Parent Club meetings
- Class parties and school activities
- Auction Project



- Field trips
- Promote fundraiser participation

## Fundraising Chairs

Parent Club is responsible for general fund fundraising (see Fundraising for list of events). Parents act as Fundraising Chairs, Co- Chairs and Assistant Chairs for all fundraising events. Fundraising Chairs oversee all fundraising committee chairs for their events and work closely with the Parent Club President and the central office to see that all aspects of fundraisers are completed. The school administrator has final say in all financial and fundraising decision-making.

## Fundraising

Registration and tuition only cover a portion of the cost of educating a student at Our Lady of Grace School. To make up the difference, parents have the responsibility of supporting the fundraising activities and service programs at Our Lady of Grace School.

### Scrip Program

- One of the agreements each family made during the registration process is to Purchase at least \$2,000 in SCRIP per school year.
- Families have the option at the time of registration to pay a \$300 scrip buy-out.
- Our Lady of Grace School is dependant on the SCRIP program in order to maintain our general fund. While this may seem like a large commitment, you will find the responsibility to be very simple and be able to exceed the minimum amount with very little effort!

**Register for Shop with Scrip** [www.shopwithscrip.com](http://www.shopwithscrip.com)

1. Click on REGISTER
2. Select Join a SCRIP program
3. Enter Enrollment code: DF12AAEL9289
4. Complete registration information

### There are 4 ways to acquire SCRIP!

- Pay Online through Presto Pay or send copy of your order and check to school by Monday morning. Scrip will be ready for pick-up in the office Thursday afternoon.
- On the Spot (limited inventory in school office)\*\* Come by the school office and see what is available (limited supply) Pay On-the-Spot.
- Scrip Now eCard Order electronic gift cards (eCards) online. Print out ScripNow on your printer or use number and PIN at the checkout page for online shopping. On your computer or MyScripWallet.com on your mobile device.
- Reload Reloading allows you to add funds to gift cards you've already purchased through ShopWithScrip. Place orders Monday-Friday and funds are added to your card overnight! Plus, you can add funds to your cards even faster with ReloadNow™. When you pay for your order with [PrestoPay™](#), funds are added to your card in minutes.

## Fundraising Events

Parents are required to participate (see Volunteering)

- Ice Cream Social August 14<sup>th</sup>
- All Charities Raffle
- Back to School Night August 22nd (TK-5th Grade) and 23rd (6th-8th Grade)



- Grand Day (Grandparent's Day) September 15<sup>th</sup>
- Golf Tournament September 29<sup>th</sup>
- Fall Festival October 31st
- Chili Cook-Off November 18th
- Christmas Tree Lighting December 1st
- Scholastic Book Fair September 15-22 and January 26-February 2
- Christmas with Grace December 19th and 20th
- Catholic Schools Week Open House January 28th (8-1 Breakfast, 10-1 Open House)
- Crab Feed February 3rd
- Confirmation TBA
- Auction Gala April 14th
- Spring Showcase May 14th
- Jog-a-thon May 18th
- First Communion April 22nd and 29th
- 8th Grade Graduation May 23rd
- Summer Camp June 18-29th & July 9th-20th

## Raffle Tickets

Parents are required to participate in raffle tickets sales for the All Charity Raffle and Auction Gala.

## Financial Obligations

As a parochial school, Our Lady of Grace School relies on tuition, fundraising, gifts, donations, grants, and minimal federal monies to support its operational budget.

## Payment Options

- All tuition payments are made through the FACTS online tuition management system.
- Tuition can be paid in 1 payment prior to the start of school or up to 10 monthly payments.
- Extension and other Incidentals will also be paid through FACTS.
- Hot lunch can be paid through check or Paypal.
- School registration fees are non-refundable

## Payment Guidelines

Accounts must be kept current. Families who refuse to meet tuition obligations for Our Lady of Grace School may be asked to withdraw their child/children from the school until obligations are met. Students may also be excluded from athletics, field trips, activities and graduation.

## Registration Fee

The annual Registration fee covers purchasing of consumable workbooks, classroom supplies, student accident insurance (see insurance under Welfare of Student), the Diocesan Assessment fee, WCEA/WASC accreditation fee, standardized test costs, and field trips. The registration fee is non-refundable. **A**





## Tuition Rates

| # of students  | Standard  | Active Parishioner* |
|--|-----------|---------------------|
| 1 child  | \$ 5,050  | \$ 4,300            |
| 2 children   | \$ 8,750  | \$ 7,450            |
| 3 children   | \$ 12,400 | \$ 10,550           |
| 4 children   | \$ 16,000 | \$ 13,600           |
| 3% discount for all families paying full tuition if paid in full prior to the first day of school. (Does not apply to families receiving any discounts or scholarships) Tuition typically increases 2.5-5% annually.   |           |                     |
| *Active Parishioners must be registered in the Our Lady of Grace Parish for at least 6 months prior to the start of the school year, and support the Parish using the envelope system. All Catholic students enjoying the benefits of parishioner tuition rates, are expected to attend weekend Mass faithfully. Families who are not found to be active, may lose their Active Parishioner Status during the school year. Our Lady of Grace School will seek verification of Parishioner status from the parish office. |           |                     |

## COMMUNICATION

Information regarding student progress will be communicated to parents regularly through:

### Parent-Teacher Conferences

- Conferences will be scheduled throughout the year as needed.
- Should a parent or teacher deem it necessary to have additional appointments, arrangements can be made for conferences scheduled before and/or after school.
- Teachers may not conference during instructional time.
- Please contact the teacher, to schedule conferences.

### Internet Correspondence

Regular correspondence from Our Lady of Grace School will be through the Student Information System. It is assumed and expected that all families check SchoolSpeak regularly.

App- SchoolSpeak and website- <https://SchoolSpeak.com>

- View School Calendar and other school wide information
- Access class webpage and student grades.

### Emergency Contacts

It is important that the school office be able to contact families at any point during the school day. Make sure all contact information is kept current. In the case families are going to be unreachable, contact the school with additional contacts or information.

### Confidentiality

Solicitation of student phone numbers for use other than school information is prohibited. Student Rosters are confidential and may only be used for school business.



## Parental/Adult Attitude

All students and adults will be treated with respect at all times. Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the attitude or behavior of parents/guardians; nevertheless, it is recognized that a situation could arise in which uncooperative, non-supportive, or destructive attitude and behavior of parents/guardians might diminish the effectiveness of the school to the extent that continuation of the child in the school might be impossible.

## Communication with Students

Parents may not approach another child on campus to discuss any sort of conflicts with their own. If a child needs assistance with solving a problem with another student at school, the teacher should be notified of the situation.

## Complaint Procedures

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

1. Meet with the coach/advisor involved
2. Meet with the Athletic Director (if sport)
3. Meet with the Principal
4. Meet with the Principal, and others involved
5. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

## Other Policies

### Birthday Celebrations

- Students receive free dress on their birthday or the school day that falls closest.
- In order to minimize interruption of academics, teachers will schedule a time each month to celebrate birthdays. Parents will be invited to bring treats on their child's designated day and time.
- Due to the seriousness of food allergies, all treats must be approved by the classroom teacher prior to distribution. NO EXCEPTIONS. Teachers will notify families of any allergies.
- Please do not arrive unscheduled with treats or share the treats with other classes.
- Students may only distribute invitations at school to parties IF all students in class are included.

### Toys

Students may not bring any type of toy to school unless requested to for a specific purpose or with teacher permission.

### Animals

Do not bring animals on campus. If special circumstances exist please seek the principal's approval first.



# Dress Code and Uniform Policies

## Official Uniform Store

**Dennis Uniform** 10266 Rockingham Dr, Suite 150, Sacramento (916) 361-6710

<http://www.dennisuniform.com/> School Code: UEAOLG

- In an effort to maintain the Catholic tradition, a school uniform policy is designed to establish a sense of community, increase safety on campus, keep the focus on academics and make getting ready for school simple.
- Parents are responsible for the dress code policy.
- If a student's clothing violates dress code, he/she will be offered a school uniform to borrow if one is available. If one is not available, parents may be contacted to correct student appearance and bring appropriate clothing.
- As trends and fads come and go, questions may occur, check with the principal before making any purchases.

## Grooming Standards

- Students must be clean and well-groomed.
- Hair must be of natural color in a style appropriate for school.
- Make-Up may not be worn.
- Colored hair spray may not be worn.
- Boys must be clean shaven with hair not extending beyond the collar
- Eyes and ears must be visible.
- Hair pieces are not allowed.

## Uniform Standards

- All students must wear their uniform each school day unless excused.
- Clothing must properly fit, be clean, properly fitted, and in good condition.
- All clothing should be clearly labeled for easy identification.
- Skirts and shorts must be appropriate length (top of knee)
- Shirts must be tucked in at all times.
- Students who violate dress code may lose free dress or other privileges.

## School Uniforms

There are 3 basic uniforms: Standard, Mass, and PE

### STANDARD UNIFORM

#### Required to wear on regular school days.

- Shirt options: White or Gray Our Lady of Grace polo shirt-long or short sleeve
- Footwear: Rubber sole athletic shoes with solid white, black, or navy socks.
- Pant options: Navy blue twill walking shorts or navy twill long pants
- Girl Skirt options: Navy skirt or Windsor plaid (jumper TK-4) (skirt 4-8) with shorts (Solid black tights or leggings may be worn during cold days)

### MASS UNIFORM

#### Required on Mass, fall pictures and other designated days

- Shirts options: White or Gray Our Lady of Grace polo shirt-long or short sleeve



- Footwear: Rubber sole athletic shoes with solid white, black, or navy socks
- Girls
  - Skirt options: Navy skirt or Windsor plaid (jumper TK-4) (skirt 4-8) with shorts
  - Only v-neck cardigan or crewneck sweatshirt when needed.
  - Solid black tights or leggings may be worn during cold days.
- Boys
  - Pant option: Navy twill long pants
  - Only v-neck pullover or crewneck sweatshirt when needed

## PE UNIFORM

### Must be worn on assigned PE days only

- Pant options: Mesh shorts or sweatpants with Our Lady of Grace logo from Dennis Uniform
- Shirt options: Our Lady of Grace PE Shirt
- School sweatshirt may be worn
- Footwear: Athletic shoes only with solid white, black, or navy socks

## FREE DRESS/THEMED DRESS

### On specified days. on student birthdays, (unless a Mass day), as well as special occasions. Usually costs a small fee.

- Free dress days will be publicized.
- Clothing must be appropriate for a Christian environment and not distracting.
- Pants must be free of holes or rips.
- Jeggings and other tight clothing are not permitted.
- Skirts and shorts must be no more than two inches above the knee.
- Tops must have a modest neckline, and cover the midsection and shoulders.
- Clothing must not be see-through.
- Wording must be positive.
- Boots may be worn, but no high heels, open-toed shoes, sandals or backless shoes.
- Themed days follow free dress rules with themes. These are often fundraisers.
- Students who chose not to participate wear standard uniform. Ü

## ACCESSORIES

- Hats may only be worn at recess.
- Students may wear a wristwatch. Students may only wear stud earrings.
- Chains, necklaces (tucked inside the shirt) or bracelets that are religious may be worn. One of each is allowed at a time. Jewelry is not recommended. Ü

## OUTERWEAR OPTIONS

- Our Lady of Grace zip up jackets, Our Lady of Grace crewneck, V-neck Cardigan (girl) Pullover (boy), Our Lady of Grace hooded sweatshirt, and other uniform approved Our Lady of Grace sweatshirts may be worn throughout the day.
- On very cold or rainy days a heavier jacket or coat may be worn over the school sweatshirt during recess or before and after school; it may not be worn in the classroom.
- Non uniform sweatshirts may not be worn.

