

Our Lady of Guadalupe School Student/Parent/Guardian Handbook 2016-2017



Our Lady of Guadalupe is a Catholic School Community dedicated to instilling Catholic character, to strengthening academic excellence, and to empowering the students to serve others, confident in the love, protection, and guidance of God, through the intercession of Mary, our Mother.

2405 Navigation Blvd.
Houston, TX 77003
www.olgschoolhouston.org

Table of Contents

1. Philosophy, Mission Statement, Vision Statement, Goals, History (pg. 4-6)

2. General Procedures and Regulations

- Accreditation (pg.7)
- Amendment to Handbook (pg.7)
- Admissions Policy (pg. 7)
- Non-discrimination (pg. 8)
- Financial Policy (pg. 8)
- School Hours (pg. 16 & 22)
- Attendance/Tardies/ Early Dismissal Policy (pg.16-17)
- Arrival Dismissal Policies (pg.16-17 & 22)
- Parking and Pick-up Traffic Regulations (pg. 23)
- Drop off/Pick Up procedures (pg. 22)
- Late pick up policies (pg. 17)
- Student Records (pg. 17)
- Child Release to Impaired Parent/Guardian (pg.17)
- Separated and Divorced Parents (pg. 18)
- Child Abuse and Neglect (pg. 18)
- Smoke Free Environment (pg. 18)
- Asbestos (pg. 22)
- Inclement Weather (pg.24)
- Visitors (pg. 8)
- Lost and Found (pg.8)
- Hall and Locker Use (pg. 8)
- Bulletins (pg. 8)
- Evaluations/Recommendations (pg.8)
-

Health Policies

- TCCED Immunization Policy (pg. 9)
- Accidents (pg. 9)
- Annual Screenings (pg. 9)
- Medication (pg. 10)
- Chronic Illness (pg.10)
- Counseling/Guidance Program (pg.10)

3. Academic Policies

- Standardized Testing (pg. 11)
- Special Needs Learners and Referrals (pg. 11-13)
- Late work/Makeup Guidelines (pg. 14)
- Grading (pg. 14)
- Report Cards/Progress Reports (pg. 14)
- High School Scholarships (pg. 15)
- Graduation (pg. 15)
- Promotion/Retention (pg. 15)
- Athletic Eligibility (pg. 16)
- School Calendar (on school website)
- Parent-Teacher Conferences (pgs. 11 & 20)
- Library (pg.13)
- Textbooks (pg. 13)
- Homework (pg. 13)
- Honor Roll and Commendations (pg. 15)

4. Discipline Policies

- Use of Technology and Social Media (pgs.18-20)
- Disciplinary Policies (pg. 25)
- Disciplinary Probation (pg. 26)
- Suspension (pg. 27)
- Expulsion (pg. 27)
- Harassment Policy (pg. 28)
- Use of Controlled Substances Policy (pg. 26)
- Grievance Procedure/Appeals Process (pg. 26)

5. Uniform Code

- Dress Code (pg. 20)
- P.E. Uniform Regulations (pg. 21)
- Additional Uniform Regulations (pg. 21)
- Dress Down Days (pg. 22)

6. Student Activities

- Field Trips (pgs.29-30)
- Class Parties (pg. 25)

7. After School Sports Program

- Eligibility (pg. 28)
- Responsibilities (pg. 28)
- Schedules (pg. 29)
- Practices (pg. 29)
- Injuries (pg. 29)
- Uniforms (pg. 29)
- Awards and Recognitions (pg. 29)
- Games and Events (pg. 29)

8. Additional School Services

- Extended Day Program (pg. 24)
- Hot Lunch Program (pg. 24)

9. Parent Activities

- PTO (pg. 31)
- Room Parents (pg. 31)
- Booster Club (pg.31)
- Volunteer Hours (pg. 31)

10. Appendices

- User Agreement and Parent Permission Form
- Media Release Form
- Handbook Acknowledgment Form
- Cell Phone Agreement

"In the absence of a school policy, the school will abide by the policies set forth by the Archdiocese of Galveston-Houston and the Catholic Schools Office."

MISSION STATEMENT

Our Lady of Guadalupe is a Catholic School Community dedicated to instilling Catholic character, to strengthening academic excellence, and to empowering the students to serve others, confident in the love, protection, and guidance of God, through the intercession of Mary, our Mother.

Revised: February 2010

PHILOSOPHY

Students are challenged by a program of studies rooted in Catholic traditions and values. They are encouraged to assume responsibility for their work and their behavior. Affirmed in a sense of their own giftedness and values, students at Our Lady of Guadalupe School are empowered to meet with confidence and seriousness of purpose the choices they are called to make each day. They experience what it means to grow in faith in God and in the belief that they must serve as involved Christians wherever they may be.

VISION STATEMENT

Our Lady of Guadalupe School will be a faith-filled Catholic community providing a quality education to its students. We shall remain committed to growing students academically, socially, emotionally, and physically through service and leadership opportunities.

1. Environment - Our Lady of Guadalupe School will:

- Provide a safe and nurturing environment
- Acknowledge the accomplishments of students and teachers in all areas of school life
- Encourage open communication between parents, students, and staff to effectively help a child to experience success
- Ensure that prayer and developing a relationship with God is at the center of all that we do

2. Faculty and Staff - Those who minister at Our Lady of Guadalupe School will:

- Support the school's mission, vision and philosophy
- Create an environment that is both welcoming and challenging to our students
- Encourage students in a Catholic atmosphere
- Model their faith and professionalism through integrity and ethical behavior
- Set high expectations where all students are motivated to reach their highest potential
- Consistently deepen their own faith so as to encourage others in theirs
- Remain open minded toward change in themselves for the betterment of our students

3. Students - The students at Our Lady of Guadalupe School will:

- Accept responsibility for their learning and behavior
- Give their best effort to achieve their highest potential
- Behave in a Christ-like manner toward other students, teachers, family members, and guests at all times
- Encourage one another in an atmosphere of kindness and respect
- Develop a sense of service in all they do

4. Curriculum - The curriculum at Our Lady of Guadalupe School will:

- Promote intellectual curiosity, creative thinking, and challenging problem solving
- Align academic standards with high expectations
- Focus on faith development, respect, integrity, and social skills, integrated into the academic program
- Work toward high levels of achievement through measurable goals and varied tools of assessment

5. Family Support -The larger family community of Our Lady of Guadalupe School will:

- Play an active role in the faith development of our students
- Partner with the faculty and staff in providing a strong foundation in the education of students
- Volunteer their time and talent to serve as an example to our students of the community responsibility for the success of the school
- Monitor student progress
- Support of the school's mission, vision, goals and philosophy

GOALS

Our Lady of Guadalupe School commits itself to educate:

- To a personal and active faith in God.
- To a deep respect for lifelong learning.
- To a personal belief in active service to others.
- To a desire as Christians to build community among faculty, staff, students, and parents.
- To personal growth with an emphasis on mutual respect and responsibility for one's actions.

*Adapted from the Goals and Criteria of
The Network of Sacred Heart Schools*

HISTORY

Houston was founded in 1836 when the Allen Brothers landed on the banks of the Buffalo Bayou about a mile northwest of where Our Lady of Guadalupe Church and School community is presently located. In 1911, with the onset of political unrest in Mexico, Houston saw a great influx of Mexican nationals seeking refuge. With a sudden wave of Mexican Catholics drawn to this community, it became necessary for the sacraments to be given in Spanish. In 1912, the Oblates of Mary Immaculate were asked to start the Our Lady of Guadalupe Parish, named after the Patron Saint of Mexico. This gave the new population a sense of stability and faith in the community that was lacking in their native land of Mexico. The first mass was celebrated by Father Robert Chatillon on August 18, 1912. On September 8, 1912, Our Lady of Guadalupe School opened its doors to 50 pupils. The Church and school shared a two-story building erected earlier that very same year with the Church on the top floor and the school on the bottom. It is the oldest Catholic grade school in Houston that is still in operation.

The Sisters of the Divine Providence (CDP) took the responsibility of teaching the students, making sacrifices as they commuted from the already established Immaculate Conception School. They offered a free education and took no pay in the early years and had a presence in the school for 87 years. Their inspiration of trust and humility in the Divine Providence has imprinted itself indelibly upon the history and spirit of the school. After their withdrawal from the school, Bishop Morkovsky asked the Dominican Sisters to administer the school for a temporary amount of time, which they did for 5 years. During that time, several Religious of the Sacred Heart (RSCJ) from Duchesne Academy of the Sacred Heart began teaching as volunteers and eventually full time as teachers. In 1983, the RSCJ took over the administration of the school and thus begun the ties that bind with the RSCJ community that still continue today.

In 1948, the present two-story fireproof building was completed under the supervision of Father Agapito Santos. During his pastorate, Father Santos oversaw the construction of the gymnasium in 1952, and the construction of the convent for the Sisters in 1954. In 1985, individual air-conditioning units were purchased for each of the classrooms. 33 years later in 1995, the gym was renovated to include a cafeteria wing that still serves the community while the habitat for the Sisters now is home to the Parish office. Following the renovation, a playground was installed immediately next to the school building.

Over the course of the last 20 years, the school acquired Eagle Field, an overgrown piece of land, which parents and friends of the school cleared for the children. Following this, the Archdiocese allowed the school to take over the small house formerly used by Catholic Charities. This building is currently used for Art and Music classes. The grotto of Our Lady of Guadalupe was built in 2000, followed by the acquisition of the land currently used for the parking lots. Hurricane Ike in the Fall of 2008, proved devastating for the city of Houston. Although the building incurred water damage, the strength of this building held. Many of our families, however, lost jobs and homes. Four years ago, the covered area, allowing for movement between buildings during inclement weather, was completed. A new roof, and tuck pointing and sealing of the 1948 school building was installed recently.

Our Lady of Guadalupe School continues to educate the population it was intended, which is anyone who wishes an affordable Catholic education. Graduates continue to distinguish themselves in high school and college, which encourages present students to strive for success. The dedicated faculty and staff continue to set high standards for academic achievements and continually incorporate the best in proven techniques and materials into the curriculum. Our Lady of Guadalupe School still upholds the same values and goals as the Sisters did in 1912, showing love and respect for each other continually looking for guidance upon the love and protection of our patroness. It celebrated its

100 years of service to students in the Houston area in September of 2012.

In 2013, the building known as La Casita was converted into an Early Childhood Center and renamed “La Escuelita.” This conversion allowed for the addition of a Pre-Kindergarten for 3 year olds.

ACCREDITATION

Our Lady of Guadalupe School is accredited through the Texas Catholic Conference Education Department (TCCED). The TCCED is recognized by the Texas Education Agency (TEA).

Amendment to Handbook

This handbook is provided to help students and parents/guardians become familiar with the procedures, rules, and regulations of Our Lady of Guadalupe School. We ask parents/guardians to carefully read and review with their student all sections of the Student-Parent Handbook so that they are thoroughly familiar with all aspects of Our Lady of Guadalupe School.

The enrollment of a student at Our Lady of Guadalupe School is considered to be an agreement on the part of the student and the parents/guardians that they will comply with all school procedures, rules, and regulations set forth in this **handbook**. Failure to comply with school procedures and regulations set forth here may result in a student being asked to leave the school.

The Principal reserves the right to amend this handbook for just cause. Parents/guardians and students will be given prompt notification if changes are made.

General Procedures and Regulations

Admissions Policy

Our Lady of Guadalupe Catholic School is an equal opportunity, fully accredited school offering grades Pre-Kindergarten through Eighth Grade. Our Lady of Guadalupe Catholic School admits all students to the rights, privileges, programs, and activities made available to the student body. We do not discriminate on the basis of race, color, age, or national origin in the administration of our admission, scholarship, or any of our other programs. The school adheres to the policies stipulated by the Archdiocese of Galveston-Houston. The following guidelines are used in student admissions:

- Priority may be given to presently enrolled students receiving an invitation to re-register as a result of meeting the behavioral and academic standards of Our Lady of Guadalupe Catholic School. Parents and guardians also must conform their conduct to reasonable standards of cooperation and support consistent with the school’s mission. Tuition and fee payments must be up to date at the time of registration for the coming school year.
- Among the factors considered in the admission of new students are siblings in the school, members of a Catholic parish, children of alumni, and academic and behavioral qualifications. Parents/guardians will be asked to sign a Request for Release of Transcript, which will be forwarded to the student’s former school; records will be sent to Our Lady of Guadalupe Catholic School. A transcript will include current report card, achievement test results and health records. New students may be tested before being accepted. The school also requires the completion of a teacher and principal recommendation form.
- All required forms must be returned and fees paid during the registration period *before placement is assured*.
- If the school cannot meet the needs of the student, the right to request withdrawal of the student (if currently enrolled) or refuse admittance for the coming year may be made at the discretion of the Principal and in consultation with the Pastor.
- The school reserves the right to refuse admission to and call for the immediate withdrawal of any

student whose presence is considered detrimental to the school's best interest.

- The following age guidelines are required for Pre-Kindergarten through First Grade:

Pre-K	students must be 3 years old on or before September 1
Pre-K	students must be 4 years old on or before September 1
Kindergarten	students must be 5 years old on or before September 1
First Grade	students must be 6 years old on or before September 1.

Students must be completely potty-trained before entering Pre-K or Kindergarten. The school reserves the right to place the student in the grade or class group which it feels will be the most beneficial to the student and the school.

- All students are admitted on a probationary basis.
- Every student enrolled shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

Admissions and Non-discrimination Statement

The Catholic Schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate on the basis of race, color, age, national or ethnic origin in the administration of its admission, loan, athletic, or scholarship programs. St. Vincent de Paul Catholic School adheres to the policies stipulated by the Archdiocese of Galveston-Houston.

Financial Policies

It is the financial obligation of parents/guardians to support the school by paying tuition on or before the first (1st) of every month. A \$35 late charge will be assessed after the fifth (5th) of the month. All tuition payments and fee payments not made in accordance with this schedule may result in the student(s) suspension. All financial obligations to the school must be met before a student receives his/her final report card. Eighth graders may not be allowed to participate in graduation ceremonies or receive transcripts if these obligations have not been met. All records will be withheld until all balances have been paid in full. Payment made after May 15th must be in cash.

Separated and Divorced Parents

Catholic schools in the Archdiocese of Galveston-Houston confirm to appropriate Court Orders governing rights and duties of parents in regard to their child(ren). Divorced and/or separated parents are required to file with the Catholic school their child(ren) attends (Our Lady of Guadalupe School) certified copies of the most recent Court Orders together with all amendments, modifications and supplements. Parents are to ensure that the school has a complete and unaltered set of certified copies of the applicable Court Orders. Failure to follow this policy may result in the involuntary withdrawal of the child(ren) from the school.

When parents choose to litigate their disputes in Court both the Catholic School Office and the Archdiocesan Legal Department will attempt to minimize the involvement of the school, its teachers and personnel. School administrators inform the legal department immediately in the event the school or any of its employees are served with subpoenas. School administrators are encouraged to contact the legal department with questions regarding interpretations of the Court Orders and any other questions that arise. Ordinarily the schools will endeavor not to take sides in disputes between parents in recognition of the crucial role of both parents in the lives of their children.

Continued strife between the parents is harmful to the children and does not set a good example for them. It is expected that even divorced and separated parents will treat one another with Christian charity and will display a spirit of forgiveness.

Ongoing parental disputes can be counterproductive to the mission of the school and in some cases it is appropriate that the principal contact the Superintendent to discuss whether continued enrollment of the child(ren) is a viable option.

Record Viewing

Parents/guardians wishing to view student records must make the request in writing twenty-four hours in advance.

Non-custodial parent and parent custody rights: This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order and/or a copy of the custody section of the divorce decree.

Requests for duplicated mailing should be made in writing to the school office at the beginning of the school year.

Visitors

Parent/guardians are welcome to eat lunch and attend Mass with their children though we ask you to reserve lunch visits to special occasions. **All parents/visitors must register in the school office and pick up a visitor's badge before going to the cafeteria.** The badge must be turned in at the end of the visit and the parent/visitor must sign out in the school office.

Classroom visits during school hours by parents/guardians are prohibited. In the event of an emergency, parents/guardians must check-in at the school office before students are contacted.

Lost and Found

All items are kept in the school office. At the end of each month, all unclaimed items may be given to the needy. **Please mark all personal items with the student's name.** OLG school does not assume any responsibility for the personal items of students.

Hall and Locker Use (Valuables)

Students should keep their lockers locked at all times with a school lock. Other locks may not be used. No student is allowed to open another student's locker. Students assume responsibility for clothing and other possessions. The school is not responsible for money, personal articles, or valuables lost or damaged at school. Valuables and large sums of money should not be brought to school by students.

Bulletins

Bulletins with important information are sent home every Thursday or as needed via email. Please check your email inbox for these notices. If a family does not have an email address or would prefer to receive the weekly memo on paper, a written request must be made to the office within the first month of school. Some correspondences will be mailed to ensure that each family receives them. The school calendar and updates should be posted in a prominent place to remind all of important events and deadlines. The IRIS system will be used more frequently for important announcements and reminders.

Evaluation/Recommendations

Teacher recommendations to other schools, enrichment programs, high schools, etc. or doctor-requested evaluations will be faxed, sent or emailed directly by the principal to the requesting school or doctor. Requests should go through the school office or the principal. Adequate advanced notice should be given to the school and teacher(s).

Health Policies

TCCED Immunization Policy

Each student entering Our Lady of Guadalupe School must be in compliance with all required immunizations as set forth by the Texas Department of Health, Immunization Division. All immunizations should be completed by the first day of attendance.

- Registration requirements for first-time students include a current immunization record on all required immunizations.
- Parents/Guardians will be informed of needed immunization(s) for students already enrolled in school. Parent/Guardians have 14 days to obtain the required immunizations(s). If after 14 days the student has not received the required immunization(s), the student will not be allowed to return to school until the school receives proof of immunization(s).

Immunization requirements are not provided here due to variations in minimum requirements by county and time period. For current immunization information and minimum requirement, contact:

<http://www.tdh.state.tx.us/immunize/schmain.htm>

This web site offers complete, current (updated as changes occur) and easily accessible immunization information.

TDH, Immunization Division 800-252-9152
512-458-7284, ext. 2316

Accidents

It is imperative that an emergency number and your contact's name be filed in case of an accident. If an accident occurs, parents/guardians will be contacted immediately. If the parent/guardian cannot be reached, the emergency contact will be called. If neither the parent/guardian nor the emergency contact can be reached and immediate action is necessary, paramedics will be called.

OLG School cannot be responsible if your emergency card is not complete or updated.

Whenever there is a change of your home address or phone number or name and phone number of your emergency contact, please phone the school secretary immediately to report this. This information is of vital importance in case of an emergency.

Annual Screenings

OLG School provides the following annual screenings. It is the parent/guardian's responsibility to make any follow-up appointments.

Vision:	All new students and all students in grades PK4, K, 1, 3, 5, and 7.
Hearing:	All new students and all students in grades PK4, K, 1, 3, 5, and 7.
Scoliosis:	All students in grades 6 unless screened in grade 5.
Acanthosis Nigricans:	All new students and all students in grade 1,3,5,and 7 .

Medication

Catholic Schools of the Galveston-Houston Archdiocese adhere to Texas Education Code 21.914 on the administering of medication by school employees.

1. Parents/guardians are encouraged to schedule the administration of student medicine in such a manner that medication brought to school will be kept to a minimum. For example, the physician may be able to prescribe the medication before/after school and at bedtime.
2. Medication (prescription or non-prescription) may be administered to students only upon written request by the parent/guardian and physician. Forms are available in the school office and online. The request must state the following: student's name, name of medication, prescribed dosage of medication, time(s) of administration of medication, EXACT date medication is to be given, liability release, SIGNATURES of the parent/guardian and physician. **Parent, guardians, or designated adult must deliver and pick-up medicine to be administered.** A sample form is included at the end of the handbook and is online.
3. All medication (prescription or non-prescription) must be in its original container and be properly labeled in English. A properly labeled prescription is one with a pharmacy label stating the student's name, the name of the medication, and the date the prescription was filled. Non-prescription medication must be in the original container indicating directions for use and labeled with the student's name.
4. If there is a medication discrepancy that might be injurious to the student, the school nurse/principal designee has the responsibility to question the discrepancy or refuse to give medication. A consultation from the nurse consultant, student's physician or parent/guardian must be documented by the school nurse/principal designee.
5. All medication will be locked in a drawer in the office unless refrigeration is required.
6. It is the responsibility of the student to report to the designated area to take his/her medication. Adult supervision will be provided.

Chronic Illness

All children with chronic illnesses or conditions will be identified. Children who have serious possibly life-threatening conditions

require health care plans. Children with less serious health care need to be identified and staff need to be familiar with the condition and the care required.

If a child has a serious chronic illness or condition that requires an individualized health care plan, parents will meet with the principal to develop this plan. The plan will include instructions for observation of the illness, care and treatment, medication orders and special instructions such as calling EMS or parent notification.

If medications or treatments are involved, the "Scheduled and 'As-Needed' (PRN) Medication Permission Form" must be filled out and signed by the physician, physician assistant or a nurse practitioner and returned to the school. A statement signed by the physician or health care provider with the same information may be provided instead. Any medication or equipment must be provided to the school by the parents.

Guidance/Counseling Program

The school counselor works with students through a program of diverse services each of which is designed to help students learn and develop to their highest potential. Typically, the counselor works with students individually, in small groups and in the classroom to address their educational, personal, and emotional needs. Some of the issues addressed in school counseling are problem solving, conflict resolution, social skills development, anger management and stress management.

Counseling is available to all students at Our Lady of Guadalupe School. A student may be referred to the counselor for individual counseling in several ways. Teachers, as well as parents, may request that the counselor see a child. Parents may make referrals over the phone, by email or appointment. A child may also make the request himself by filling out a student referral form.

Once a referral is made, a student will be seen for an initial assessment. After the assessment, parents may be contacted if the child needs additional counseling. At times, the counselor may suggest that parents seek therapy outside of the school for their child. In this case, referrals for counseling agencies and therapists will be given. Parents of children in ongoing counseling are encouraged to communicate with the school counselor through conferences and phone calls. The counselor will make every effort to maintain communication with parents of any child using counseling services.

Academic Policies

Students Evaluations/Parent-Teacher Conferences

Student progress is communicated to parents/guardians through scheduled parent conferences, telephone calls, progress reports, emails, packets, and the Archdiocesan Report Card. Parents/guardians are encouraged to confer with teachers regularly regarding the growth and development of their children. Appointments for conferences are required and should be made directly with the teacher.

Report cards are issued every nine weeks. Progress Report conferences are held twice a year, following the first reporting period and at third quarter progress report time. Please refer to the school calendar for exact dates. Parents/guardians and teachers may request conferences as needed at other times during the year.

Midway through each grading period (at about four and one half weeks) progress reports are sent to parents/guardians if there is cause for concern about their child(ren)'s progress. Interim reports may be issued at the discretion of the teacher. Parents will have access to student grades using Gradelink. Logins will be given at the beginning of the year.

Standardized Testing

The IOWA Test will be administered to grades 1 - 7 each year during a designated testing window. These tests will help determine the needs of each child in the classroom so that teachers can differentiate curriculum according to the strengths and weaknesses as determined by the scores. Parents are informed of the results of the test during the month of May.

Special Needs Learners and Referrals

Introductory Statement

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, Our Lady of

Guadalupe School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

Legal References to Special Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for Our Lady of Guadalupe School, the local district is Houston ISD). This “Child Find” process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as “parentally placed private school children with disabilities,” and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently called “Section 504”), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, Our Lady of Guadalupe and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustment to accommodate eligible students.

Records for Special Needs Learners

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to Our Lady of Guadalupe School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal, the Intervention Specialist, the Counselor, and any other appropriate staff member working with the student. Parents may view their child’s record at any time. These records may not be forwarded to any other individual or agency.

Criteria for Acceptance of Students with Special Needs

In making a determination regarding the admittance of a particular student, the school will review the child’s ability to meet the school’s academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- Student’s demonstrated ability to meet grade level requirements;
- Record of student’s ability to follow school rules and regulations; and
- Students’ ability to meet the physical requirements of attendance.

Our Lady of Guadalupe Services for Special Needs Learners

New Students – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principals and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the principal and staff will then determine if reasonable adjustments can be made to the educational program which will accommodate the student’s needs. If an admission is determined the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*.

Currently Enrolled Students – If a teacher (or parent) is concerned about a child’s academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family and the Principal, and then meet the staff as soon as possible. We work as a team to do what is best for the child and will discuss:

- The student’s current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating the student. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent’s choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The principal and staff will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*. Accommodations for a child will be noted on the report card and in the child's permanent folder.

Student Success Expectations for Special Needs Learners

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

Accommodations for Special Needs Learners

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changed in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the teacher after the administration has verification of the student's recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the principal and classroom teacher after all available information has been reviewed.

Standardized Assessment for Students with Special Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the principal. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

Library

The library has been designed to accommodate students and teachers for independent research, exploration, and further development of skills acquired through classroom instruction. It is open during school days from 7:30 AM to 3:30 PM.

Students are expected to pay for the replacement of lost or damaged books.

During Catholic Schools Week, a book fair is held. Books will be sold to anyone who wishes to purchase them for personal use or for donation to the library. The Our Lady of Guadalupe School library benefits from the total sales during the annual book fair.

Textbooks

Textbooks are rented to the students at the beginning of each academic year. A textbook rental fee is included in the book fees. Every effort to maintain the issued condition of the textbooks is required from the student. **Students are required to keep all textbooks covered.** Issued textbooks may not be shared among students. Students and parents/guardians will be asked to submit a textbook condition form indicating possible pre-existing damages to their textbooks.

Students will be fined for damages beyond normal wear. This includes stray markings or damage to textbooks as well as lost textbooks. If the textbook is new, the fine will equal the price of the book paid in full. If the textbook is used, the fine will equal the price of the used book. If a textbook is lost, the student is responsible for the full

replacement cost of the book.

Homework

Homework is the natural outgrowth of a class activity. Homework can also be an invaluable diagnostic tool to the student and the teacher. In addition to specific homework assignments, students should review class notes each evening and/or on weekends.

The amount of time spent on homework varies with each student. Work habits, attitude, and home study conditions all affect the length of time a student must spend on assignments. For homework to be completely effective, parents/guardians must play an important role. They should provide a well-lit, quiet place, free from distractions (TV, radio, telephone, cell phones, internet, siblings, etc.), suitable materials, and a family schedule that takes homework into account. Parents/guardians should show an interest in the subject matter of homework assignments (i.e. reading the same material, viewing the same videos, engaging in dialogue, etc.) while encouraging independence of process, thought, and product.

General suggested time guidelines:

PK – Kindergarten	15 – 30 minutes
Grades 1 – 2	20 – 30 minutes
Grades 3 – 4	30 – 60 minutes
Grades 5 – 8	1 – 2 hours

Long range homework assignments may require additional time.

Late Work/Make-up Work Guidelines

Make-up Work

Students are expected to make up work immediately following an excused absence. **Students are responsible for arranging make up work.** These arrangements must be made with all teachers. This privilege is not necessarily extended to those students who are absent for any reason other than illness or a family emergency. Middle school students who are absent on major test dates or during exams may be required to have a signed doctor’s excuse before they may take a make up test.

Grading

Grading Policy

Grades are based upon class performance, tests, projects, homework and class work. Numerical and letter grade explanations are printed on the report cards.

- It is the student’s responsibility to make up work missed when absent.
- Late work will be penalized.
- Students receive E, S, N, and U conduct grades.

Report Cards

Report cards are issued to students four times each academic year. Our Lady of Guadalupe Catholic School uses the Archdiocesan grading scale:

Outstanding	A+	99 – 100	E	Excellent
	A	95 - 98		
	A-	93 - 94		
Above Average	B+	91 - 92	S	Satisfactory
	B	88 - 90		
	B-	86 - 87		
Average	C+	84 - 85	N	Needs Improvement
	C	80 - 83		

	C-	78 - 79		
			U	Unsatisfactory
Below Average	D+	76 - 77		
	D	72 - 75		
	D-	70 - 71		
Failure	F	0 - 69		

The dates of report card and progress report distribution are marked on the school's monthly calendar for parent notification. Non-custodial parents will be sent a copy of academic records (report cards) if a written request is on file and confirmed.

Report cards and progress reports are withheld when financial responsibilities to the school have not been met. These include tuition, fees, library fines or payments for lost or damaged books.

Any request of a grade change will only be taken into consideration by the principal in consultation with the teacher of record.

Honor Roll and Commendations

A Honor Roll Students must have all A's and no less than an S in all ancillary classes. Conduct must be an S or an E in all subjects.

A/B Honor Roll Students must have all A's and/or B's and no less than an S in all ancillary classes. Conduct must be an E or an S in all subjects.

Middle school students with more than 6 demerits or 2 detentions in a quarter are not eligible for the honor roll.

Commendations may also recognize great improvement and/or consistent effort. Additional recognitions may be given at the discretion of the faculty.

High School Scholarship – Grade 8

Scholarships for graduating 8th graders to attend a Catholic high school may be made available. The number of scholarships and the amount of each scholarship will vary each year.

Eligibility

- A. Students must have no final grade lower than 78% in all subjects for the 7th grade and for the average of the first three quarters of 8th grade.
- B. Students must have been accepted or be in the process of acceptance to a Catholic high school.
- C. Students must reflect that they are motivated by good Christian values, as evidenced by conduct grades (no more than 6 demerits or 2 detentions in a quarter), general attitude, and service to the school and the community.

Criteria

- A. Written response to selected questions will be evaluated on form and content.
- B. **Academic Performance:** The final averages for Religion, Reading, Language Arts, Math, Science, and Social Studies are averaged. Standardized test battery totals are also factored into academic performance.

- C. **Service and Conduct:** Conduct grade for the 7th and 8th grade years will be evaluated. Service recorded on the application will also be given equal consideration.

Graduation

Eighth grade graduation activities include a retreat day, graduation Mass, and a family reception. A graduation fee is collected from each student to help defray the cost of these activities.

A specific dress code will be enforced for graduation attire. Because graduation is held in the context of the Mass, the school respects the guidelines set by Our Lady of Guadalupe Church. Boys are to wear dress shirts, slacks, shoes, and a tie. Girls are to wear dresses suitable for church. Dresses may not be strapless, back-less, or off-the-shoulder. They are to be light in color and simple in design.

Promotion/Retention

Students shall be promoted or retained after evaluation of the student's academic performance. To be promoted, a student must have completed or mastered the work satisfactorily in each of the core subjects (English, math, reading/literature, religion, social studies, and science). If a student's final average is below 70 in any of the core subjects, it is at the sole discretion of the Principal as to the student's retention.

When the possibility of retention exists, the parent(s) or guardian(s) shall be notified by the end of the first semester and the student will be placed on academic probation. Confirmation of retention shall be communicated in writing to parents.

Athletic Eligibility

Students receiving **one** grade of **69** or below on either a Report Card or a Progress Report will be ineligible for **3 weeks**. Any student receiving a conduct grade of "U" will be ineligible for **3 weeks**. If an athlete is suspended, s/he may not attend practice or games. This suspension time is meant to prioritize coursework and improve grades. Attending practice and games does not allow the student appropriate time or focus on coursework. If a student becomes ineligible, a notification form will be sent home to verify the length and reason for suspension. Form must be returned to the Athletic Director on the following school day. Suspensions will begin immediately. The student will remain suspended from all team activities until the form is returned. The Athletic Director and the Principal will have the final word on this issue.

School Hours

7:15 AM	Building opens
7:30 AM	Students in K-8 th grade taken to gym on Mondays
7:50 AM	Students in K-8 th grade enter classrooms except on Mondays
7:55 AM	Students in K-8 th grade report to the gym for Morning Prayer and Assembly in the gym on Mondays
7:55 AM	Tardy bell rings
2:55 PM	PreK3 and PreK4 dismissal
3:15 PM	School dismissal -- After School Program begins
3:30 PM	Afternoon supervision ends – students not picked up will be sent to After School Care (fees will be applied)

Attendance/ Tardy / Early Dismissal Policy

Attendance

In compliance with the Texas Catholic Conference Education Department (TCCED), Our Lady of Guadalupe Catholic School follows compulsory attendance laws. There are at least 180 days of instruction per school year.

Daily school attendance is the best way to assure continued progress for each student. Classes are in session a minimum of 180 days in accordance with state law. Students are expected to be in school unless they have a valid excuse. Parents/guardians are asked to **report a student's absence to the office by 9:00 AM** and are to provide a written explanation upon the student's return

to school if the absence extends beyond three consecutive school days.

As prescribed by the Archdiocese of Galveston-Houston, “ordinarily, a student may not receive credit for a class unless the student is in attendance for at least ninety per cent (90%) of the days the class is offered. Promotion or credit may be jeopardized if a student misses more than eighteen (18) days, excused or unexcused.” Students with more than 18 absences will be required to attend Summer School in order to be promoted to the next grade. Failure to comply may result in the dismissal of the student from Our Lady of Guadalupe School.

The following are accepted excuses for absences: death in the family, and any emergency situation approved by the principal. All other absences are considered unexcused.

Students may not participate in after-school activities on a day in which they were absent from school.

Recreational trips taken outside of the regularly scheduled vacation periods are strongly discouraged, particularly in cases where the student’s academic performance is marginal. If a student misses school for vacation outside of regularly scheduled vacation periods, the student is responsible for making arrangements with his/her teachers **prior to the absence.**

Students are not to be on campus at other times unless they are part of an organized activity. Students who are on campus outside of school hours must be directly supervised (visually supervised) by a parent. Students who remain on campus after pickup time will be sent to after care, Camp Innovation, and all fees will apply. Camp Innovation is available only on days of instruction as denoted in the annual calendar.

Parents/guardians are expected to honor the calendar established by the school.

Daily school attendance is the only effective way to assure continued academic progress. **Students absent for more than 18 days of the school year for any reason may be retained at the sole discretion of the Principal.** A Principal/Parent/Teacher Conference may be scheduled to inform the parent of the Principal’s decision. School absence is categorized in the following manner:

- **Absence Due to Illness:** If a student is unable to come to school because of illness, the parent/guardian is expected to notify the school office by calling and sending the reason for the absence in writing upon the student’s return. Students are responsible for make-up work and tests. These students have an equal amount of days to complete the work in order to receive a grade and not a zero. Absence of more than 3 days in a row is serious and requires a doctor’s note for returning to school.
- **Family Emergency,** such as death in the immediate family and serious or prolonged illness, is always handled on an individual basis. Special care and consideration for the student and his/her family will dictate the procedure that the school will follow in such circumstances.
- **Absence for Other Reason:** When a student is absent from school for any reason other than illness or family emergency, the student will not be given make-up work in advance. The school is not obligated to provide special services when a parent chooses to schedule activities that cause student absence on compulsory attendance days. It is the parent/student’s responsibility to make sure that missed work is completed upon returning to school.
- **Tardiness:** Tardiness disrupts the learning environment for all students. Any student who arrives after 7:55 AM is tardy. Important morning routines are disrupted when a student enters class late and tardy students may miss important announcements. Students who are dropped off after the gates have closed must be accompanied by a parent/guardian into the building to sign them in at the school office. Students will not be permitted to go to class unless this is done.
- Excused tardies are those with a note from a professional office (Dr., Dentist, etc). Unexcused tardies are parent/family related excuses. School administration may offer extra time to class in the case of citywide traffic or weather issues. Students arriving after 8 am should be escorted to the school office by a parent.
- Parent/guardians of students who are tardy more than 7 times during a quarter will be subject to a \$5 fee for each additional tardy in that quarter. Failure to comply with the terms of the consequences may result in the student’s dismissal from Our Lady of Guadalupe School.
- **Early Dismissal:** A written note by the parent/guardian is required if a student is to leave campus before regular dismissal time. The student is sent to the office at the designated time and is to be signed out by the parent/guardian. Early dismissal of students is discouraged in order to maximize instructional time. Please make every effort to schedule medical and dental appointments after school hours. If necessary, students may be picked up early from school. Parents must send a note to their child’s teacher stating the time they wish to pick up the child. Parents/guardians must come to the office to sign their child out of school. The office will

call students from the classroom when parents arrive for pickup.

Early dismissal **must take place before 2:45 PM.** For students in La Escuelita, early dismissal **must take place before 2:30 PM.** Students who return to school the same day must be signed back in through the school office.

A student returning to school is to report to the school office before being admitted to class. Parents picking children up early should report to the School Office, not the classroom.

- In the case of student illness, the parents/guardians must be informed before the student leaves the school. **Please update all phone number and address changes during the year.**
- **A note explaining student absence is to be sent to the school office upon the student's return to school.**

Child Release to an Impaired Parent/Guardian

No child will be released to a parent, guardian, or parent designee if the school personnel believes the person to be impaired (such as inebriated) and, therefore, unable to care for the child. Another person from the student's emergency contact list will be called.

Records

Student Records

Student records are kept in the school office. Parents may make an appointment to review the records and standardized test scores. Records will be held until financial obligations are met. Non-custodial parents will be sent a copy of academic records (report cards) as requested.

Non-Custodial parent/Parent Custody Rights

Non-custodial parents will be provided records of their student's progress if they request a copy in writing. This information will be shared after the custody agreement with judge's signature is presented to the principal. A fee may be charged to non-custodial parents for shipment and handling of records.

Separated and Divorced Parents

Catholic schools in the Archdiocese of Galveston-Houston confirm to appropriate Court Orders governing rights and duties of parents in regard to their child(ren). Divorced and/or separated parents are required to file with the Catholic school their child(ren) attends (Our Lady of Guadalupe School) certified copies of the most recent Court Orders together with all amendments, modifications and supplements. Parents are to ensure that the school has a complete and unaltered set of certified copies of the applicable Court Orders. Failure to follow this policy may result in the involuntary withdrawal of the child(ren) from the school.

When parents choose to litigate their disputes in Court both the Catholic School Office and the Archdiocesan Legal Department will attempt to minimize the involvement of the school, its teachers and personnel. School administrators inform the legal department immediately in the event the school or any of its employees are served with subpoenas. School administrators are encouraged to contact the legal department with questions regarding interpretations of the Court Orders and any other questions that arise. Ordinarily the schools will endeavor not to take sides in disputes between parents in recognition of the crucial role of both parents in the lives of their children.

Continued strife between the parents is harmful to the children and does not set a good example for them. It is expected that even divorced and separated parents will treat one another with Christian charity and will display a spirit of forgiveness.

Ongoing parental disputes can be counterproductive to the mission of the school and in some cases it is appropriate that the principal contact the Superintendent to discuss whether continued enrollment of the child(ren) is a viable option.

Child Abuse

Child Abuse Laws

Our Lady of Guadalupe Catholic School abides by the Child Abuse laws of the State of Texas. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Child Abuse and Neglect Policy

School personnel of the Archdiocese of Galveston-Houston have a moral obligation as well as a legal obligation to report child abuse and neglect. If a school staff member has "cause to believe" that abuse or neglect has occurred or

will occur they will report the incident to Child Protective Services (CPS). If a school staff member believes the child is in immediate danger of harm, 9-1-1 will be called. School staff is trained to recognize and respond to signs of neglect and abuse in students. Students will receive child abuse awareness information according to age.

Smoking

Our Lady of Guadalupe Catholic School is a smoke free environment.

Use of Technology and Social Media

Acceptable Use Policy for the Use of Computers and Telecommunications

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school/institution community. Network and Internet access is provided to further the legitimate educational goals of this institution.

The school provides computing and network resources for the use of students, employees, and others affiliated with the school. Members of the school community are encouraged to use the computers, software packages, electronic mail (E-mail), or outside school network software for educational or school related activities and to facilitate the efficient exchange of useful information.

However, the equipment, software, and network capacities provided through the school computer services are and remain property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- * Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- * E-mail capabilities may be used to facilitate distance learning projects.
- * List serves and newsgroups may be used to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

*Transmission of any material in violation of any U.S. or state law, including but not limited to:

copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade is prohibited.

The transmission of copyrighted materials without the written permission of the author or creator through school/institution E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment.

The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by this school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to use computers for the transmission of illegal material.

* The use of personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited. Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempt to breach security codes and/or passwords will also be considered a form of vandalism.

* The creation, propagation, and/or use of computer viruses are prohibited.

* The forgery, reading, deleting, copying, or modifying files and/or data belonging to other users is prohibited.

* Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited.

* Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

Access to the school's E-mail and similar electronic, communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

* Unauthorized attempt to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.

* All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.

* The school reserves the right to access E-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.

* Any information contained on a school computer's hard drive or computer disks which are purchased by the school are considered the property of the school.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of St. Somebody Catholic School regarding inappropriate use of technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Non-use of Electronic Devices, including Cell Phones

Cell Phones

1. No student cell phones are allowed on campus. Emergency calls can be placed from the school office. Cell phones and personal electronics that are being used will be confiscated and returned to parents at a conference. Students involved in possession or transmission of inappropriate photos on their cell phone or other electronic devices face suspension and/or expulsion.
2. Students are forbidden to use cell phones during school hours. Students may bring cell phones to be used for after school events, but the phones must remain in the school office, in the off or silent setting and out of sight. Any cell phone or electronic device, seen in the open, or heard during the school day will be confiscated and held in the office. Parents may retrieve the cell phone or electronic device, but will be assessed a \$25 fee. Other electronic communication devices are not allowed on campus.
3. In order to protect all students from cyber bullying, unwanted videography and photography, lewd internet sites, and disruptive or inappropriate messages and calls, student possession of electronic pagers, beepers, video games, iPods, MP# players, camera or other personal electronic devices on school property or at school related functions is prohibited. Use of these devices during the school day is strictly prohibited. We understand the need for students to have access to a cell phone; therefore, if you would like for you student to bring their cell phone to school, the phone must be registered with the school and checked in at the beginning of the day to be stored in a supervised box. Students will then be given their phone at dismissal in the afternoon. Parents may call the school office to leave an urgent message for the student or in case of an emergency during school hours; however, please have dismissal plans arranged before dropping off the student. School phones are for emergencies.

Communication

See School Calendar on school website

Parent/Teacher

Conferences

Teachers and parents or guardians are encouraged to communicate throughout the school year by phone, Daily homework folder, Monday folder, written notes or letters, e-mails, and on-site meetings. Social media should not be used for such exchanges between teachers or other school officials and parents. Parents who desire to meet with teachers or other personnel should schedule the meeting in advance by scheduling an appointment via phone call or email to the teacher. Parent communications/messages will be returned within 24 business hours.

Monday folders will be sent home every week with graded papers for grade PK-5th grade.

Communication between parents and teachers is essential to a strong educational program. There are Parent/Teacher conferences in the Fall and Spring. Parents who wish additional conferences should schedule an appointment with the teacher during his/her conference period. It is not appropriate to expect a conference at a time when a teacher is responsible for supervision of students,

including in the morning assembly or in the afternoon pick up line. Teacher email is available for communications with all staff.

Teacher and Administration/Parent

Under certain circumstances, the Teacher or Principal may request a conference. It is imperative that you answer this request. If a parent does not make an effort to confirm or reschedule a meeting and does not attend the meeting, the student may be withdrawn from the school at the discretion of the Principal and in consultation with the Superintendent.

Dress Code

All students are expected to be in the full regulation uniform on all school days. Students in grades 5-8 are to wear the school P.E. shirt and shorts during all P.E. classes. The students are required to be in dress uniform when they attend all church services and any other formal assemblies.

The official uniform supplier for the school uniform is Parker Uniforms. **All school uniforms including shirts, blouses, pants and sweaters must be purchased from Parker.** P.E. uniforms, sweatshirts and school jackets are purchases through the school office.

Mass Dress Uniform

Mass Dress uniform is to be worn for all school liturgies and formal school events.

Girls	PK3-4 th grade	Plaid jumper White oxford blouse with round or button down collar White knee socks or fold over (no low-profile)
	5 th -8 th grade	Plaid skirt White oxford blouse with button down collar Maroon vest sweater White knee socks or fold over (no low-profile)
Boys	PK3-3 rd grade	Gray pants or walking shorts with a belt White oxford shirt with button down collar Maroon vest sweater White fold over socks (no low-profile)
	4 th -8 th grade	Gray pants with a belt White oxford shirt with button down collar Maroon vest sweater White fold over socks (no low-profile)

Optional for all students (may be worn on regular school days):

Plaid walking shorts or pants for girls
Gray walking shorts with a belt for boys
Maroon or white knit shirt for all students
Green Knit Polo dress
School jacket or sweatshirt

P.E. Uniform Regulations

The P.E. uniform is required for grades 5-8 and optional for grades PK3-4. P.E. uniforms for all students must be ordered through the school during the first week of classes.

PK-4th grade	Regular school uniform or the official OLG P.E. uniform (see below)
5th-8th grade	PE shirt and shorts Gym shoes and white socks

Additional Uniform Regulations

- **Black or White Socks may be worn. No low-profile socks are permitted.** The rim of the entire sock must be visible over shoe tops.
- Walking shorts, skirts, and jumpers must be an inch above the knee. The Principal will notify a student and parents/guardians if garments are too short or too tight.

- No personal monograms of any kind are permitted on the uniform.
- All articles of clothing must be permanently marked with the student's name inside the collar or waistband.
- No outer garment, other than the school sweater, sweatshirt, or jacket is to be worn in the buildings.
- Shoes must be tied or Velcro. They are to be solid black or solid white with rubber soles.
- Light colored soles are preferred to protect our floors.
- No slip-on shoes are allowed.
- Decorated, plaid, polka dot etc are not permitted. No "wheelies" (shoes with removable wheels) or high tops are allowed.
- Sandals and boots are NOT allowed.
- No contact lenses with unnatural eye color is permitted.
- Only simple jewelry may be worn. One ring per hand, small stud earrings (one per ear), and/or a simple chain with a cross or religious medal are permitted. No hoop earrings or bracelets are permitted for safety reasons. A watch may be worn. No other jewelry of any kind is permitted.
- No make-up or fingernail polish is allowed, including tips.
- Students are expected to maintain a neat appearance. The principal reserves the right to address inappropriate or questionable hairstyles. Inappropriate hair dye are not permitted, all hair color must be natural. Highlights are not permitted.
- Boys may not have "mowhawks" or hair deemed excessively spiky. Hair must be well-groomed and may not be excessive in length or unusual in style. Boys must wear their hair so that it does not touch their shirt collar, hang over the ears or eyebrows.
- No body piercing, including Henna and stick on tattoos.

Dress Down Days

On designated free dress days, students are expected to appear in neat appropriate attire. If you are uncertain as to the appropriateness of any article of clothing, do NOT wear it. If a student is inappropriately dressed, students will wait in the office until parents/guardians bring the school uniform to the office for the student to change.

These guidelines are to be followed for dress down days:

- No shorts, except walking shorts (knee length)
- No skirts more than one inch above the knee in length
- No leggings, yoga pants or bicycle pants
- No baggy pants, skinny jeans or jeans with rips or holes
- No backless, off-the-shoulder, or sleeveless dresses or tank tops
- No T-shirts with slogans
- No sandals
- The uniform jewelry regulations apply

Asbestos Information

In accordance with AHERA:

Our Lady of Guadalupe School along with other schools in the Archdiocese of Galveston-Houston has completed an asbestos management plan that has been submitted to the Texas Department of Health. A copy of this management plan is available for public review (with at least 5 days written notice) at the parish office during business hours, 8:00 a.m. - 4:00 p.m., Monday through Friday.

If you have any further question, please contact:

Our Lady of Guadalupe School
 2405 Navigation Blvd.
 Houston, Texas 77003
 713-224-6904

Office of Risk Management
 Archdiocese of Galveston-Houston
 1700 San Jacinto
 Houston, Texas 77002 713-659-5461

Beginning and Dismissal Times

School Hours

- | | |
|---------|--|
| 7:15 AM | Building opens |
| 7:30 AM | Students in K-8 th grade taken to gym on Mondays |
| 7:50 AM | Students in K-8 th grade enter classrooms except on Mondays |

7:55 AM	Students in K-8 th grade report to the gym for Morning Prayer and Assembly in the gym on Mondays
7:55 AM	Tardy bell rings
2:55 PM	PreK3 and PreK4 dismissal
3:15 PM	School dismissal -- After School Program begins
3:30 PM	Afternoon supervision ends – students not picked up will be sent to After School Care (fees will be applied)

Drop-off/Pick-up Procedures

Arrival/Dismissal Policies

School supervision begins at 7:30 AM. Students are not formally supervised prior to 7:30 AM. Morning supervision is held in the gym on Mondays and in the school building during the rest of the week. All vehicles must come through the gate and drop students off at the gym on Mondays and at the school building all other days. Students arriving after 7:55 AM must enter the school building at the main entrance and sign in at the office. Students who are dropped off after the gates have closed must be accompanied by a parent/guardian into the building to sign them in at the school office. Students will not be permitted to go to class unless this is done.

For students in La Escuelita, students may be dropped off at 7:15 AM. Parents may park and bring students to the gate prior to 7:45 AM. At 7:45 AM, the carpool line will begin and parents will need to stay in their cars as a teacher assists the student to get out of the car. Parents may not approach teachers during the drop-off in the morning. It is essential that teachers are focused on the safety of the children at this time. Items that need to be dropped off can be given directly to the teacher on drop-off duty.

Parents must park in the school parking lot and walk students to the school gate using the crosswalk if not going through the carpool line. Students may not be dropped off by the street when the gate is open.

School dismissal begins at 3:15 PM and ends at 3:30 PM everyday, except Monday, when dismissal begins at 2:15 PM and ends at 2:30 PM. Students are dismissed from the covered porch at the school entrance. Unaccompanied students may not return to the school building. All school business must be completed before leaving the school building. All vehicles should have a name plate with the student(s) name and grade displayed on the dashboard during dismissal. Parents should call the school office if another person will be picking up their student.

For students in La Escuelita, dismissal begins at 2:55 PM and ends at 3:05 PM everyday, except Monday, when dismissal begins at 1:55 PM and ends at 2:05 PM. Students not picked up at this time will be walked over to the main school building and take part in that dismissal which begins at 3:15 PM.

Students who walk or ride the bus will be released to an adult after PM announcements. A note from the parent/guardian must be on file in the office for the student to leave the school grounds unaccompanied at the end of the day.

In an effort to improve dismissal carpool, parents must park in order to pick up a student who inadvertently goes to After School Care.

Faculty members are on duty at arrival and dismissal times. They are in charge of the area and of carpool procedures and their directives are to be respected by students and parents/guardians. Failure to observe safety guidelines may result in a carpool driver being asked to pull aside and wait until the end of dismissal for his/her student(s).

Late Pick-up Policy

Only those students who are supervised by an adult or who are participating in an official after school activity may be on the grounds after 3:30 PM. Students must be picked up at the scheduled completion of their activity. Students who are not picked up promptly risk charges to compensate school personnel who must then stay beyond their contracted time. Important note: **Siblings are not permitted to stay with athletes during practices unless they are members of the team(s).**

Early Dismissal

Students are **never** allowed to leave the school grounds during school hours without permission from their parents/guardians **and** the approval of the Principal. Such action will warrant serious consequences.

Written requests for dismissal are to be left in the school office. The student who is dismissed early must be sent to the office for dismissal. **Students may never be released early directly from the classroom.** Parents or properly designated persons must

sign-out and pick-up students in the school office.

In the case of student illness, the parents/guardians must be informed before the student leaves the school. **Please update all phone number and address changes during the year.**

Parking and Pick-up Traffic Regulations

For the safety of our children at dismissal times, we ask that you please follow these instructions.

- PreK3&4 parents should park along the cemetery side of N St Charles St.
- K-8th parents should line up along McAlpine to N St Charles St facing South.
- Please take care not to block driveways. Proceed forward in one line.
- Children will be loaded three to six cars at a time from the front entrance of the school.
- Please do not park on Ann Street during arrival and dismissal times (7:30 AM - 7:55 AM and 2:15 PM – 3:30 PM).
- Drivers must remain in cars during drop-off and pick-up and have their student's name plate clearly displayed on the dashboard. Arrival and dismissal procedures work most smoothly when everyone remains in the line and follows directions.
- Please follow teacher directives if/when these directives change for any reason.
- If parents choose to park and come in to pick up a students, they must wait until the pick-up line has finished before their child will be released.

Ensuring the safety of our children and all other pedestrians is the primary responsibility of all parents and other persons driving in and around the school premises. Designated speed limits, loading/unloading zones and all other traffic regulations must be strictly observed. In addition to sanctions under existing City of Houston traffic ordinances, Our Lady of Guadalupe School reserves the right to take appropriate action with respect to repeated violations.

Inclement Weather/Emergency Dismissal

In the event of emergency dismissal or unscheduled holidays, the Archdiocesan policy is for Catholic Schools to follow HISD's decision about closing school in inclement weather. Should an emergency situation involve only Our Lady of Guadalupe School, room representatives/Principal will contact school families. An Emergency Contact System (IRIS) will notify families through cell phone, home phone and by email. We must have the most current email addresses and cell phone numbers for your family on file.

Parents/guardians are cautioned to exercise their judgment in situations, which may only affect their local neighborhoods (such as flooding). In such instances, children may be released early to parents/guardians to insure their safe arrival home. In the event the school is forced to close for an emergency or weather event, the day(s) missed will be made up during the school year at the discretion of the Pastor and the Superintendent.

Before/After School Program

After School Care

The After School Care Program is a regularly planned program of study time, snacks, and play. The program operates from 3:15 PM until 6:00 PM daily. This service is available on a monthly basis at the request of parents/guardians who knowingly are unable to have their child(ren) picked up by 3:30 PM. Information regarding fees and registration is available in the school office, online or through the provider- Camp Innovation. After School Care policies are available under separate cover to those families who wish to participate in the program.

Lunch Visitation Policy

Parents will be allowed to have lunch on occasion with their children and should register as a visitor with the school office upon entering campus. This should be a rare occasion and not a regular practice. Parents shall not leave campus with their child to have lunch.

Cafeteria

- **Hot Lunch Program:** OLG School contracts with an independent catering service to provide a daily hot lunch for our students. The menu and prices are set by the company and made available online and in monthly memos to school families. All communication regarding menu items, process, and payments need to be directed to the company.

OLG School discourages the delivery of lunches from outside sources. With an increase of health issues related to fast food, bringing prepared lunches from fast food restaurants should be a rare occasion. The students' lunch period is a time for them to socialize with each other outside of the classroom. We consider this time to be an important time spent with peers learning social skills and cues.

- **Meals** – Lunch is served daily in the school cafeteria. Students who do not wish to buy their lunch may bring a sack lunch, but may not include candy, gum, ice cream shakes/malts, oversized desserts, or carbonated drinks these lunches. Microwave are NOT available for use to warm food. Foods that are packed for lunches should be in containers that allow students to be self-sufficient. Age levels and capabilities should be considered when sending lunches to school.
- **Visitors** - Parents and grandparents are welcome to eat lunch with their child or children as space allows. All visitors must sign in at the school reception desk before going to the cafeteria.
- **Forgotten Lunches** - If a student forgets his/her lunch, a parent may deliver the lunch to the cafeteria after checking in at the front office.

Class Parties

All grades have one party per semester held during the school day. Each class has at least two room parents who work with the teacher in planning two scheduled parties for the year.

Birthdays will be celebrated with cupcakes or cookies (store bought only for allergy purposes) to share with the entire class at lunch. There will be no birthday parties on campus. The distribution of gifts is not permitted at school. Party invitations may be distributed at school only if given to every student in the class.

Discipline Policies

Rules/Consequences/Exceptions

The school's discipline policy is based on the assumption that children have the capacity to make choices in their behavior that will either help or hinder their own growth and development. Parents/guardians and educators are called to work together to provide an atmosphere that will enable children to accept their decision making ability and understand both the positive and negative consequences of their behavior.

Students who misbehave and/or infringe on the academic process will receive consequences. Parents/guardians will be notified whenever a child has seriously misbehaved within the classroom or during extra-curricular activities. Prior to a telephone call or email, parents/guardians can be assured that the student had been spoken to regarding the misconduct and subsequent consequences. The phone call or email serves to alert parents/guardians to the situation and request their assistance in disciplining their child.

Specific breaches of discipline in the classroom are under the authority of the supervising teacher. However, all teachers have jurisdiction over all students, regardless of age or grade. Students are expected to adhere to the principles of self-discipline, respect of others and their property, and good judgment in the area of academics and behavior. The school rules are designed to establish clear guidelines for student behavior. The expectation is that all students choose behavior that is appropriate at school. If students choose to break rules, they must accept the consequences related to their behavior.

The Principal reserves the right to place a student on probation or home study or to suspend or expel a student as deemed appropriate to the circumstances. The principal is the final recourse in all disciplinary matters and can waive any disciplinary action for just cause.

Demerit System

Students in grades 5th-8th:

Demerits are infractions given to students for breaking rules

- For example, a class is asked to wait silently but a student continues to talk – a demerit would be given.
- Demerits are meant to serve as a tangible consequence to breaking rules.
- Will be given after warning or for more serious infraction.
- Students will be made aware that they have been given a demerit.
- Teachers will note the time, date, and reason for demerit and notify administration of the demerit by the end of the day.
- Teachers will contact parents, when issuing a demerit.
- There may be instances, which warrant immediate detention without the demerit warning system. These include but are not limited to chewing gum, using inappropriate language, bullying, blatant disrespect to an adult, etc.

Students who receive three demerits in one week will receive a detention. The demerits will be reset each week.

- Detention will occur each Tuesday from 3:15-4:00pm for students who receive a detention the previous week.
- Parents will receive notice the previous Friday (or earlier) if a student has 3 demerits.
- Students must be picked up promptly at 4pm or will be sent to extended day.
- Students who misbehave during detention or have an unexcused absence will receive an additional detention.
- If a student receives more than 5 detentions in a semester, a one day suspension for the student may be administered.

All students are required to:

1. Come to school and to class on time.
2. Come to class prepared and with required materials.
3. Follow instructions and directions of all teachers and staff.
4. Respect others and their property.
5. Walk at all times inside the school building and on the school premises.
6. Talk in a normal respectful tone of voice at all times.
7. Be honest.
8. Keep hands and feet to oneself.
9. Observe all safety rules, including school restricted areas.
10. Follow the dress code at all times.
11. Use lockers only at designated times.
12. Be reverent in Church.

General Regulations:

1. No soft drinks or energy drinks may be consumed by students during school hours.
2. Students are not permitted to chew gum on campus, during or after school, or at school sponsored events.
3. Students may not enter an office or the faculty work room unless special permission has been given.
4. Students may not use a phone without the permission of the Principal, Assistant Principal, Athletic Director or School Secretary.
5. Students may not go into a teacher's desk or the locker of another student.
6. Walkmans, radios, televisions, toys, MP3 players, iPods, CDs, games, cell phones, tablets, e-readers, laptops, etc. may not be brought to school or used at extended day.
7. Items that could be used as weapons, and drugs, or paraphernalia, alcohol, and cigarettes are never to be in the possession of any student, including in lockers or desks.
8. No solicitations of any kind for any organization or for personal gain are allowed without the express permission of the Principal.

Discipline Consequences

Since our school is a PK-8 campus, consequences will be administered with respect to the age and maturity level of the student. Disciplinary options of which one or more may be used:

- Verbal reprimand;
- Seat assignment change;
- Extra assignments to be done at home;
- Teacher/Student conference;
- Parents/Guardians contact via phone call, note or conference;
- Conference with intervention team assigned to the individual grade level i.e., (administrator, teacher, student, parent(s) and any other appropriate personnel);
- Behavior contract;
- Supervised campus or community service assignment while serving detention;
- Time-out in another classroom until the completion of the assignment or time limit;
- Confiscation of a prohibited nuisance item;
- Morning detention;
- Lunch detention;
- After-school detention;
- Saturday school
- In-class disciplinary action;
- Exclusion from extra-curricular activity;
- Grade penalty for copying, plagiarism and/or cheating;
- In-school or Out- of-school suspension;
- Exclusion from Field Trip;

- Involvement of law enforcement;
- Restoration or restitution; (as applicable)
- Removal of student from classroom;
- Withdrawal of various student privileges;
- Other appropriate disciplinary options as deemed necessary by the administration;
- Service projects;
- Expulsion;

*Law enforcement will be contacted if the behavior warrants such action.

Disciplinary Probation

A student's continuous misbehavior may result in being placed on disciplinary probation by the principal. The principal will determine the length of the probation and notify the teacher, student and parents of the reasons for the terms of probation. Probation may occur in class or in a setting of in-school suspension. During the probation and at the end of the probation, the parents will be informed of the student's progress. At the conclusion of the probation, the principal, in consultation with the student's teachers, will determine whether sufficient improvement in behavior has occurred. If insufficient progress is noted, the principal may consider other actions.

If a problem persists, the child may be removed from classes until parents attend a conference with the teachers and/or the principal.

Suspensions and Expulsions

The following offenses committed by students are potential reasons for suspension or expulsion, pending a Principal's conference with the parent(s) and/or guardian(s). Suspensions over five (5) days and expulsions shall require the approval of the Superintendent.

It is impossible to list all of the behaviors, which may be deemed unacceptable; however, the following are major offenses that will not be tolerated at Our Lady of Guadalupe School and will result in an office referral and may lead to suspension or expulsion:

- Use, sale, distribution, or possession of real or fake: tobacco, alcohol, weapons, drugs, or other illegal/controlled substances and other items
- Defiance of authority in word or deed by students or parents
- Defiance of authority by passive refusal to follow the rules or policies of the school
- Destruction or vandalism of school property (In each instance, restitution will be paid to the school to repair or replace the property)
- Serious theft or dishonesty
- Use of crude, sexual, or offensive language or possession of such materials
- Serious or continuous disruptive behavior
- Acts or threats of aggression or violence or any instance of bullying or harassment
- Acts of sexual harassment
- Violation of internet code of ethics or the acceptable use policy
- Photographing or video-recording students or school personnel without permission
- Habitual unauthorized absences or tardiness
- Failure to follow the Honor Code
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church.

Use of Controlled Substances Policy

The Archdiocese has set forth this policy on the use of controlled substances.

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. A student is subject to removal from class which may result in suspension, expulsion, or referral for prosecution if there is question of:

1. chemical substance use, possession for consumption, sale, or dispensing of illegal drugs and narcotics (hard or soft drugs, alcohol, inhalants, marijuana, or a controlled substance)
2. acting under the influence of an illegal drug (alcohol, narcotic, marijuana, or a controlled substance)
3. medication misuse or over dosage while on school property or attending a school sponsored or school related activity on or off school property.
- 4.

The school nurse, the school counselor, and/or the Principal should work together with the student and family toward bringing about a complete recovery and elimination of the drug abuse for the student involved.

Upon removal from class the principal should:

1. Report the incident to the superintendent
2. Notify the parents/guardians immediately and request a conference

After the conference with the parent/guardian and student, the student may be suspended for a period of at least three (3) days. During this time it is recommended that the parents/guardians enroll in some type of family therapy with the student, as suggested by their physician or the school office.

At the completion of the suspension, the student may return to school with a contract to continue the therapy until the therapist feels a complete recovery has been made.

Complaint/Appeal

Grievance Procedure – Complaint/Appeal

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent meeting with the immediate authoritative person (teacher) to discuss the matter. If, however, the matter is not settled to the parent's satisfaction, the parent may send a formal letter of complaint to the principal within five (5) working days following the occurrence of the event on which the complaint is based. Please contact the principal for a copy of the Archdiocese's current appeals process/complaint procedure for further details.

Bullying/Harassment/Cyber-bullying

Bullying

Our Lady of Guadalupe Catholic School believes that as Catholic Christians everyone has the right to be treated with respect. School administration and staff work to prevent harassment in all forms, including bullying and cyber-bullying. Bullying is often hard to identify. Victims do not want to cause more trouble nor do they want to admit that they are bullied and the bully hides their actions or defends it as play or normal "joking". Bullying is defined by a power imbalance between a bully and their target. This power can be derived from physical size, strength, popularity, gender or verbal skill. Bullying can happen physically, emotionally, socially or via technology called cyber-bullying. Bullying involves repeated acts of physical, emotional or social behavior that are intentional, controlling and hurtful. Bullying persists even when the target has asked for it to stop. Bullying is a learned behavior that is either direct or indirect. Direct bullying is usually seen and felt readily; examples might be: shoving, kicking, intentionally scaring or physically intimidating someone. Indirect bullying is also called relational aggression.

It is difficult to identify and more difficult to remedy. Examples of relational aggression include: spreading rumors, teasing, exclusion and name calling. Cyber-bullying is defined as use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person.

Our Lady of Guadalupe Catholic School will not tolerate any form of bullying. Students are encouraged to report any incident of harassment to their teacher, counselor, principal, or any school staff. At Our Lady of Guadalupe Catholic School we use a three tiered process to combat the destructiveness of bullying and to promote kindness and good social skills.

The three tiers are as follows:

Level One Intervention

If a child is accused of bullying the accusation will be addressed by the classroom teacher and an educational remedy is put into place. Most of the time, students do not know that their behavior is hurtful to others. Society has evolved into a much more verbally critical and sarcastic environment and sometimes educating children to appropriate and loving interactions with one another is all that is needed.

Level Two Intervention

If a child is accused of bullying a second time the school counselor will be invited to assess the situation with the teacher. Sometimes this means having individual counseling and/or a classroom guidance lesson on what bullying is and how to interact in a kind and assertive manner.

Level Three Intervention

If a child is accused of bullying a third time a referral is made to the Principal to begin the discipline process. The parents will work with the school to develop a plan of action to help the student develop their social skills and to eliminate all bullying activity. The Principal reserves the right to develop any individualized behavior plan that is seen as necessary to ensure the physical and emotional safety for all the students. Continued bullying may result in further disciplinary action, up to and including expulsion.

Harassment

Harassment, as defined for Our Lady of Guadalupe Catholic School, is that which is sufficiently severe, persistent, or pervasive, adversely affecting a student's education or that which creates a hostile or abusive educational environment. The act of harassment is a direct violation of the Christian behaviors and values upheld in the school. Harassment involving students, school and parish faculty, parents and visitors will be investigated and necessary action taken immediately. Depending on the nature of the harassment, each incident will be reviewed independently and action taken may range from a disciplinary report to expulsion

from the school and in some cases, legal action. Should anyone become a victim of or witness harassment, the following steps should be taken:

- 1) Immediately notify someone in authority, such as teacher, principal, or priest.
- 2) After reporting the harassment, keep the information confidential.
- 3) If necessary, write an account of what happened for future reference.

Our Lady of Guadalupe Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, online, at school or even after school hours) face detention, suspension and/or expulsion.

Harassment - Sexual

Sexual harassment is immoral and reprehensible and will not be tolerated in the Catholic School. It subverts the mission of Catholic Education and threatens the careers, educational experience and well-being of all affected persons. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individuals and to the Church/School community as a whole.

Sexual harassment includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances or imitations.
- Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, studies, or play.
- Retaliation for having reported or threatened to report sexual harassment.
- Obscene comments of a sexual nature can be deemed as sexual harassment.

Blogs/Social Networking

Engagement in online blogs and social media sites may result in disciplinary actions if the content of the parent/student's blog or social media includes defamatory comments regarding the school, the faculty, other students or the parish.

Extra-Curricular Activities

After School Sports Program

Eligibility Requirements

Students in grades five through eight are eligible to participate in the after school sports program. Students are expected to maintain passing grades with satisfactory conduct in every class. Grades and conduct will be checked at progress report and report card times. If a student athlete has any grade below 70 or below S in conduct, he/she may be suspended from his/her sport. A temporary suspension will result only after a conference with teacher(s), parents/guardians, the student athlete, and the Principal. If a suspension is agreed to be in the best interest of the student, the terms of reinstatement will be specified at the time of the conference.

If a student is absent or if a student leaves early due to an illness, he/she may not participate in after school sports or extracurricular activities on that day.

Responsibilities

The Athletic Director is responsible to the Principal and:

- Manages all operations of the athletic program.
- Works with the faculty and administration to ensure that the programs are consistent with the goals of OLG School.

Coaches are responsible to the Athletic Director and are expected:

- To set guidelines for the particular sport, of which the athlete will be made aware at the onset of the season.
- To provide accurate and timely information concerning practice and game dates and times to parents/guardians, the Athletic Director and the Principal.

- To provide a learning environment for skill acquisition and progression of skill development.

Players are responsible to the Coach and are expected:

- To be representative of OLG school while participating in an interscholastic event and to conduct themselves in a manner commensurate with the guidelines set forth by the coach and the Student-Parent Handbook. In the event a player cannot live up to these responsibilities, he/she may be asked to withdraw from the sport.
- To be on time for practices and games, to behave in a sportsmanlike manner, to exhibit leadership qualities, and to exercise self-control.
- To be respectful of him/herself, his/her team, the coach, and to be supportive of them.
- To be held accountable for his/her actions on the playing field while representing OLG school.
- To check with the coach before leaving the practice/game site.

Parents/guardians are expected:

- To be supportive of each player, team, and coach.
- To limit “stand-talk” to positive comments.
- To dialogue with players after games, not during.
- To make an appointment to dialogue with a coach about problems rather than to speak to him/her at a game site.
- To attend a parent meeting at the beginning of each season.
- To insure that their child has transportation to and from away games.

Schedules

All practice and game schedules will be cleared with the athletic director and principal before becoming final.

When games and practices are canceled, every effort is made to do so by 1:00 PM. Occasionally, games must be canceled at the last minute. The coach will remain after school with any team member until 4:30 PM. For away games canceled in progress, students must return to school unless a parent/guardian is present at the game. No student will be left unsupervised at the game site.

If practices or games are canceled, students should go home with their regular carpool or follow arrangements for transportation made with their parents /guardians prior to the season.

Practices

Practices are held on campus. Off-campus practice sites will be announced before the start of the season.

Practice schedules are sent home with the players at the first practice. Game schedules are sent home with the players as soon as they are final.

Injuries

All injuries to a player, whether practicing or playing, are reported by the coach to the parents/guardians as soon as they can be contacted. The coach then reports the injury to the Principal as soon as possible, and turns in an accident form to the school office. Treatment of the injury will be administered by the coach or emergency room depending upon the need. After an injury requiring medical attention, an athlete must have a doctor’s certificate to resume play.

Uniforms

The uniforms are borrowed from the school by the athletes and are to be returned within one week after the end of the season in the same condition in which they were received.

Uniforms which are lost or damaged are to be replaced by the student who was issued that uniform at the original cost.

Awards and Recognitions

Individual awards will be given at the discretion of the athletic director, coaches, and administration. Sports awards

will be given at the Athletic Banquet.

Games and Events

All students attending games or events must be supervised by an adult. Parents/guardians are responsible for the supervision of students who attend games or events. The behavior of any student attending a game or event must comply with the rules and regulations of the school. Students who misbehave at games or other events are subject to disciplinary action. Additionally, students must be given written permission to carpool with another parent/guardian.

Field Trip Policies/Forms

Field Trips

Field trips serve the instructional program by utilizing the educational resources of the community that supplement classroom work. To keep with the class's instructional objectives, teachers plan the field trips. Some field trips are held here on campus. Participation in field trips is a privilege and can be denied to students who fail to meet behavioral requirements. Parents or guardians are required to sign a permission and liability release form in order for the student to participate. Students are not allowed to attend a field trip without this written permission from their parents or guardians. A note or phone call cannot be substituted for this form. Teachers verify and set the number of parents or guardians needed to chaperone during field trips. Parent chaperones are to take an active role in supervising designated students, knowing that the students are ultimately under the jurisdiction of a teacher.

Parents who transport students in their vehicle must have a copy of their valid drivers' license, Texas State Driving Record, and proof of insurance on file in the school office, as well as a seat belt for each student transported.

Parents must also meet additional requirements and be cleared by the VIRTUS system. Students may only be transported to the designations indicated on the field trip permission forms. All adults interacting or responsible for chaperoning students must be VIRTUS trained.

Siblings of students participating in class field trips may not attend the outing.

- Students are required to wear dress uniform on field trips unless otherwise notified. Parents/guardians will receive written notification if other dress is allowed.
- Students may be requested to bring a sack lunch and drink as well as money for any admission prices and/or cost of transportation. If a financial situation prevents a student from participating in the field trip, please contact the teacher.
- Students are required to adhere to all school rules and may receive consequences for their behavior anytime during the field trip.
- Teachers reserve the right to ask that a student not go on a field trip. Field Trips are a privilege rather than a right for each child.
- Teachers reserve the right to remove a student from a field trip at any time. The student may be returned by private vehicle or a parent/guardian may be called to remove the student from the premises.
- Each year, 5th grade students attend Camp Kappe, the School of Environmental Education, which is a required part of the Science Curriculum. Students who do not attend will be required to attend school, and complete environmental project.

Safety

Unlicensed Drivers

Unlicensed drivers are not permitted to drive on the property or campus of Our Lady of Guadalupe School or Parish.

Fire Drills

State Law requires that fire drills be held monthly. Additional drills for sheltering in place and inclement weather are run during school hours as deemed necessary by the administration.

Parent Involvement

Parent Activity Committee (PAC)

The Our Lady of Guadalupe (OLG) Parent Activity Committee (PAC) is a group of parents, which serves to support the school and the Principal on fundraising efforts and special events. The Committee is comprised of parents selected to represent all grade levels. These parents volunteer their time at the request of the Principal.

Room Parents

Each grade will have two to three room parents who will help the homeroom teacher as needed. These parents will help organize class parties, special events for the school, and act as a liaison between the parents and PAC.

Booster Club

Families who have children involved in interscholastic sports support the program through the Booster Club. The Booster Club oversees the operation of concession stands during home games and sponsors other fundraising activities as necessary. Funds raised will be used to offset the costs of uniforms, awards, league fees, and referee fees.

All parents involved as room parents, chaperones, or Booster Club members must complete the Archdiocesan Virtus training prior to participating in these events.

Service Requirements

Volunteer Hours

Each family is required to provide 15 hours of service to the school per year. These hours help the school tremendously and are a witness to our students of the importance of working together to help the school run efficiently and smoothly. Service hours may be given during or after regular school hours. Opportunities for service hours are made available throughout the year. A statement listing remaining service hours needed, will be sent home each quarter. A fee of \$10.00 per service hour may be assessed to those who do not fulfill the service requirement. Volunteers are expected to conduct themselves in a way that will positively reflect on Our Lady of Guadalupe School in regards to conduct, dress and other displays of behavior.

The Role of School Organizations

School associations and organizations are under the direction and leadership of the school principal. To provide sound structure by-laws should be established for associations and organizations. All organization funds belong to the school and are managed by the principal through the school account number. No separate account numbers are allowed. The principal must approve all fund disbursements. Formation of these organizations, as well as the continuance of them, is solely at the discretion of the principal.

- ***Parent/Teacher Organization:*** Parent Teacher and/or Home School Organizations under the leadership of the principal provide parents and educators a vehicle to foster collaboration in educational and social endeavors. The principal must approve all fund disbursements.
- ***Booster Club Organizations:*** Booster Club Organizations under the leadership of the principal assist schools in providing appropriate athletic competition for students. The principal must approve all fund disbursements.

Use of School Grounds and Facilities

Outside of school hours, all use of the school's grounds and facilities is at the discretion of the Pastor.

School Facilities

Use of the school facilities, including the gym, field, cafeteria, environmental study area and La Casita is monitored by the school and parish staff. All activities involving these facilities must be approved by the principal.

Our Lady of Guadalupe Catholic School
PARENT-STUDENT HANDBOOK
ACKNOWLEDGMENT FORM 2016-2017

Dear Parent/Guardian:

Please sign, date and return this acknowledgment form to your oldest child's teacher. Your signature (and that of your child/children) indicates that you have read this handbook. It also means that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations and policies discussed in this handbook.

Thank you for your cooperation.

Our family has discussed the Our Lady of Guadalupe School Parent Student
Handbook.

We agree to follow the school procedures, regulations and policies covered in this Handbook for the School Year 2016-17.

Print Family Last Name

Parent Signature Date

Parent Signature Date

Student Signature Grade Date

Student Signature Grade Date

Student Signature Grade Date

**Our Lady of Guadalupe Catholic School
MEDIA RELEASE FORM 2016-2017**

I hereby grant permission to Our Lady of Guadalupe Catholic School to allow my child/children, to be photographed, videotaped, interviewed, or posted through images on the parish/school website and other printed material such as newsletters and yearbooks.

It is my understanding that this photograph/interview or portions thereof will be used for public view and for teacher training purposes. Images will not be bought or sold.

I agree to participate without financial remuneration, and I understand that this releases Our Lady of Guadalupe Catholic School, and the Archdiocese of Galveston-Houston from any future claims as well as from any liability arising from the use of said photograph/interview.

Print Family Last Name _____

Name of Child _____ Grade: _____

Name of Child _____ Grade: _____

Name of Child _____ Grade: _____

Signature of Parent/Guardian: _____

Date: _____

Our Lady of Guadalupe School
TECHNOLOGY ACCEPTABLE USE POLICY (TAUP) AGREEMENT
AND PERMISSION FORM
2016 – 2017 School Year

Our Lady of Guadalupe School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement.

What is expected?

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, staff or students or is contrary to Gospel values the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology

resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

Internet and E-mail

Access to Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. **FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE.** While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access to the Internet.

What are the Rules of Appropriate Use?

Electronic Communication – Students may not use electronic communication in a way that jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values. This policy applies to all forms of electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through private communication.

Personal Safety and Personal Privacy – Students will not post personal contact information about themselves or others unless otherwise indicated in the user agreement and parent permission form. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information.

Social Networking - Accessing social networking websites, except those used for educational purposes, are off-limits on school property. The use of circumventors to get around school network security is prohibited.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices or cloud based storage. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

Inappropriate materials or language – No profane, abusive, slanderous, bullying, or impolite language or images should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for anything other than educational purposes is also prohibited. Should students encounter inappropriate material by accident, they should report it to their teacher immediately. A good rule to follow is never view, send, distribute, or access materials or images, which you would not want your teachers and parents to see. Use of any electronic device to transmit unacceptable language, images

and/or photos that are harmful to self or others is prohibited.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges and/or disciplinary measures at school.

1. Do not use technology to harm self, other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send, distribute or display offensive or bullying messages or images.
6. Do not share your passwords/personal information or in any way obtain another person's password/personal information.
7. Do not waste technology resources such as storage space or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. Do not attempt to circumvent network filters or security in any way.
11. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

USER AGREEMENT and PARENT PERMISSION FORM

As a parent/guardian and student/s of *Our Lady of Guadalupe School* we have read the above information on the appropriate use of technology at school and the appropriate use of electronic communication, and we understand this agreement will be kept on file. (*Questions should be directed to the principal for clarification.*)

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, students, or staff or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion.

This policy applies to all electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through personal electronic devices.

Parent/Guardian Name (print) _____

Parent or Guardian signature: _____ Date: _____

Student signature: _____ Grade : _____ Date: _____

Student signature: _____ Grade : _____ Date: _____

Student signature: _____ Grade : _____ Date: _____

School Copy Received By _____ Date _____

Our Lady of Guadalupe School Cell Phone Agreement

The guidelines for cell phones on campus are outlined in the Student Handbook. Signing this form is an acknowledgment that both parent/guardian and child have read and understand the policy and agree to abide by it.

No student may be in possession of a cell phone while on campus. If a cell phone is needed for after school activities, a note from a parent/guardian explaining the need is required and the phone must remain in the office during school hours. It is the responsibility of the student to turn the phone in each morning and pick it up in the afternoon.

Should confiscation of the cell phone occur once, the phone will only be returned when retrieved by a parent or guardian. If a phone is confiscated a second time, a student will be charged a \$30 fee for the return of the cell phone. All collected money will be donated to Loaves and Fishes. If infractions of this rule continue, it may lead to an increased fee or the permanent confiscation of the phone and the denial of permission for continued use.

Cell phone make, model and phone number: _____
(This information will be used in any attempt to locate your phone should it be lost or stolen.)

Should you acquire a new cell phone, you must furnish the make, model and number of your phone to the school office immediately, or this contract will be null and void.

I understand that bringing a cellular telephone on school campus is a privilege, and that it may be revoked at any time by the administration for violating this school policy. Furthermore, I understand that the school and its employees are in no way responsible for any theft or damage of my cellular phone while on school grounds. The school is not obligated to investigate the loss or damage of any phone.

Student signature: _____ Date: _____

Parent/guardian Signature: _____ Date: _____