



2023 - 2024 HANDBOOK

OUR MISSION

The mission of Our Lady of Grace School is to prepare today's students to be tomorrow's leaders by integrating gospel values, service to others, and academic excellence within a safe, Christ-centered environment for all students.

OUR VISION

OLG School's faculty and staff will routinely work, interdependently, within collaborative teams to monitor and improve all students' personal growth by utilizing research, resources, and data to inform decisions.

SCHOOLWIDE LEARNING EXPECTATIONS

FAITH ABOVE ALL

*Developing a personal, communal, and liturgical prayer life
Connecting scripture and tradition of the Church to daily
life Incorporating Gospel values into decisions*

OTHERS BEFORE SELF

*Possessing respect for the beliefs, authority, and worth of others
Advocating for the betterment of God's creation
Communicating views effectively, ethically, and responsibly*

EXCELLENCE IN LEARNING

*Demonstrating curiosity through self-motivation
Engaging in rigorous curriculum with a growth mindset
Applying sound reasoning and judgment across all disciplines*

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COMMUNITY & LEADERSHIP

PARENTAL INVOLVEMENT IN THE SCHOOL COMMUNITY

Our Lady of Grace School is a cooperative endeavor in which EVERY FAMILY in the school community has a vital role to play. The school expects each parent to adhere to the commitments of time and support as expressed in the 2023-2024 Online Enrollment Agreement. Opportunities for support and service are regularly updated on the school website in the Parent portal.

ADVISORY COUNCIL

Our Lady of Grace School Advisory Council meets monthly to assist in policy formulation, mediation and program review, school development and budget preparation. Once policies take written form and are properly approved and promulgated, the active role of the Advisory Council changes to one of indirect monitoring through reports. School Administration is responsible for implementation of school policies. School Administration is accountable to the Council for effective policy implementation and administration. The Advisory Council functions in an advisory capacity to the administration.

PARENT TEACHER GROUP (PTG)

The OLG School Parent Teacher Group serves the OLG community of families, students, teachers, and administration through varied activities. The Director for Schools approves this school organization's constitution and by-laws. The purpose of the PTG is to enlist the spiritual, educational and social resources of home and school to provide the best Catholic educational experience possible.

CAMPUS RULES

MESSAGES AND TELEPHONE CALLS

Parents may not interrupt classes at any time during school hours. Do not approach a classroom during school time. Always enter the school through the Administrative Offices. Neither teachers nor children will be called from their classes for messages during school time. If an emergency arises, please contact the school office and the administrative assistant will deliver a message to the teacher or child. Students are permitted to use the classroom telephone or the office telephone with a written note from the teacher or with permission from the teaching/office staff.

CELL PHONES/COMMUNICATION DEVICES

NO student cell phones/other devices with wireless communication capabilities are to be brought to school (i.e. smart watches, e-reader, tablet, etc.). Under certain conditions, the need exists for a student to bring a device to school. Written permission by the principal must be sought by the parent. If permission is granted and the proper paperwork is completed and approved, the student must bring the device to the school office before the First Bell and retrieve it after Dismissal so as not to compromise instructional time. These devices will then be kept in the Administration Building throughout the day. The device is not to be used on site before or after school without direct staff approval. Phones are available in each classroom, with most faculty/staff members, and in the school office that can be used with adult approval. No child lacks the opportunity to communicate when necessary. Suspension will result if such a device is not approved by the principal and/or is deemed in the possession of a student during school hours.

SUPERVISION

The school accepts responsibility for providing supervision for all students from 7:30am until dismissal each school day. Be prompt in picking up child/ren immediately after school. If a student attends a sports practice, a brother or

a sister is not permitted to wait on school grounds. No adult is on duty watching these children who are not practicing sports. Arrangements must be made for child/ren to be picked up. Students who remain on campus after dismissal will be sent to Extended Care. Lunch supervision is provided by school staff. Parent volunteers will assist daily, all overseen by the principal.

VISITATION OF STUDENTS DURING SCHOOL HOURS

Persons, agencies, or organizations desiring to contact individual students during the school day are to receive permission from the principal. The principal does not allow students to be alone with anyone who is not a legal guardian even if they are law enforcement officials, medical personnel, or counseling personnel not employed or contracted by the school without the child's request.

ON SCHOOL PREMISES

Any person who comes on campus during school hours must report to the school office and receive a visitor's pass. This pass must be attached to clothing. This will identify the person as a visitor with permission to be on our campus.

Items delivered for students must be labeled and left in the containers provided in the Administration Building. Items will be distributed to the children during the lunch period. Under no circumstances should anyone proceed directly to a classroom, as this is disruptive to teaching and learning.

Parents who wish to confer with teachers are to do so by appointment so as not to interrupt class instruction or preparation times before and after school.

DROP OFF & PICK UP PROCEDURES

Refer to the maps and procedures found on the school website: <https://olg.org/parents/drop-pick-maps>

Please follow these guidelines:

- No cell phone use is permitted while driving in the parking lot.
- Students unaccompanied by adults will not be allowed to come up the back stairs for pick-up. The parent or driver must meet their student at their classroom.
- Families should keep all entrances, exits, and the arcade walkways clear as students attempt to exit to their cars and waiting areas. Please wait at the lunch tables to collect children in order for all others to proceed to cars/waiting areas.
- Avoid parking cars and walking children through pick-up and dismissal traffic lanes. Use the cross walk south of the church.
- No automobile may be left unattended in car lines during dismissal.

ATTENDANCE & ABSENCE

Students should not arrive on the school grounds before scheduled times below. Students who arrive in their classrooms after class begins are considered tardy and must report to the school office for an admit slip into class. Students are dismissed according to the schedule above. Only those students who are in a supervised school sponsored activity may remain after dismissal. All other students must be picked up promptly after school, or will be sent to Extended Care after dismissal. Students will not be allowed to re-enter their classrooms after dismissal.

REGULAR SCHOOL DAYS

7:30am Gates Open
7:50am Gates Close
3:00pm Dismissal

EARLY RELEASE DAYS

7:30am Gates Open
7:50am Gates Close
1:30pm Dismissal

MINIMUM DAYS

7:30am Gates Open
7:50am Gates Close
12:00pm Dismissal

Students do not eat lunch at school on minimum days (except for those children in Extended Care).

ABSENCES

- The parent/guardian is required to call the school office (619-466-0055) before 9:00 a.m. on the day that a student is absent. Texting and/or e-mailing the teacher is not an officially accepted form of communication in this instance.
- A student who has been absent is required to present a written excuse stating the reason for his/her absence (i.e. medical, illness, personal/family, etc.), signed by the parent, upon the next arrival on campus. These written notes are kept on file until the end of the official grading period. (upon reconciliation with office records).
- A student who arrives at school after morning recess or leaves before 2:00 pm is marked for a half-day absence.
- If a student is absent for ten or more days during a trimester marking period, any further absences must be verified by a physician. Official grades may be withheld, unless the work is made up according to the principal's and the teachers' discretion. Steps will be taken to pursue home health educational services through the county if the number of absences warrant.

EXCUSED ABSENCES

- When a child is ill, attending medical appointments, or representing the school in approved activities, the absence is considered excused. Medical and dental appointments should be made outside of school hours whenever possible. Early dismissal for medical or dental appointments, if necessary, is granted when a written request is made by the parent or guardian. Law requires that students have a note from the dentist's/doctor's office when returning to school. Parents are urged to keep such requests at a minimum and should be encouraged to make arrangements for care during vacation periods or after school hours.
- When a parent comes to pick up a child for an appointment, he/she must report to the office, and the administrative assistant will summon the child from the classroom. The child and parent leave from the

school office after the parent has signed the child out.

- The child must check in at the office upon return to school. When the dentist's/doctor's note is presented to the administrative assistant, the pupil is legally credited for attendance.
- Homework for excused absences (medical or dental appointments, illness, or events in which the child is representing the school) may be requested to be sent home with a sibling or to be picked up by the parent. It will be ready for pickup 10 minutes after completion of dismissal in the school office. Please do not make this request unless you intend to pick the work up and unless the child is sufficiently recovered to do a good job. A summary of the homework and needed books are gathered by students and/or teachers. Since time should not be taken from instruction/evaluation by the teacher/s or the learning of classmates, time is minimal to accomplish this task. Every effort will be made to have requested work/materials complete.
- Students who are absent from school may not participate in any after school activity on the days of these absences.

UNEXCUSED ABSENCES

- A pupil absent from school because of print, television, theater, or movie interviews, auditions, rehearsals, performances, etc. is considered as an ordinary absentee (unexcused) and is marked as such in the attendance register.
- If, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher should discuss with the parents the possible effects of such an absence.
- An "Extended Absence Form" must be completed by the parent/guardian and submitted to the school office at least two weeks prior to departure. All of the student's teachers must be notified by the parent/guardian via e-mail. The report card and attendance register will reflect these absences. Parents must request an Extended Absence Form from the school office to be completed and returned prior to the absence..
- Teachers will not plan individual, special assignments for students to be done during unexcused absences. Make-up assignments or tests shall be made available to students after any absence. It is the student's responsibility to find out, complete, and turn in the missed assignments/tests within the period of time designated by the teacher. Students shall receive credit for satisfactory make-up work after an absence, including absences as a result of suspension, but shall receive a zero for any assignment or test not made up within the allotted time.
- No make-up work can replicate the learning environment of the classroom. It is understood that class discussions, some in- class assignments (e.g. labs, etc.), and some minor quizzes cannot be replicated by the teacher. Assessments may include this material. Thus, it must be noted that exemption from these experiences may result in fewer grades to average at the end of the trimester and will affect the child's grade. These situations are viewed as natural consequences of absences.
- Students who are absent from school may not participate in any after school activity on the days of these absences.

LEAVING SCHOOL PREMISES

- California State Law assigns the responsibility for the safety and well-being of registered students to the school "in locus parentis" (in the place of the parents). Therefore, certain very specific guidelines must be followed for the safety of the students. When a student arrives at Our Lady of Grace School for a regularly scheduled school day, the school accepts the responsibility for the monitoring and protection of that student. However, any student who leaves the school grounds without specific administrative consent, negates this responsibility.
- Students remain on the school grounds at all times during the school day (recess and lunch period included) unless there is a previous arrangement between parent and school. Any student who leaves the premises after school is not allowed to return to the school grounds for any after-school sponsored activity without that student's parent in attendance. Our Lady of Grace School's legal responsibility ends when a student leaves the campus. The school's responsibility can only be reinstated by the parent's presence on campus.
- School-sponsored field trips for which proper permission forms have been obtained are not affected by this policy.

TARDINESS

- A pupil is tardy if he/she arrives after 7:55am in the morning. Students are to be on time for all classes during the school day.
- Parents are encouraged to strive for and encourage punctuality since student tardiness interferes with academic progress, is disruptive to the class and teacher, negatively affects the student's attitude toward the importance of school, and can create feelings of embarrassment and discomfort on the part of the student. Chronic tardiness is noted on a student's permanent record.

TRUANCY

Any student who is absent from school for more than three days without a valid excuse or who is tardy in excess of 30 minutes each of four days or more in one school year is a truant. Truancy may be reported to the attendance office of the local public school district. A student who has been reported once as a truant and who is absent again from school without a valid excuse one or more days, or is tardy on one or more days, can be reported again as a truant to the attendance officer of the local public school district. A student is considered habitually truant if he/she has been reported as truant three or more times; the pupil is then subject to dismissal.

SAFETY

CAMPUS SAFETY

- An OLG SECURITY HOTLINE (619-672-8901) has been implemented to facilitate reporting security concerns. This hotline is not intended for any life-threatening emergencies. In such instances, call 911. This phone line will be monitored by an OLG staff member during normal business hours and after normal business hours when sanctioned activities are being held on campus. Please call the OLG SECURITY HOTLINE immediately if there is a non-life-threatening security concern so that an OLG staff member can investigate and take appropriate action.

SAFETY FIRST

- Any adult noticing anything that might be considered a danger to any student is requested to report it to the office so that the matter causing concern may receive immediate attention.

SECURITY CAMERAS

- Cameras are installed throughout Parish and School buildings, outdoor areas, parking lots, etc. (to include all classrooms in the Fall of 2022). Camera images are on display in both the School and Parish Offices, and security camera recordings may be used in the case of an investigation.

ANIMALS

- Animals of any kind are not allowed on school property at any time, unless a teacher has given permission and the office has been notified. This includes those accompanying family members while dropping off and picking up children in arcades, parking lots, and Adams Field/Extended Care.

INSURANCE

- All students in diocesan parochial schools participate in the diocesan student accident insurance program. This insurance provides benefits for students injured at school, on the playgrounds while participating in athletic contests, while directly going to or coming from school sponsored activities. Student insurance is a secondary insurance to your family's primary carrier. Insurance forms for additional coverage are available at the school office. All claims must be filed by the parent/guardian. Claim forms are available at the school office. In the event of an injury, the school office is to be informed so the proper forms may be prepared.

SCHOOL SAFETY PATROL

- Students in grades 6 and above are invited to participate in the School Safety Patrol Program. These students provide a very important public service. They are to be respected and obeyed by all when on duty. Students or parents who disregard patrol persons or safety rules will be reported to the principal.

PICTURE TAKING

- Picture taking (stills or video) during school hours and during school curricular events will be authorized only through the principal or a teacher. Public posting (i.e. Facebook, Instagram, and like social media sites) is expressly forbidden for any school-sponsored event.

EMERGENCY CARE AUTHORIZATION

- Parents are to keep all information in the SIS Family Portal updated throughout the school year. This information is critical in the event of illness or emergency.

SAFE ENVIRONMENT POLICY

The Diocesan Safe Environment Policy is a three-pronged effort to ensure the safety of all who work, worship, or participate in activities at Our Lady of Grace Parish and School. It includes:

1. Recognizing risk factors and concerning behaviors associated with child abuse by mandating screening of all adults who work with children and young people or adults who are with children who are not under the direct supervision of a teacher.

2. Understanding the responsibility or obligation to report concerns by ongoing training of parents, educators, volunteers, church ministers, and others regularly involved with minors as to the issue of child abuse, including sexual abuse.
3. Teaching children rules for reducing the risks for abuse and for telling a parent or trusted adult if they are abused.
 - The school implements the diocesan provided “No-Go-Tell” program, using age-appropriate education pertaining to children’s personal safety and with direction as to when they should seek assistance from a trusted adult.

APPROVED VOLUNTEERS

All adult volunteers that work in any capacity with the students must be on the Our Lady of Grace School Approved Volunteer List. The following requirements must be completed successfully in order for an adult volunteer to be included on the “Our Lady of Grace School Approved Volunteer List”:

ANNUAL REQUIREMENTS:

- Submit a completed Our Lady of Grace Volunteer Application
- Submit a copy of a Photo ID (i.e. Driver’s License)

OTHER REQUIREMENTS:

- Live Scan Fingerprint Service – NO EXPIRATION
 - Submit a completed “Request for Live Scan Service” form for Our Lady of Grace School
 - Forms are available in the OLG School Office
 - Live Scan Fingerprint Service Fee is paid by the volunteer applicant
- Proof of COVID-19 Vaccination or Weekly Testing per CDPH and Diocese of San Diego

Catholic Mutual Group – CMG CONNECT

- Background Check (San Diego) – No Fee - EXPIRES IN FIVE YEARS
- Safe Environment Curriculum – San Diego – No Fee - EXPIRES IN FIVE YEARS

DISASTER PREPAREDNESS PROGRAM

In cooperation with the Parish Business Office, OLG School maintains and routinely updates comprehensive emergency operation plans. ***We are prepared to care for your children in times of critical situations.*** An Emergency Response Procedure flipchart is present in each room, and an emergency evacuation route is posted. Provisions and first aid equipment are stored in each classroom and are stocked for every student annually. Faculty, staff, and students undergo regular drills for Fire, Earthquake, and Lockdown. The plans below are general and are subject to evaluation and updates by the El Cajon Police Department and other protection agencies.

FIRE

Fire evacuation plans are posted in each classroom and office area. When the fire alarm sounds, all students line up at the classroom door and proceed outside at the direction of their teacher. Bathrooms and other areas are swept by staff to ensure that no student is left unattended. Students walk quietly to a designated spot in the front parking lot and remain there until cleared by an administrator that the buildings are safe to return.

LOCKDOWN/SHELTER IN PLACE

In the event of a lockdown, a signal will be given over the schoolwide PA system for teachers to secure their classrooms. Doors and windows are locked, blinds are closed, the lights are turned off. Students and teachers move to the designated space in the classroom. Bathrooms and other areas are swept by staff to ensure that no student is left unattended. Students stay still and silent in their designated space. Instructions will be given over the intercom when advised by emergency personnel. A suitcase in each room contains food and drink for

each child and teacher if the time span and the need should arise.

EARTHQUAKE

Students are instructed to drop to their knees under desks or furniture, hands clasped behind neck, forearms covering ears, eyes closed. Bathrooms and other areas are swept by staff to ensure that no student is left unattended. When shaking stops, students are evacuated to a safe space according to their classroom route.

EVACUATION

In some circumstances, it may be necessary to evacuate all or part of the school. The level of the emergency and emergency personnel involved will determine the evacuation process. If emergency services (police, fire, EMS, etc.) are called to the scene, they will decide the level of evacuation needed. Their main concern will be to contain the emergency; if necessary, they will evacuate students and personnel to the closest safe area available. School officials' responsibility will be to cooperate with these authorities.

Once the situation is under control, it may be necessary to have secondary locations to regroup. Parents will be notified of the locations to be used, which will depend on the type of emergency and the level of evacuation. We ask that parents not call the school office until the school has sent out communications regarding the emergency and procedures for the release of students.

In the case of evacuation, a student will be released to his/her parent or the individual named as the alternate emergency contact in the SIS system, but to no one else. Please be prepared to show identification in this situation.

In the event of an emergency, do not immediately drive to the school. The school's access route and street entrance areas must remain clear for emergency vehicles.

Please do not call the school; we must have the lines open for emergency calls. OLG School will communicate with parents using the SIS and e-blast system as regularly as possible.

If students must remain overnight, the faculty will care for them. Emergency supplies are already stored for the care of all students.

STUDENT HEALTH

It shall be the responsibility of the parent of each child to inform the school office in written form concerning the medical welfare of the child. Any allergies, hypersensitivities (drugs, antibiotics, bee stings, food), or chronic illness should be documented in the SIS Family Portal. Any prescription medicines (and their dosages) taken regularly need to be noted. Teachers are informed of this information by the school principal.

COMMUNICABLE DISEASE

Students who have contracted a communicable disease (chicken pox, German measles, measles, mumps, scabies, streptococcal infections, sore throat, or scarlet fever, whooping cough, etc.) must be reported to the school office. Parents of those students exposed to the disease are informed of such exposure by written notification. See Covid-19 Safety Plan for information regarding Covid-19 reporting.

LICE

Immediately upon detection, parents are required to report any head lice/nits to the school office. Affected students are to be kept at home and treated. Re-admittance to the classroom will require an examination by a person authorized by the school or a doctor's note verifying no nits. When a report of lice is made, all students in the classroom affected and their siblings at school will be examined. **Parents and school personnel will be notified. It is imperative that the school office be notified immediately so notices can be sent to all parents.** OLG will enforce a "no nit" policy. Lice and/or nit detection warrants immediate exclusion from school. It is the parent's responsibility to eradicate the presence of lice/nits from their child and home.

Upon returning to school, it is necessary that you stay with your child until he/she has been checked by our examiners. Students must be completely nit-free before classroom entrance is possible.

ILLNESS/INJURY

- In case of illness, students report to the teacher who, in turn, refers them to the office. Only the school office personnel may contact the parents and request them to take the student home.
- Any student who is injured or becomes ill on the school premises is cared for in the school office. Parents will be notified of the injury or illness. The school endeavors to prevent the spread of disease among the children and staff. Students are not to be sent to school with fevers, rashes, sore throats, coughs, pinworms, lice, scabies, inflamed and draining eyes, or severe digestive symptoms. OLG School requires that any child who has had a temperature of over 100.8 degrees Fahrenheit remain at home for a period of not less than 24 hours after the fever subsides. This allows the child to rest and minimizes the exposure to other children. If the parent cannot be reached and the illness or injury is serious enough to require medical attention, arrangements are made for the treatment authorized within the SIS Family Portal.

MEDICATION POLICY

- If it is necessary for a child to receive medication, a Medication Authorization form must be completed, signed by the parent, and delivered by the parent with the medication (in original container/packaging) to the school office. NO medication of any kind, prescription or non-prescription, is to be sent with the student. Refer to the Medication Authorization Form for guidelines.
- The child should be instructed on administering medication, as school personnel are not authorized to do so. Permission for medication of any kind is never accepted over the telephone.
- An adequate number of necessary medical devices (i.e. inhalers, epi pens, etc.) must be furnished to the school by the parent in sufficient numbers to satisfy speedy treatment for the student. These devices are not to be kept in the student's possession during school hours.

VISION & HEARING SCREENING

Professionals perform vision and hearing screening. Students in kindergarten, grades 3, 5, and 8 are screened for vision and hearing once during each school year. Male students in grade one are screened for color blindness. Results of the testing are recorded in each student's cumulative health record. Parents/guardians will be notified of results of this testing.

WELLNESS POLICY

Our Lady of Grace School:

- Acknowledges the relationship between students' nutrition and health status, their attendance and their ability to learn. Good health fosters student performance, attendance, and education.
- Complies with federal, state and local regulations, when applicable, with regard to nutrition and fitness issues.
- Provides a school environment that promotes and protects a student's physical and emotional health, wellbeing and ability to learn.
- Provides physical education and nutrition/health education to foster lifelong habits of healthy eating and physical activity.
- Encourages an integrated school, parent, and community approach for enhancing the health and well-being of students.

Health Education

- Curriculum includes physical, emotional, mental, and social health, as per guidelines set forth by the San Diego Catholic Diocese. The curriculum shall endeavor to motivate and assist students to maintain and improve their health, prevent disease, and reduce health-related risk behaviors. Topics may include (in an age-appropriate curriculum) personal health and hygiene, mental and emotional health, injury prevention and safety, nutrition, prevention and control of disease, substance use and abuse.

Physical Education

- Curriculum shall be designed to promote activities and sports that all students enjoy and can pursue throughout their lives, including a variety of activities such as basic movement skills, physical fitness, rhythms and dance, and team and individual sports. Additionally, nutrition and personal health topics (such as hygiene and the dangers of smoking, alcohol and drugs) are taught.

Health Services

- Services are provided for a scheduled rotation of students to screen for basic vision and hearing issues.

Facilities

- The school physical plant shall be maintained to provide an environment conducive to learning, which includes lighting, noise and temperature control.

Meal Times and Scheduling

- Students will have at least 20 minutes to eat lunch. Students shall be discouraged from sharing food at mealtimes, due to issues with food allergies and other dietary restrictions. Students will have access to hand washing before they eat. The school will make reasonable steps to accommodate the tooth brushing regimen of students with special oral health needs.

Food Choices

- Food may be incorporated into celebrations for student performance and special occasions. School staff will ensure that nutritional concerns will be addressed in the food selection of in-class parties and meals.
- Parents are encouraged to send in healthy treats/ snacks for the class on their child's birthday.
- There shall be no caffeinated beverages or energy drinks sold or consumed on campus. Parents are asked NOT to pack caffeinated beverages, soft drinks or energy drinks as part of student sack lunches. Fast food is also not to be brought onto campus or to be consumed.

COMMUNICATIONS

Every effort is made to maintain a regular and efficient communication between home and school. Teachers and administrators use SIS e-mail, and a weekly e-blast is sent to all families each Sunday via MailChimp. Please read all communications thoroughly.

PARENT-TEACHER CONFERENCES

Schoolwide Parent-Teacher conferences are held in October. At this time each parent meets with each child's teachers to discuss his/her academic progress, study skills, behavior, aptitudes and interests. Parents are encouraged and are most welcome to set up conferences with teachers during the school year for the benefit of the student. Please schedule with the teacher directly via email. Confidentiality requires that discussion regarding a student is scheduled and takes place in a private setting. Teachers may discuss only the student whose parent/s/guardian/s are present. A conference with the principal should be requested only after an initial conference with the teacher/s has transpired. Parents should follow up on requested conferences to ensure that the child is back on track.

REPORT CARDS

Report cards are issued at the end of each trimester. The report cards provide parents with tangible evidence of student growth and development. When failure in a particular subject seems likely, parents shall be promptly notified in advance of that probable failure.

PROGRESS REPORTS

Parents of students experiencing difficulties in grades K-4 receive information outlining concerns through progress reports (mid-trimester reports) distributed to students. These reports are to be signed by the parent and returned to the teacher. Grades for students in grades 5-8 are posted throughout the year in the student grading system.

APPROVED COMMUNICATIONS

Any group e-mails or texts sent to parents from the room parents should be approved by the teacher and head room parent first and only sent on to parents after approval. Include the teacher at his/her school e-mail address (blind copy) and the principal (emares@olg.org) on these drafts.

OLG WEBSITE

The OLG School website is located at www.olg.org and contains a variety of useful and essential information and forms. Administration, teachers, and school organization leaders update this site. Photos of students involved in special events and/or student work are often included. Permission is granted by the student's parent/guardian when the student enters the school. A password is required to access the parent section of the website, which contains information most often accessed by families.

ACADEMICS

Curriculum may be defined as "all the guided experiences of the child under the direction of the school." It includes the content of courses of study. It also embraces the development of the whole child in so far as this is within the scope of the school philosophy. The school will assist the child in forming the right understanding, attitudes, and habits, not only in connection with subject matter areas, but also in each and every school experience.

ACCREDITATION

School accreditation is the means used by the Western Catholic Educational Association (WCEA), and the Western Association of Schools and Colleges (WASC) to:

1. Foster excellence in education.
2. Encourage school improvement through a process of continuous self-study and evaluation.
3. Assure a school and its public that the school:
 - has clearly defined and appropriate educational goals and objectives;
 - has established conditions under which educational achievement can reasonably be expected;
 - appears to be satisfactorily accomplishing its educational goals and objectives; can be expected to continue to do so.

Each school in the Diocese of San Diego participates in the WCEA/WASC Certification/Accreditation program on a regular schedule based on the school's previous accreditation and Diocesan Policy.

In the year of evaluation, the school prepares a written self-study and is visited by a team of educators appointed by WCEA and WASC. The team makes appropriate commendations and recommendations to the school visited. After completing their report, the team makes a recommendation to WASC for a term of accreditation. Our Lady of Grace School was awarded a full six-year clear accreditation through WCEA and WASC through 2021.

STANDARDIZED TESTING

Our Lady of Grace School administers standardized tests adopted and scheduled by the Diocesan Office for Schools three times per academic year. The test dates are published as part of the weekly calendar. Unnecessary absences are to be avoided during the testing times, and medical/dental appointments should not be scheduled during the testing dates. Test results from the spring administration of tests are included in the student's permanent record.

PHILOSOPHY OF ASSESSMENTS

Testing can be an effective and valid tool for measuring growth and evaluating competencies in students' academic performances. Testing (whether standardized or other forms of assessment) should support instruction and be a means of enhancing student progress. Various forms of assessment can be used by a school to set academic goals, to facilitate planning of teaching strategies, to evaluate curricular alternatives and to monitor long-range school effects. Specifically, the rationale for standardized testing in the Diocese of San Diego Schools is the following:

- to show a pupil's academic strengths and weaknesses when matched against a nationally normed sampling, and to report those findings to parents.
- to assess the strength of the curriculum with objective data.
- to report to teacher and principal on the growth of students.
- to use results to plan instructional strategies.
- to analyze class achievement and evaluate for growth.
- to have one objective tool for assessing basic skill development for most students (teachers use alternative assessments in the classroom daily; e.g. they use teacher-made tests, objective textbook tests, authentic assessment, projects, and work samples).
- to show potential, selected high schools a "track record" of standardized test results for students over time.

STUDENT STUDY TEAMS

The Student Study Team (SST) assists the classroom teacher/s to identify students with academic, social/behavioral and/or health issues that interfere with learning and achievement in the classroom. The purpose is:

- to review information about the student;
- to prioritize concerns and develop a plan to assist the student
- to document interventions/ accommodations implemented by the teacher/s
- to evaluate the effectiveness of accommodations.

The team provides a plan of action and monitoring process for students in need of additional support within the realm of general education. The SST does not function as an automatic referral to Special Education services or a formal assessment in the public school sector. The LEA (Local Educational Agency), La Mesa-Spring Valley District, may also assist in this SST process.

PUBLIC SCHOOL ASSESSMENTS

A teacher and/or parent may suggest a battery of assessments administered by a team of public school specialists for a student who is experiencing difficulties. Following an SST and time to evaluate the efficacy of accommodations, a formal assessment may be deemed beneficial. At this time a meeting is held to explain the process for assessment to the parent. There should be immediate and continuous communication among the public school assessment team, the parent, and the school. If at all possible, the principal and the classroom teacher accompany the parent to the meeting in which the results of assessments and an individual education program (IEP) are discussed. At all times, school personnel serve as advocates for the child. The SST and the public school assessment are constructive processes which address the needs of the student and the school personnel and the parent.

CALIFORNIA JUNIOR SCHOLASTIC FEDERATION (CJSF)

This program is open to students in Grades 7 & 8. The purpose of this program is to foster high standards of service, scholarship, and citizenship. Please refer to the Junior High Policies for details.

HOMEWORK

Homework assignments are important to strengthen skills learned in class. They may consist of written assignments and/or reading, study, and review memorization. Students are expected to perform these assignments and turn them in on time. Homework assignments make up part of the students' report card marks.

Homework is assigned in order to:

- reinforce concepts and skills that have been presented in the class;
- train the student to work independently and to accept responsibility for completing a task;
- foster the student's creativity and discipline through enrichment projects and/or research;
- serve as a form of assessment for the teacher.

Homework is not given on weekends except as make-up work for absences or for long-range assignments. PLEASE NOTE: Some classes that meet less than five times a week may carry homework over to the weekend. This is the student's option.

Below is the procedure followed by the teacher when a student neglects doing homework or turns in assignments incomplete. The teacher will:

1. Record an omission if the child has no written excuse and requests the assignment the following day.
2. Inform the parent.
3. Arrange for a parent conference.
4. Send a notice to the principal.

Parents are expected to see that homework assignments, both study and written, are completed and that written assignments are turned in the next day. Homework can be adjusted for a compassionate reason

upon the request of a parent or for a pupil with academic accommodations who may not be able to accomplish as much as his/her classmates in the allotted time. For best results, a child should be provided with a quiet atmosphere, free from distractions, and be assigned a specific homework time.

HOMEWORK TIME ALLOTMENTS

Grades 1 and 2 should not consistently exceed 30 minutes Grade 3 should not consistently exceed 45 minutes
Grades 4 and 5 should not consistently exceed 60 minutes Grade 6 should not consistently exceed 90 minutes
Grades 7 and 8 should not consistently exceed 120 minutes

Please remember that the homework times cited are based on the average progress of an average student who earns average grades. Your child may be faster or slower in completing homework. Therefore, the length of homework time will vary. Long term projects not completed incrementally may result in lengthier homework sessions. In departmental work, teachers communicate in an attempt to regulate the length of homework assignments in different subjects and the testing schedules for the week.

INTERNET ACCESS

All electronic communications to or from Our Lady of Grace School shall reflect the Christian principles upon which the school is founded, in support of its educational goals. A student may be provided internet access on campus only if permission is granted through the Responsible Use Policy by the student and parent/guardian. That access may be denied if the student does not abide by the agreement.

DISTRIBUTION OF CHILDREN'S PICTURES/NAMES

Every family is requested to give us written permission for the use of their child's image and products. Some families have reserved the right not to have their child's name, image, etc. given out to the public, especially via the Internet. Situations arise, because of the nature of some parents' occupations, e.g. law enforcement, as we've recently seen in our state, where families don't want their children publicly identified. We abide by those wishes for anything sent out by the school.

If you are filming or photographing or posting pictures of our children at any sports, assembly, program, etc., PLEASE speak to every family of the children included to get their agreement before you post on any form of social media. No one would want to be the occasion of placing one of our children in danger. **Parents also deserve to know that their child's image is going to be broadcast publicly.**

EDUCATIONAL TRIPS

Teachers arrange educational field trips as a part of the instructional program each year. Field trips are privileges and are considered an extension of the school day. The school day code of conduct will apply. When students are going on a field trip, an electronic or hard copy permission slip is issued from the school office. This is to be completed and signed by the parent. **THE SCHOOL FORM ISSUED MUST BE USED.** A note from the parent or a telephone call is not sufficient and WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES. The permission form is required as a protection to assure that parents understand the type of activity in which their children will be involved and the care to be exercised in connection with it. The release form likewise serves to protect the parent-volunteers who assist in these activities. Participation in field trips is limited to registered students in the designated grade/s only and adult chaperones that are on the Our Lady of Grace School Approved Volunteer List. Siblings of students, whether registered in the school or not, are not eligible to participate.

Students are required to wear full school uniform for field trips unless the teacher receives special permission from the principal. If the weather is cold and the child wears a sweatshirt, it must be part of the school uniform.

Our Lady of Grace School utilizes buses for the transportation of students on field trips. In the rare event volunteer drivers will be utilized to transport students on field trips, the volunteer driver must be on the Our Lady of Grace School Approved Field Trip Driver List at least two weeks prior to the field trip. Volunteer drivers are included in the Our Lady of Grace School Approved Field Trip Driver List when they have successfully completed all of the requirements of the *Our Lady of Grace Driver Safety Policy for Volunteer Drivers for School*

Sponsored Field Trips which include:

- Complete, sign and submit a current school year Volunteer Application Form
- Submit to (at the volunteer's expense) and be cleared via Live Scan for OLG (Forms are available in the school office.)
- Complete the online Catholic Mutual Group training module - Safe Environment Curriculum-San Diego. Instructions are available in the school office.
- Complete the online Catholic Mutual Group training module – Defensive Driving.
- Complete and submit a current school year Driver Information Sheet and attach:
 - Copy of valid Driver's License
 - Copy of valid vehicle registration
 - Evidence of Liability Limits – Current Auto Policy Declarations Page indicating Bodily Injury Liability Limits of \$100,000/\$300,000 and Property Damage Liability Limits of \$100,000.

Approved drivers must provide the number of seatbelts available in their vehicle. Drivers are not to add extra stops to or from the destination and school. Drivers have no permission to take children anywhere beyond the most direct route to and from field trip destinations. No special treats/meals should be purchased/provided since this is hurtful to the other classmates who have been left out and to various children that have allergies and dietary restrictions. If videos are shown in transit, they must be rated "G".

OVERNIGHT FIELD TRIPS

Students in grade 6 annually attend an outdoor education camp program (YMCA Camp Marston in Julian) that supplements and enhances the curriculum. All information is learned through "hands on" experiences in the out-of-doors. This encourages self-confidence, leadership abilities, and respect for our natural environment. Details of the camp experience are shared by the classroom teacher. Parent volunteers are needed to help with transportation. Guidelines for Field Trips apply (see above). Students in grade 8 attend a three-day annual retreat at Camp Stevens, just outside Julian. During these days they engage in team-building physical activities that help them identify and work toward achieving class goals. This experience culminates with celebration of Mass the last day.

PROMOTION AND RETENTION

Only students who satisfactorily evidence attainment of the basic skills of a particular grade shall be promoted to the next grade. In cases of lack of progress, each student will be considered individually. Any decision concerning non-promotion will be made after considering all facts related to the student's development collected from a wide range of sources throughout the year. A final decision is always made in consultation with the parent/guardian.

STUDENT RECORDS

ACCESS TO STUDENT RECORDS

The student's parent or legal guardian has the right to inspect all of their children's records in the presence of the principal or her delegate. Non-custodial parents will be given access to unofficial copies of student records. Staff will be available to discuss the student's records, unless a court order providing otherwise is filed with the school. However, behavioral records (e.g. counselor's reports) shall be inspected only in the presence of a person qualified to interpret the records.

PROCEDURES FOR CHALLENGING THE CONTENT OF THE RECORDS

Challenges to the content of the student's record must deal directly with the correction of data in the student record, not with substantive decisions on academic grades. These challenges are to be settled through proceedings at the local level.

The parent of a student may file a written request to the principal to correct or amend any information in his/her child's permanent records that he/she alleges to be:

- inaccurate
- an unsubstantial personal conclusion or inference
- a conclusion or inference outside of the observer's area of competence, or not based on personal observation.

If the request is denied, the parents shall be given an opportunity to present evidence relevant to the issue raised. This should be done in a meeting with the principal or responsible school official. After the hearing is concluded, the principal or official shall inform the parents in writing concerning the conclusion reached. If the decision is not to amend according to parental request, the parents shall be informed of their right to place in the student's records a statement commenting upon the information in the records and/or parental reason for disagreeing with the decision. If the contested portion of the record is released, the parental comment must also be released with it.

RELEASE OF PERSONAL INFORMATION

Personal information includes: student's name, address, telephone listings, date and place of birth, participation in officially recognized activities and sports, dates of attendance, and names of schools previously attended.

Diocesan schools are never permitted to furnish a list of student's names and addresses to be used for commercial purposes nor shall they allow photographs for publication without written parental consent. Names and addresses of students requested by Catholic secondary schools may not be divulged except with parental consent.

RELEASE OF STUDENT RECORDS TO SCHOOLS OR PARENTS

Official transcripts are mailed to the receiving school. They are never given to parents or students for delivery to the new school. Unofficial copies of the student records may be given to the student's parents or guardian upon request.

The school must comply with a court order to release information concerning a student. However, the student's parent should be notified in advance of compliance if it is lawfully possible within the requirements of the judicial order.

The school may not, without the written authorization of the parents, permit access or release written transcripts to any person or agency. This authorization shall be in writing, signed and dated by the person giving consent. It must specify the records to be released, the reasons for the release, and the names of parties to whom the records will be released.

STUDENT RESPONSIBILITY

ACADEMIC HONESTY

Students' work and achievement should **be the result of their own efforts**. Copying another student's homework, cheating on tests or quizzes, or plagiarism results in a reflection of this misconduct through academic and behavior grades. Grades of students who allow an assignment or test to be copied will also result in grade changes.

STUDENT BEHAVIOR GUIDELINES

The one main school rule is: **TREAT OTHER STUDENTS AS YOU YOURSELF WISH TO BE TREATED**. All other rules are to help us fulfill this one very important rule.

- Recognizing the dignity and destiny of each human being, children in Our Lady of Grace School are taught to appreciate the value of the Christian virtues of justice, charity, kindness and patience. You are expected to treat others with respect and give obedience to all those in authority and those delegated with such authority: priests, teachers, playground supervisors, librarians, lunch workers, custodians, maintenance persons, gardeners and all on the school premises.
- It is the policy of the Diocese of San Diego and Our Lady of Grace School to provide an educational environment in which all students are treated with respect. Students are taught to love and respect one another at all times. This is taught explicitly in Religion classes.
- Students are expected to use only acceptable language and no profanity or obscenity at any time. Fighting, bad language, or obscene gestures will not be tolerated. They do not belong in our school. If a student attempts to fight or to use unacceptable language on the playground, he/she is reported to the principal.
- Respect other students' property and persons. Keep your hands to yourself. Do not take, hide, tamper with, or remove a piece of another's belongings.

STUDENTS IN DEPARTMENTALIZED CLASSES

OLG School Grades 3-8 are departmentalized. Students in grades 3-5 will stay in their homeroom as teachers rotate. Students in grades 6-8 will change classes, and must do so quietly to avoid disturbing other classes, wasting time and being tardy for class. Unexcused tardiness will affect conduct and academic grades.

TARDINESS--MORNING OR BETWEEN CLASSES

Students are expected to be punctual in attending class. They must have the necessary books, writing materials, etc. each day. Junior high students will be marked tardy if late appearing for classes through the day.

SAFETY

Students must always enter and exit arcades where appropriate. Stepping, standing on, jumping over benches, and/or running in the arcades are prohibited. Students going to and returning from PE, restrooms, Lauerman Hall, or Parish Center do so quietly. Students who change classes do so quietly so that other classes in session are not disturbed or distracted.

Behavior guidelines relating to junior high students are more specifically defined in "Junior High Policies," distributed to students and parents during Back to School meetings.

MISCELLANEOUS STUDENT RULES

1. No personal property other than that required may be brought to school. Cell phones and any other electronic devices are permitted in school **ONLY** for special events/ presentations and **ONLY** with special permission of the classroom teacher/principal. Any abuse of the rules will result in loss of this privilege or suspension.
2. Skateboards, scooters, etc. are not permitted at any time at school or on the school grounds.

3. Toy guns, knives/blades, water guns, balloons, firecrackers, lasers, lighters, matches, or any object which may be used as a weapon may not be in the possession of a student.
4. Spitting, gum chewing, glass containers, sunflower seeds or peanuts in shells are not acceptable on school grounds at ANY TIME.
5. The areas behind Lauerman Hall, the Parish Center and the banks around the field are off limits to students.
6. Students may not be allowed in the classroom at any time without an adult being present.

CLASSROOM BEHAVIOR

Each classroom has established rules of behavior, of which students are made aware at the start of the school year.

1. Students are to enter classrooms quietly and orderly and proceed directly to their assigned areas so that work can begin promptly. Loud talking, laughing, and running in the classroom are not permitted.
2. Students are expected to be cooperative and attentive in class. Any disruption of class is not acceptable. There must always be a learning atmosphere in every classroom. Persistent disruption by a student is grounds for expulsion.
3. Each student must have books, writing materials, and other equipment necessary for each particular class. Borrowing is discouraged.
4. Drawing/writing on any surface other than instructed is forbidden. Only identifying information on book covers/notebooks is allowed.
5. When students are working in groups outside, they must speak in a low tone so that they do not disturb other groups or classes. All group work must be done in a controlled, learning atmosphere.
6. Students must keep their desks clean and neat and refrain from touching the contents of others' desks. Each student is to straighten his/her desk at dismissal time each day. Misuse of desks is not permitted at any time.
7. When a student enters a classroom on an errand, he/she first approaches the teacher, excuses him/herself, and obtains the necessary permission to speak.
8. Whiteout, computer keyboard cleaners, or any other type of correction fluid or tape is not to be brought to school at any time unless requested by the teacher.

RULES FOR PLAYGROUND ACTIVITIES

Students are to:

1. Stay in assigned play areas.
2. Follow directions of the playground supervisors and answer the whistle/bell promptly.
3. Use equipment appropriately.
4. Show respect for yard supervisors at all times.

5. Observe game rules, play fair, and respect one another.
6. Be in control and use only appropriate and acceptable language.
7. Keep hands and feet to yourself at all times.
8. Tackle football, "Keep Away", pegging, and other dangerous games are prohibited at all grade levels.
9. To retrieve lost balls, students report the matter to the playground supervisor. He/she will decide what to do.
10. Playground balls and other items on the roof are reported to the office. The custodian is the ONLY person authorized to retrieve such items.
11. Students are assigned play areas during recess and lunch period. They are expected to remain there for the duration of the recess.

BELLS

When directed, students are to go directly to their assigned play areas. When the bell to end recess on the lower playground is rung, ALL ACTIVITY STOPS IMMEDIATELY. Yard supervisors direct the students to leave the upper field at the end of lunch recess (if used). Everyone walks to the assigned line-up area when the signal is given. Students follow their teachers to the classrooms quietly and in order.

LUNCH GUIDELINES

When directed, students are to go directly to their assigned play/lunch areas. Food is to be consumed in the assigned eating area only. Wrappers, lunch bags, empty cartons, fruit cores, peels, napkins, etc. are to be placed in the trash/recycle bin by the owners. Students do not eat snacks during class time.

Lunch coordinators will check that the students are seated in the correct lunch areas. The students will remain seated while eating lunch. They are not allowed to run, jump, bounce a ball, throw food, play with food, etc. while eating lunch. Food that is not eaten is to be brought home or placed in the recycling bins provided. No trading of food is to occur. Food and drink of nutritional value are encouraged. No candy should be sent as part of the lunch meal or snack.

All areas should be left clean. Children are required to pick up their papers from the ground and to clear the tables. Tables will be inspected for trash, crumbs, etc. before the children are dismissed to re-enter the classroom. Delivery of fast food meals and consumption of candy and sodas are discouraged.

RESTROOM POLICY

Each teacher will explain the bathroom procedure to his/her class. They are responsible for appropriate behavior at all times.

PHYSICAL EDUCATION CLASSES

Preparation for class is to be done quietly. Proceed to P.E. area quietly and return in the same manner so other classes are not disturbed. Students are to remain with the coach and not run ahead of the class. Consideration must be shown for all other students in class. There must be respect for the P.E. teacher and the assistant PE teacher at all times.

Students in grades K-4 will wear the school uniform shorts or skorts for P.E. Students in grades 5 through 8 will wear their P.E. uniforms to school on their designated PE days.

In order to be excused from P.E. classes, a student must have a written note from his/her doctor. (In an

emergency, a note from the parent will be accepted until a doctor's note can be obtained.) If a student is excused from actual participation, he/she must attend the class as a spectator. The student will not be allowed to engage in recess play during this excused time period.

EXCESSIVE DISPLAY OF AFFECTION

Any excessive display of affection is inappropriate on school grounds or at school sponsored activities.

"Excessive" includes, kissing, hand holding, and any other physical demonstration considered by the community to be inappropriate when conducted in public.

DRUGS & ALCOHOL

California law states that the governing body of any school may suspend or expel a student whenever it is established that the student has, on school grounds or elsewhere, used, sold, or been in possession of drugs or alcohol.

CARE OF BOOKS, PERSONAL AND SCHOOL PROPERTY

All students are responsible for the protection of school property. All students, regardless of grade, are to assist in keeping the grounds and facilities free of papers and other debris. Drinking fountains, play equipment, and lavatories are to be used with safety and cleanliness in mind at all times. Students are not to stand on or jump on/over benches.

Vandalism, which includes destroying, damaging, or mutilating school property, marking desks, bulletin boards, bathroom walls, etc., is considered a serious offense and is subject to disciplinary action.

BOOKS

Most textbooks and classroom library books are the property of the school. They are to be covered with durable covers as soon as they are issued. Old, ineffective covers must be replaced when necessary during the school year. Textbook inventories are completed the first week of school by students. Students losing or damaging books must pay for them. (Students in the junior high classes fill out inventories on these books in September.) Book covers, book bags, and other materials must be free of any references to people, concepts, etc. who do not uphold the values of life and dignity of all as found in our school's philosophy. A student's name, grade, and the subject of the text should be the only items written on the book covers.

Each student should have a book bag with shoulder straps to protect the books and to carry school supplies. Students in grades 5 - 8 may have book bags with wheels. Students in grades 1-4 may have book bags with wheels with a doctor's directive. Students in grades 6, 7, 8 will take their textbooks, folders, etc. with them at change of classes. Students may not disturb their homeroom teacher or the class being taught to obtain forgotten items. Book bags are to be placed carefully where directed by the teacher. If left in the aisles, these bags are a hazard and are against the fire department regulations.

DISCIPLINE

Discipline in a Catholic School is an essential aspect of Christian development. We value and maintain that external discipline is very necessary for growth in inner self-discipline and for optimum learning in the classroom situation. The purpose of discipline is:

- to help each child become more responsible to him/herself and others;
- to create a classroom environment conducive to learning;
- to educate each individual in realizing the importance of attaining self-control;
- to help build a sense of community.

INFRACTIONS

A student's decision to disregard behavioral standards may result in disciplinary action. The following infractions will incur disciplinary action by school:

- Disrespect; disobedience judged serious by the school
- Coming to class unprepared (homework and supplies)
- Choosing not to follow "classroom behavior rules"
- Consistent breaking of school rules and regulations which necessitate special supervision on the part of the school

Because it is impossible to foresee all concerns which arise, this handbook empowers the administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy, and code of conduct of the school, even though not specified.

DISCIPLINARY PROCEDURES

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

Effective discipline is maintained when there is:

- reasonable quiet and order in the building
- instructive correction
- encouragement for desirable conduct
- firm but kind treatment of pupils engaging in misconduct

When a student is repeatedly disruptive of others, the school staff must consider the following factors in determining a course of action:

- The student's physical and emotional wellbeing
- The student's learning style and needs
- The home environment of the student
- The needs of the total class

HARASSMENT

It is the policy of the Diocese of San Diego and Our Lady of Grace School to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct. This policy addresses harassment occurring either inside or outside of the school environment when an individual is subjected to treatment which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, gender or other personal characteristic. Any form of harassment will result in disciplinary actions up to and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct at school is determined, the parents of the alleged harasser will be called to take the student home pending conclusion of the investigation by the school. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to and including expulsion.

Sexual harassment can include a wide range of behaviors such as, but not limited to the following:

1. suggestive notes

2. use of double meaning words
3. obscene and/or sexually-oriented gestures/noises
4. derogatory comments
5. slurs/put downs
6. shady jokes
7. crude or vulgar language
8. sexually suggestive pictures, posters, cartoons, drawings
9. leering
10. suggestive sounds
11. unwelcomed touches
12. impeding or blocking of movement
13. comments on the physical attributes, or the lack thereof of any individual
14. remarks or comments on clothing

BULLYING

Bullying is a form of harassment. Thus, the diocesan harassment policy extends to bullying and cyberbullying. Bullying is defined as one or more persons repeatedly saying or doing hurtful things to another person. There must also exist an imbalance in strength or power between the parties involved. Students are taught the following rules against bullying:

- We will not bully other students.
- We will directly and seriously tell bullies to stop.
- We will try to help students who are bullied.
- We will make it a point to include students who become easily left out.
- When we know somebody is being bullied, we will tell a teacher and/or an adult at home.

If parents believe there is a pattern of harassment, bullying, occurring, they are to meet with the principal and then fill out paperwork that provides information so that the school may effectively investigate and take measures to correct the situation. This paperwork is available in the office.

STUDENT THREATS

Any and all student threats of harm to self or others will be taken seriously. Whoever hears the threat must report it to the principal immediately.

APPROVED DISCIPLINARY MEASURES

The following are diocesan approved disciplinary measures:

- Conference with the student
- Denial of privileges
- Assignment of special tasks
- Conference with parents
- Detention
- Probation
- Suspension
- Expulsion

DISAPPROVED DISCIPLINARY MEASURES

The following actions are explicitly forbidden:

- Corporal punishment and emotional pain.
- Personal indignities or public humiliation.
- Sending a student outside of the classroom if he/she will not be supervised.
- Indiscriminate punishment of all students in a class for the disruptive conduct of one.
- Sending the student home without the knowledge of the parents or guardians.
- Suspension or expulsion, unless procedures outlined in this section are followed.

- Fines when there has been no destruction of property.
- Lower academic grades because of conduct.

"Corporal punishment" means the willful infliction of, or willfully causing the infliction of, physical pain on a pupil. An amount of force that is reasonable and necessary for a person employed in a school to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section."

DETENTION

Violation of various class and school regulations warrants detention. Individual teachers will keep a student for detention when it is deemed necessary. Students or the school will provide his/her parent/guardian with adequate notice if the scheduled detention is scheduled before or after school hours. For a detention, the teacher may request the following:

- Detention after the regular, daily school session

PROBATION

A student may be placed on probation for a relatively serious offense, for continuing serious academic deficiency, or for continued misconduct after warnings. Diocesan procedures for probation will be followed.

SUSPENSION

A student may be placed on suspension for serious misconduct on or off campus:

- Actions gravely detrimental to the moral, spiritual, and physical welfare of other students, whether inside or outside school;
- Conduct, whether inside or outside school, that is detrimental to the reputation of the school

Suspension may also occur for continued misconduct. Official suspension may assume one of the following forms:

1. Student may attend class but loses the right to participate in any school activity on or off campus.
2. Student may be suspended from a particular class or classes and required to report to a specific location on campus (in-school suspension).
3. Student may be sent home for the entire period of suspension.
4. A suspended student has a right to make up all assignments and tests missed during the period of suspension and, upon satisfactory completion, are given full credit.

EXPULSION

A student may be expelled from school for conduct of a very serious nature calling for immediate dismissal without suspension or for a repetition of conduct for which he has been suspended one or more times.

Any student leaving the school premises while school is in session without permission is subject to immediate expulsion. Any student who fails to come to school without the knowledge and permission of parents/guardians is subject to expulsion.

Any student leaving a classroom activity without permission from the teacher is subject to immediate suspension from the classroom for three (3) days and possible expulsion.

Among the grounds for expulsion are the following:

- Actions gravely detrimental to the moral, spiritual, and physical welfare of other students, inside or outside of school;
- Conduct, whether inside or outside school, that is detrimental to the reputation of the school;
- Incurable or disruptive behavior which impedes the progress of the class;
- Damage to, or theft of school or private property;
- Infliction of, or threatened physical injury to another person;
- Possession or sale of drugs, including controlled substances;
- Possession or sale of weapons;
- Possession or sale of intoxicants;
- Possession or use of tobacco;

- Commission of obscene act/s or engagement in habitual profanity or vulgarity;
- Disruption of school activities;
- Defiance of school authorities
- Habitual truancy
- Hazing.

Regarding offenses that occur off school premises, the school must have evidence of the offense and establish its relationship with school discipline and the welfare of the students.

UNIFORMS AND GROOMING

The purpose of instituting a uniform policy and overseeing the adherence of that policy is to diminish distractability in the classroom learning environment and to diminish clothes and accessories viewed as items of status. ALL ITEMS MARKED WITH AN * MUST BE **DENNIS** BRAND. NO OTHER BRANDS MAY BE WORN.

DAILY UNIFORM

Daily Uniform is to be worn by all students on school days, unless Dress Uniform is required.

GIRLS – Daily Uniform

Plain White Short Sleeve Knit Polo Shirt (no logo or embellishment of any kind-see below)

Dennis Gray Knit Polo Shirt (optional)*

Dennis Plaid Jumper (Grades K-4, not shorter than top of the knee)*

Dennis Plaid Skirt (Grades 5-8, not shorter than top of the knee)*

Dennis Navy Walking Shorts*

Dennis Navy Skort*

Dennis Navy Slacks*

Dennis OLG Royal Blue Sweatshirt*

Dennis Gray Cardigan Sweater*

White Crew Socks (no logos, lace, etc. and must cover from ankle bone to low calf)

Dennis Blue Bike Shorts (may be worn under Plaid Jumper or Skirt for modesty)*

Cross Trainer/Running Shoe (refer to shoe policy for approved styles & colors)

Optional during cold weather under Plaid Jumper or Plaid Skirt only: White or Navy tights or Tight-fitting Leggings (must be worn with uniform white crew socks)

BOYS – Daily Uniform

Plain White Short Sleeve Knit Polo Shirt (no logo or embellishment of any kind)

Dennis Gray Knit Polo Shirt (optional)*

Dennis Navy Walking Shorts (flat or pleated front)*

Dennis Navy Slacks (flat or pleated front)*

Dennis OLG Royal Blue Sweatshirt*

Dennis Gray V-Neck Sweater*

White Crew Socks (no logos, stripes, etc. and must cover from ankle bone to low calf)

Black Leather Belt (Grades 5-8)

Cross Trainer/Running Shoe (refer to shoe policy for approved styles & colors)

DRESS UNIFORM

Dress Uniform is mandatory whenever students attend Mass, field trips (unless otherwise instructed by the teacher), and on other occasions required by the principal.

GIRLS – Dress Uniform

Plain White Short Sleeve Knit Polo Shirt (no logo or embellishment of any kind)

Dennis Plaid Jumper (Grades K-4, not shorter than top of the knee)*

Dennis Plaid Skirt (Grades 5-8, not shorter than top of the knee)*

Dennis Gray Cardigan Sweater*

White Crew Socks (no logos, lace, etc. and must cover from ankle bone to low calf)

Dennis Blue Bike Shorts (may be worn under Plaid Jumper or Skirt for modesty)*

Cross Trainer/Running Shoe (refer to shoe policy for approved styles & colors)

Optional during cold weather under Plaid Jumper or Plaid Skirt only: White or Navy Tights or Tight-fitting Leggings (must be worn with uniform white crew socks)

BOYS – Dress Uniform

Plain White Short Sleeve Knit Polo Shirt (no logo or embellishment of any kind)

Dennis Navy Twill Slacks (flat or pleated front)*

Dennis Gray V-Neck Sweater*

White Crew Socks (no logos, stripes, etc. and must cover from ankle bone to low calf)
Black Leather Belt (Grades 5-8)
Cross Trainer/Running Shoe (refer to shoe policy for approved styles & colors)

UNIFORM GUIDELINES

- Clean and neat appropriately sized uniforms are to be worn every day. No student should be out of uniform. If a problem arises, a note should be sent to the teacher explaining the circumstance.
- White polo shirt must be devoid of logos and decorative edging, e.g. scallops/lace/ruffles on collars, girls pleated/puffed sleeves.
- On meeting days, the Girl/Boy Scout troops may wear their respective uniforms. However, all shirts must have collars. On Dress Uniform days, scout uniform skirts or jumpers for girls and long slacks for boys must be worn if not wearing school dress uniform.
- Girls are not permitted to wear any type of make-up or artificial nails on campus during school hours. Only clear nail polish and two or fewer small royal or navy blue or white barrettes or hair bows, a small headband, etc. are permitted.
- Skirts and jumpers must be no shorter than the top of the knee.
- Only a plain white T-shirt may be worn under the shirt or blouse for warmth. White turtleneck shirts are not allowed.
- White and gray polo shirts must be tucked in except when deemed appropriate by staff of the school.
- Socks must be white crew socks, devoid of logos.
- Unnecessary jewelry is not permitted. One finger ring, one pair of small stud earrings (one in each ear and no larger than the ear lobe), and/or a simple chain with small pendant are acceptable for girls. Only one pair of earrings (one on each ear lobe) may be worn at any given time. Ear cuffs are not acceptable at any time. This applies to "Dress Up" days also. Boys may wear one chain with a small pendant and/or one ring. Boys may not wear earrings. No bracelets are permitted.
- Uniform school sweatshirts or gray sweaters may be worn in the classroom.
- Only OLG hats may be worn during lunch recess and PE classes.
- Oversized sweaters and jackets or any non-school pullover sweatshirts may not be worn with the uniform at any time.
- Boys' uniform shorts and/or trousers are to be the correct size, not oversized or baggy. They are to be worn at the waist, NOT the hips. A black leather belt is to be used for proper fit at all times unless the shorts/pants' waist is properly elasticized.
- Undergarments shall not be exposed outside the uniform at any time.
- Students in Grades 5- 8 shall wear the official PE uniform on PE days only.
- Students in Grades K-4 shall wear the daily uniform Dennis Navy Short/Skort and Polo Shirt for PE class.
- Boys' /Girls' hair should be neat, well groomed, its NATURAL COLOR. No dyeing, streaking, extensions, tinsel, hair feathers, etc. are permitted. Hair may be required to be banded if it interferes with specific learning activities.
- Hair should be in a conservative hairstyle and must present a groomed and clean appearance. No hairstyle that would be a distraction to the educational welfare of students is permissible. No dyes (temporary or permanent), bleaching, or highlights are allowed. Boy's hair length must be cut above the ears and above the shirt collar. Bangs for both boys and girls should not hang over the eyes at any time for the duration of the school day. If a hairstyle requires product to prevent this from happening, an alternate haircut is necessary. No mohawk, carving, rat-tail, skin-head, gelled hair above 2", stripes, or designs are acceptable. Hairstyles are subject to administration approval.

DRESS-UP DAYS

Dress-Up Days (i.e. Free Dress) are a privilege, and various days will be announced throughout the year by the principal. Clothing worn on these days should be in good taste, paying careful consideration to Mass attendance. The following regulations must be observed:

Acceptable: Comfortable, respectable play clothes, shorts (must cover at least ½ of thigh), pants, shirts with sleeves, socks, stockings, and sandals with backs that are securely attached to the foot. (Sandals cannot be worn for P.E. classes.) Only OLG hats may be worn and only during lunch recess and PE classes.

Unacceptable: Torn/ripped/frayed jeans or pants, leggings or yoga pants that are not covered by another garment to ½ of thigh, shorts any shorter than ½ thigh, mini-skirts, tank tops, excessively baggy or large pants, spaghetti straps and/or strapless garments, flip-flop sandals or sandals with no back straps, midriff-baring apparel of any kind, shirts with large pictures, writing, and/or advertising on them. No exposed undergarments of any kind. No hats/caps are to be worn on dress-up days.

SHOE POLICY

Neat, clean, and presentable athletic running shoes are required as part of the school uniform and are used for P.E. classes as well. The acceptable colors are solid navy or royal blue, black, white, gray, or any combination of these colors. SHOES TRIMMED WITH ALL OTHER COLORS ARE NOT ALLOWED. No flashing lights; no plaid or patterned shoes or laces. Shoes must be fastened by laces or velcro only. Laces should match the dominant color of the shoes and be appropriate in length to secure the shoe to the foot. The shoe must be a low top; NO mid or high tops are permitted.

The sole should have good traction and must have a visible, exterior arch or indent in the mid-sole, indicating the supportive arch. (no completely flat bottomed shoes) No “skater” type shoes. No Keds, Heely’s, Vans, Sketchers, or Converse Shoes. No dress shoes, loafers, platforms, sandals, boots, hiking shoes, slip-ons, or high heels are permitted.

All of these uniform regulations will be strictly enforced. Uniform slips will be issued for violations and will affect citizenship grades.

NOTE:

1. Used uniforms are available through the PTG.
2. Skirts, jumpers, pants, shorts, skorts, bike shorts, grey polos, sweaters, and sweatshirts are to be purchased only from Dennis Uniform, 4217 Ponderosa Avenue, Suite D, San Diego, CA 92123 or dennisuniform.com.
3. PE uniforms are purchased through Al’s Sport Shop, 9250 Mission Gorge Road, Santee, CA, 92071.
4. Socks, black belts, or white knit (long or short sleeve) polo shirts may be purchased anywhere. No emblems are permitted.
5. OLG caps are available only through Educational Outfitters.

RELIGIOUS ACTIVITIES

LITURGIES

A children's liturgy is celebrated most months in church and on special feast days. This provides the opportunity for the school community to celebrate together. Non-Eucharistic liturgies (prayer services) are conducted in church as a regular part of the Religion Program throughout the school year.

Our parish morning Mass is celebrated at 8:00am. Grades K-8 attend this liturgy according to the announced dates through the school calendar and through classroom announcements. Grades K-8 also attend all school wide Masses and prayer services throughout the year.

RECONCILIATION

Students in grades 3-8 participate in the Sacrament of Reconciliation celebrations once during the school year. Second graders receive this sacrament, if properly prepared through instruction as prescribed by the parish.

PREPARATION FOR SACRAMENTS

Catholic students in second grade who have been baptized as infants are invited to receive both the Sacrament of Reconciliation and the Sacrament of the Eucharist before entering the third grade. The parents oversee the basic preparation for the Sacraments, under the direction of the Faith Formation Office within the parish. Seminars are set up to assist parents with this responsibility. All parents involved are required to attend. If students are not baptized Catholic as infants and parents are interested in learning of sacramental preparation, contact with parish ministers is suggested.

SERVICE ACTIVITIES

Each classroom also adopts a special service agency each year. Attempts are made to correspond and minister to the needs of clients of this agency. Each year, a collection is taken in each classroom to support these special agencies. Parents are asked to facilitate all year long as models of service and as a means to allow small groups to visit sites and agencies.

Children are encouraged to participate in the Thanksgiving food drive and in any other annual drive for the missions.

ATHLETIC PROGRAM

The athletic program philosophy is "Sports, well understood and practiced...contribute to the development of the whole person because it demands generous effort, careful self-control, mastery of self and respect for others, complete commitment and team spirit."

EXTRA-CURRICULAR SPORTS

The purpose of the after-school sports program (Catholic Sports League of San Diego – CSLSD) is to teach and exemplify the basic human and Christian values of sportsmanship, cooperation and teamwork. Its goal is to help foster friendships, provide leadership opportunities, and help the students develop a positive attitude toward sports and athletic competition.

Volunteer coaches conduct the extra-curricular athletic program. The program is aimed at promoting physical fitness, team spirit and wholesome recreation. The number of players for each sport is limited only by the number the coaches can handle and the equipment available. Members of our school families do all coaching on a voluntary basis. Parents are encouraged to attend the games, support the coaches, help with transportation and cooperate in seeing that clean uniforms are worn to reflect school pride.

Uniforms for each sport are either purchased by the parent or issued by the school. When registering for a season, it is understood that the uniform requirements published by the Extra-Curricular Sports Coordinator will be adhered to.

It is advisable for boys and girls taking part in any school sports to have a medical check-up to ensure his/her fitness for such activities. School accident insurance is the secondary carrier. It is the parent's responsibility to have primary insurance coverage.

Permission slips and medical release forms must be signed by a parent/guardian and returned to the team coach along with necessary fees in order for a student to be eligible to participate in a team sport.

Each student must occupy a regular passenger seat with a seat belt with no more students than is allowed in each car. Parents must ensure that their child--player, cheerleader or onlooker has a ride before leaving home for these events.

A fee is billed to the FACTS Incidentals Account of the families for each participant for each sport. Fees are determined by costs associated with league fees, referee fees, field supervision, gym rentals, field usage, purchase of ribbons/medals and/or trophies, and purchase and maintenance of equipment.

Parents are asked to staff our Adams Field Snack Bar for service hours at different times throughout the year, according to the athletic schedule. If the minimum number of volunteers is not present, the snack bar may not be opened.

EXTRACURRICULAR ACTIVITIES ELIGIBILITY POLICY - Grades 5 – 8

In affirming this school's commitment to excellence in education, the Our Lady of Grace Advisory Council has developed an eligibility standard for students in grades five through eight who are involved in extracurricular activities. This eligibility standard is highly recommended by the CSLSD and our Diocesan Office for Schools. If it is necessary to remove a student from an after school activity for a trimester because of academic grades, the parent and coach/moderator will be notified at the beginning of that trimester. A student so removed will be eligible to begin participation again when he/she meets the eligibility requirements on the next report card. The teacher/principal may remove a student from extra-curricular participation during the trimester based on a serious conduct violation. (The parent will be notified, and the sports coordinator will notify the appropriate coach/moderator.) A student so removed will be eligible to begin participation again within an amount of time deemed discretionary by the teacher/principal.

ADMISSIONS & ENROLLMENT

ADMISSIONS

Since the schools of the diocese are established and maintained by the diocesan community as religious schools, preference in admission shall be given to practicing members of the Diocesan Catholic community.

- In the case of parish schools, preference in admission shall be given to the children of active supporting members of the parish who maintain the school.
- In the case of Catholic students, some preference shall be given to the admissions of siblings of students already enrolled in the school.
- No person shall be admitted as a student in any Catholic school unless that person and his/her parents subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the diocese.
- Ordinarily, a student is admitted to a school with the understanding that he/she will be retained in the school until he/she finishes the course, unless he/she withdraws voluntarily or gives cause for dismissal.
- No student shall be admitted unconditionally unless he/she has a reasonable, well-founded hope of successfully completing the school's program.
- Each Catholic school retains the right to set local admissions standards and policies in addition to those specified by the diocese.

NON-DISCRIMINATION POLICY

In accordance with diocesan policy, Our Lady of Grace School, mindful of our mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. Our Lady of Grace School does not discriminate on the basis of race, color, and national and/or ethnic origin, age, sex, or disability in the administration of educational policies, scholarship and loan programs, admission policies, athletic and other school administered programs.

PRE-ADMISSION INTERVIEW

Prior to a final decision regarding the admission of a new student to the school, the pastor and/or principal shall have the option of interviewing the parent/s of the prospective student for purposes of:

- Exploring the goals and motives of the parent/s in making application to a Catholic school,
- Clarifying mutual expectations, and
- Eliciting and/or confirming those attitudes and value commitments that are essential pre-conditions for the success of the school's total program of Christian education and formation. In the case of applicants for grades 6, 7 & 8, the prospective student may also participate in the interview.

AGE OF ADMISSION AND READINESS

A child who is five years of age by September 1, and who is developmentally ready, may be admitted into Kindergarten. A child who is six years of age by September 1, and who is developmentally ready, may be admitted into first grade.

IMMUNIZATION AND HEALTH SCREENING REQUIREMENTS

California law requires specific health screening procedures for all children entering school for the first time. Students must have a health check-up within 18 months before first grade or up to 90 days after starting first grade. A School Entry Health Checkup form must be completed at the time of the physical. Students must also have a dental check-up by May 31 of his/her first year in school. An Oral Health Assessment form must be completed at the time of dental check-up. Both of these forms will be kept in the student's medical file. No child may be admitted as a student unless he/she has complied with California immunization and health requirements. Up-to-date immunization records must be presented to the school office prior to the acceptance of the student. Please refer to the www.olg.org website for immunizations required by the State of California. Students entering 7th grade must provide proof of Tdap immunization and be current with all other required

immunizations.

NEW STUDENTS

No registration will be accepted without Baptismal Certification (if applicable), Birth Certificate, and Immunization records. Children transferring from another school are to provide report cards from that school. Transcripts are requested from the previous school by the principal. Copies of IEPs, medical conditions, psychological or other academic testing must be supplied. Failure to disclose these documents is considered grounds for dismissal. In order to better a student's success at our school, all new students in grades K-8 are accepted on probation.

NEW STUDENT PROBATION

The probation period extends over the first two trimesters of school attendance. At the end of each trimester the student's academic and social progress is reviewed and evaluated by the student's teacher/s and school administration. The parents' contractual obligations are also evaluated by the school administration. Parents are notified of their child's probationary status at the end of each trimester. Probation may be extended beyond the first two trimesters or reinstated, if the school administration feels the necessity. Probationary status at Our Lady of Grace School considers all areas of school policy compliance as stated in the 2023-2024 Online Enrollment Agreement.

WITHDRAWAL POLICIES

The 2023-2024 Online Enrollment Agreement should be consulted for the financial guidelines for student withdrawal.

WITHDRAWAL FOR ACADEMIC REASONS

Certain students who are unable to profit from schoolwork by reason of ability or emotional instability may be given a recommended transfer on grounds other than discipline.

EXPULSION FOR ACADEMIC REASONS

If the parents of a student do not accept a recommended transfer for academic reasons, expulsion will follow.

TRANSFER ON GROUNDS OF PARENTAL BEHAVIOR

Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, the principal may recommend the transfer of a student when parents have been persistently and overtly uncooperative regarding school staff policies, regulations, and/or programs. A transfer may also be recommended when parents have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children.

WITHDRAWAL ON GROUNDS OF PARENTAL BEHAVIOR

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

Enrollment is held each year in the February/March timeframe. The enrollment process is complete when the school has received:

Returning Families

The completed Our Lady of Grace Catholic School Online Enrollment Agreement, the Non-Refundable Online Enrollment Fee and confirmation that all prior year commitments have been satisfied. If enrolling a sibling new to the school, all required paperwork and Immunization Records must be submitted.

New Families

The completed Our Lady of Grace Catholic School Online Enrollment Agreement, along with the Non-Refundable

Online Enrollment Fee and confirmation of FACTS Enrollment, all required paperwork and Immunization Records.

ONLINE ENROLLMENT AGREEMENT

The Online Enrollment Agreement provides the payment options for a family's tuition/fees obligation, as well as defines the family commitments. Parents or Guardians are required to complete an Online Enrollment Agreement annually and signatures indicate parent/guardian's agreement of the rights and responsibilities each family has to promote the common good at Our Lady of Grace School. Volunteer hours, participation in major fundraisers, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the Online Enrollment Agreement should be addressed to the Principal. The family's compliance with the Online Enrollment Agreement will be reviewed annually to determine eligibility for the subsequent year. Failure to abide by these terms may result in your child/ren not being invited back to the school.

FINANCIAL AND CONTRACTUAL POLICIES

At Our Lady of Grace School, we are committed to the long term growth and improvement of our school. Long term growth and conscientious, planned improvements depend on financial stability. The overall expense in providing quality education is a challenge for all Catholic schools. We realize that families are making financial sacrifices to give their child/ren the benefits of a Catholic education.

However, your commitment to Catholic education is a most precious and wonderful gift to your children. It will enable them to transform our world as Catholic Christian young men and women. We appreciate the opportunity to serve your family in the spiritual, academic and social development of your children.

TUITION POLICY

Our Lady of Grace School tuition goals are:

- To make Catholic school education affordable to all who truly desire and value it for their children.
- To foster a trusting, community relationship among the parish, the school and the family.
- To generate funds so the school has a solid financial base that can be used to effectively improve programs and services.

TUITION, FEES, AND COMMITMENT OBLIGATIONS

- The OLG Parish Finance Council, under advice and consultation of the Pastor, Principal, Business Manager, and OLG School Advisory Council Finance Sub-Committee, is responsible for setting the financial requirements.
- All contractual obligations (tuition, fees, and family commitments) for the prior year must be paid and completed in full to ensure a student's enrollment for the following school year. Family Commitments (Service Hours and Meetings) must be completed by the date stipulated in the Online Enrollment Agreement. If special arrangements are necessary, please contact the Principal.
- The School Office will report each family's standing in regard to the Online Enrollment Agreement commitments at least two times a year for tracking purposes.

TUITION RATES

OLG School has a base tuition rate per student. Families with multiple students enrolled in OLG School are eligible for a tuition discount of 20% for the second student and 25% for each additional student.

TUITION PAYMENT POLICY

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, Our Lady of Grace School follows the following policy regarding tuition payment options:

Option 1: Payment in Full

Payment in Full (Annual payment) agreements are handled through FACTS Tuition Management Company via an Automated Clearing House (ACH) Agreement. Agreements that reflect full payment was received by the Annual Payment date stipulated in the Enrollment Agreement will be entitled to a \$150.00 discount per student.

Option 2: Monthly Payments

Monthly payments agreements are handled through FACTS Tuition Management Company via Automated Clearing House (ACH) payments from a checking or savings account between the 1st and 20th of each month. Payments are deducted monthly for 12 months beginning in June.

All families are required to have a FACTS account for their tuition/fees obligation, regardless of the payment plan selected.

All new families must register with FACTS during the Online Enrollment process.

All returning families will select their desired payment plan during the Online Enrollment Process. All Tuition/Student Fee obligations for the current school year must be paid in full by May 31st.

- Late payments are subject to a 5% (minimum \$25.00) late fee on all past due balances.
- A \$30.00 returned payment fee will be assessed by FACTS for any returned payments.
- Each family's tuition/fees account must be current by August 15 in order for an enrolled student to begin the new school year.

DELINQUENT ACCOUNT POLICY

Tuition is due based upon each family's FACTS payment plan. Should a situation arise that a payment will be late, the parent is responsible to notify the School Principal or Business Manager as soon as possible. The Our Lady of Grace School Compliance Committee shall assume responsibility for collection of all delinquent accounts pursuant to the guidelines in the Procedures section below. The committee's goal is to have all scheduled payments paid on time as per the Online Enrollment Agreement.

Structure

The Compliance Committee will consist of two members of the Advisory Council appointed by the Principal and Pastor. Committee members shall sign a non-disclosure statement and agree to keep the names of the delinquent families confidential except for discussion with the Principal, Pastor, or Business Manager.

Procedures

Both Committee members shall approve all communications sent by and on behalf of the Committee.

The Committee shall report monthly at the regular Council meetings the state of tuition and obligated commitments.

As per the non-disclosure statement, no names will be used in the reporting.

All Committee actions are to be reported to the Principal.

In the event that a family fails to pay the FACTS Tuition/Fees or Incidentals on time, late fees will be applied by FACTS per the Late Fee policy, and the following policy shall be carried out by the Compliance Committee:

1. If at the end of **thirty (30) days** the FACTS Tuition/Fees or Incidentals account is not current, the parent or guardian will be notified of the past due amount.
2. If at the end of **sixty (60) days** the past due condition continues to exist, the parent or guardian will be notified by the OLG Compliance Committee that the account must be brought current and an appearance at an OLG Compliance Committee meeting may be required.
3. If at the end of **ninety (90) days** the account has not been brought current, school services to the family will be subject to OLG Compliance Committee action under guidance of the Pastor, Principal, and Business Manager.

Our Lady of Grace School reserves the right, if any tuition payment is past due, to remove the student/s from the school. The school has the further right to refuse re-enrollment for the following school year until financial and family commitments, as selected in the Online Enrollment Agreement, have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full.

RETURNED CHECKS

Any check issued by a school parent/guardian that is returned by their bank will have the amount of the

returned check plus a \$30.00 Returned Payment Fee immediately charged to the family's FACTS Incidentals Account. If a family gives the school two (2) returned checks in a school year, cash, cashier's checks, or money orders will be required for any further payments of any kind. **The returned checks policy is strictly enforced.**

RETURNED PAYMENT FEE ON FACTS PAYMENTS

If a payment is returned, a \$30.00 **Returned Payment Fee** will be automatically deducted by FACTS and a late fee of 5% (\$25.00 minimum) of the past due balance will be charged to your FACTS Account. Tuition/Fees payments that are returned will be attempted by FACTS up to three (3) times.

TUITION ASSISTANCE

Our Lady of Grace School provides limited funds for needs-based assistance to help families in need to continue to provide a quality Catholic education. The annual maximum Tuition Assistance Award is 20% of the tuition cost for each student. Emergency Tuition Assistance Awards are available for up to an additional 20% of the tuition cost for each student. Emergency Tuition Assistance is intended to help families with short-term extenuating circumstances (i.e. loss of job, serious illness, death in family, etc.) and Emergency Tuition Assistance Awards are based on available funding. Families are eligible for emergency aid for a single school year.

Tuition assistance is available to OLG School families that:

- Are Catholic families who are registered and supporting/participating parishioners of OLG Parish
- Complete all of the steps of the FACTS Grant & Aid application process by the deadlines
- Are determined to have a financial need by FACTS Grant & Aid Assessment
- Are enrolled in the following school year and have paid their tuition deposits

The Tuition Assistance Sub-Committee of the OLG Parish Finance Council reviews applications and recommendations made by the FACTS Grants and Aid Assessment Program when granting assistance.

UNFORESEEN FAMILY FINANCIAL DIFFICULTIES

Our Lady of Grace School administrators know that unexpected situations can occur. **Families that are experiencing financial difficulties should contact the Principal immediately to arrange for alternate payment plans if necessary.** The sooner the school is notified by the parent or guardian, the more options the school will have to offer. Our Lady of Grace School strives to work with families; however, it requires adequate cash flow to meet financial commitments. Families who fail to pay tuition according to any agreement that they have made with Our Lady of Grace School or who have been unwilling to make alternative arrangements may be notified that their student/s will not be allowed to attend Our Lady of Grace School until payment is current.

FINANCIAL POLICY IN THE CASE OF A WITHDRAWAL OF STUDENT

The cost of your child's education is a full school year expense. Please note that technology and books are purchased, teachers/staff are hired, and classrooms are prepared in anticipation of each student's full-year enrollment. In order for Our Lady of Grace School to provide for these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the contract in full.

Our Lady of Grace School has specific policies and guidelines regarding students who withdraw from the school. Please consult the terms in your 2023-2024 Online Enrollment Agreement. Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

Written notification is required and a withdrawal form must be completed at the School Office. Families are responsible for contacting the Business Manager to cancel the Tuition Payment Plan. Upon receipt of the written notification of withdrawal, the Business Manager will calculate any outstanding balance or refund due, per the guidelines.

FACTS INCIDENTALS

All families are required to have a FACTS Incidentals Account with the Auto Pay feature activated at all times.

Incidental charges incurred by school families (i.e. Extended Care Fees, Extra-curricular Sports Fees, etc.) will be billed to the family's incidentals account.

All FACTS Incidentals accounts must be paid in full by June 30th.

FACTS Incidentals Late Fees

Incidentals late fees are assessed monthly by FACTS at a rate of 5% of the past due balance or \$25.00, whichever is greater.

SERVICE HOURS

Throughout the school year there are many opportunities for earning your required service hours. Service is one of the hallmarks of our Catholic faith and our Catholic school. Parental service is the powerful model for a child in a faith formation program. In addition, service hours performed by parents/ guardians assist administration in keeping tuition costs as low as possible and in enhancing school curricular programs and community. Our children are blessed in that most of our families serve more than the required hours to maintain our level of education. Please watch for the events/projects in the school bulletin and on the website under "Service Hours." Service Hours cannot be "given away" to other families. It is the FAMILY'S RESPONSIBILITY to report hours completed. Adults, grandparents, or teenagers not presently OLG students are eligible to work service hours in non-paid, volunteer positions. When cash or other money related transactions are a component of the volunteer service, all participants must be over the age of 18. All adult volunteers that work in any capacity with the students must be on the Our Lady of Grace School Approved Volunteer List.

REPORTING SERVICE HOURS

Your required service hours are to be reported on a monthly basis. Once you have completed and reported your required hours, it is no longer necessary to report additional hours. All service hours are to be completed by February 1st. Please submit your hours on-line using the link "Service Hour Reporting" found in the Parent portal of the school website each month. Also, please keep a copy of your service hours for your own records.

EXTENDED CARE PROGRAM

The school provides an Extended Care program for students in grades K-8. The Extended Care hours are 6:45 to 7:45am and from dismissal until 6:00pm each school day. Care is not provided on school holidays.

STATEMENT OF PHILOSOPHY

Our Lady of Grace School Extended Care Program will support and supplement the family by providing quality care that promotes the students' physical, social and emotional development through loving and caring staff members and a planned environment. The Extended Care Program is guided by the philosophy of Our Lady of Grace School.

PURPOSE

The Extended Care Program is provided as a service to address the need for a quality program for school-age children prior and subsequent to the school day.

OVERVIEW

The Extended Care Program adheres to regulations set forth by Our Lady of Grace School to insure the safety and well-being of your child. The Program staff relies on the parent for emergency and other relevant information about the child and the family. Open communication is required for this purpose. It is the parent's responsibility to ensure that information provided is correct and to update information as changes occur. The program employs adequate staff for the children enrolled. Individualized care cannot be provided. Therefore, children who cannot function in a group setting and/or require intensive supervision are not accepted/retained in this program.

GOALS

The goals of this program are:

1. To provide quality care on the school site for students in grades K-8.
2. To provide an environment that is safe and encourages growth and positive self-esteem.
3. To provide a balance of educational and recreational activities to meet children's needs and interests.

ENROLLMENT

All Our Lady of Grace Students are automatically enrolled in the Extended Care Program, regardless of planned use. Unexpected occasions or emergencies may arise where after school care may be necessary. It is every family's responsibility to read and understand the guidelines and fees.

COMMUNICATION

Ongoing communication between parent/guardians and staff members is encouraged at all times. It is expected that all communication reflect Christian clarity and mutual respect. Participation in the program is a privilege and dependent on mutual respect of children and adults.

CONTACT INFORMATION

619.697.8273

TRANSPORTATION

The program does not provide transportation.

RESERVATIONS

Parents may make reservations by using the form found on the school website.

DROP IN CARE & TARDY PICKUP

In the case of a last minute need for Extended Care, please call the School Office with this request. Additionally, students who are not picked up by the end of dismissal are taken to Extended Care by the faculty member on duty.

RATES

Morning Session: Supervision from 6:45-7:45am, or any portion thereof. Parent/guardian will accompany student/s to the back door of the Administration Building and sign in. No reservation is required. \$86 flat rate.

Afternoon Session: Supervision from the dismissal bell until 6pm, or any portion thereof. For students arriving after OLG extracurricular sports practice or OLG-sponsored after-school programs, time begins at sign-in. \$8 per hour.

PAYMENTS/FEES

Extended Care Charges will be invoiced to the family's FACTS Incidentals Account. Late fees will be incurred as spelled out by FACTS. Enrollment is subject to termination if Extended Care Charges are not paid on time. Students MUST be signed out with the date and time. Charges will be billed accordingly. In the case of a missing sign-out time, charges will be billed for care until 6pm.

LATE PICK-UP PROCEDURES & FEE

Parents of students who are not picked up by 6:00pm will incur late fees of \$1 per minute. After two instances of late pick-ups, parents will receive a written warning that the next occurrence will result in suspension from the Extended Care Program. If the child is not picked up by 6:00 p.m., the Supervisor will endeavor to contact persons listed on the emergency form. If the child is not picked up by 7:00 p.m., the El Cajon Police Department will be notified.

CHECKING CHILDREN IN/OUT

Parents dropping their child off for morning care are required to bring the student to the Morning Care room and sign the student in. Due to the nature of the After School Program, parents will not be signing in their children at the end of the school day. Roll call will be taken by the program staff to monitor attendance; however, staff cannot be responsible for children who either do not attend or who leave the grounds without permission. In such circumstances, emergency procedures may be employed (emergency numbers, school, police). Parents or other authorized persons must sign children out when picking students up.

When picking up your child, park in the parking lot and walk the pathway to the field. A child will not be released to anyone other than the parent unless there is authorization on file. Identification will be required of persons picking up the child. Parents must advise the Director in advance, in writing, if a person not listed on the enrollment form is to pick up the child. Parents must also advise the Supervisor in writing if a child is to walk home. A "Walker's Pass" must be on file. *Students MUST be signed out in the daily log.*

ABSENCES

For the safety of our students, it is extremely important to notify the school office if you have reserved space and your child is not going to Extended Care after school. Our staff is required to check attendance when students enter Extended Care.

SNACK

Nutritious foods from two basic food groups will be served daily. If your child has any dietary or orthodontic restrictions, be sure to indicate such on the on-line emergency/medical form and inform the Supervisor.

CONFERENCES

All conferences must be arranged in advance with the Supervisor. We encourage you to share information which might pertain to your child's behavior. Also, if special assistance is needed for your child, please inform us in writing or arrange for a meeting with the Supervisor. To ensure adequate supervision for all children, appointments must be made in advance for personal contacts.

CLOTHING AND TOYS

Children will participate in a variety of activities each day. It is assumed that children will remain in school uniform. Toys should not be brought from home unless prior arrangements are made.

ILLNESS/INJURY

All school policies and procedures apply to the Extended Care Program.

DISCIPLINE

Expectations of children's behavior are similar to that of a regular classroom. The rules that children are expected to follow include: respect for people and property; use of appropriate words and actions; following directions; and staying within sight of staff at all times. Behavior problems are usually addressed by the Program Director in the following manner, unless more serious behavior is demonstrated:

1. Conference with student
2. Loss of privileges
3. Conference with parent
4. Written notice to parent
5. Second written notice to parent with warning of suspension from program if problem occurs again.
6. Conference with Principal, Supervisor, and parent.
7. Suspension from program.
8. Termination from program.

The staff will make every effort to work with the child and parent to resolve problems. It is the intent of the program to provide a safe environment for all children enrolled. If a child can not adhere to program rules and, thereby, threatens the safety of herself/himself, a staff person, or other children, the Supervisor has the final decision in asking that a child be removed from the program either temporarily (suspension) or permanently (termination). A refund will not be issued if a child must be removed from the program.

TERMINATION

Termination of any child enrolled in the program will occur in the event of non-payment of fees, delinquent payment of fees, frequent late pick-up of child, a lack of cooperation with staff on the part of parents/guardians, chronic cancellations of reservations, or if the child's behavior threatens the safety or well-being of children or staff.

REGULATION

Public and private schools which sponsor and staff before and/or after school care for school age children are exempt from licensure. This exemption only applies when all of the children receiving care and/or supervision are also enrolled as students at the school. Our Lady of Grace School's Extended Care Program is viewed as a natural extension of the school's daily program.

RESPONSIBLE USE POLICY

The following regulations and procedures provide Our Lady of Grace School students and their parents with information regarding the privileges and responsibilities for the use of various forms of technology and access of the Internet on and off campus.

The use of technology at Our Lady of Grace school has been established exclusively for educational purposes including classroom activities and educational research. Use of technology has not been established as a public access forum for students, interpersonal communication by students, or for commercial use. Our goal is to proactively educate both parents and students about our standards of behavior in the use of technology and the Internet. Enlisting the support of students and parents, we hope to make the use of technology both rewarding and safe.

The Technology Acceptable Use Policy includes all forms of technology, including but not limited to computers, chromebooks, iPads, laptops, cameras, email, smart phones, and chat. The technology equipment, services, and data stored on devices are the property of Our Lady of Grace School. While it is impossible to control all material on a public network, Our Lady of Grace School has taken reasonable precautions to restrict access to materials it considers harmful and that do not support educational objectives.

Teachers and staff will instruct students in appropriate ways to access Internet resources. Teachers, in consultation with the administration, may occasionally allow students to make non-routine use of some Internet tools which are ordinarily restricted by this policy when such use would be in keeping with the school's curricular goals and objectives. This use would be under the supervision of a teacher.

Student email and Google Apps in Education Applications: Our Lady of Grace School will provide students in Grades 3-8 with a gmail account (@olg-student.org) so that we may utilize an education suite of applications to enhance teaching and learning. Google Apps is a concept known as "cloud computing" where services and storage are provided over the Internet. School expectations regarding the use of student email and Google Apps include:

Students will not share passwords or use anyone else's passwords

Students will not impersonate another's identity

Students will be ethical and respect the privacy of others

Students will not harm or destroy data of another student or user
Students will not use email to communicate socially at any time

Students understand that OLG has the right to look at any data, email logs, or files that exist on the network without prior consent of the student

The use of Our Lady of Grace School technology is a revocable privilege for all users. Our Lady of Grace School equipment and all user accounts are the property of Our Lady of Grace School. Privacy rights do not apply to the use of the computer system or accounts, and the school reserves the right to monitor and access information maintained in the system and in users' accounts for the purpose of determining if a violation of this agreement has occurred. Prohibited uses include: Access, or attempt to access, download, or transmittal of any "harmful matter" in violation of any federal law, state law, or school policy. This includes but is not limited to:

Any information that violates or infringes upon the rights of any other person

Any hate-motivated, fraudulent, defamatory, abusive, obscene, profane, sexually oriented, threatening, racially

offensive, or illegal language or material

The use of technology to threaten, bully, or harass others

Any information or communication that encourages the illegal use of controlled substances or promotes criminal behavior

Any material that violates copyright laws (plagiarism)

Vandalism, unauthorized access, “hacking” or tampering with hardware or software. This includes the introduction of “viruses,” “worms,” unlicensed or pirated software, or any software or hardware for the purpose of disrupting or damaging the school’s computer systems.

Bypassing (or attempting to bypass) the school web filter

Downloading apps or any media not approved by Our Lady of Grace School

The school cannot control the manner in which students use technology and accounts off campus. However, there may be times when misuse of technology off campus may severely/adversely affect what happens in school. The school, in such situations, may find it necessary to inform families of those students involved in such use, and take additional actions in order to ensure the safety and well-being of members of the Our Lady of Grace community. With the support and cooperation of home and school, however, we hope to avoid such incidents. Parents are strongly encouraged to monitor and guide student use of online communication through email, Facebook, and other social media.

Cybersafety: Despite every effort for supervision and filtering, all users and students’ parents/guardians are advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every user must take responsibility for his or her use of the network and make every effort to avoid those types of content. Every user must report security or network problems to a teacher, administrator, or system administrator.

Interactive Web Tools: Technology provides an abundance of opportunities for users to utilize interactive tools and sites on public websites that benefit learning, communication, and social interaction. Users may be held accountable for the use of information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school. From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge, are legitimately safe. As this site is “public” and the teacher, school, and Our Lady of Grace School is not in control of it, all users must use their discretion when accessing information, storing, and displaying work on the site. All terms, conditions, and provisions in this AUP also apply to user-owned devices utilizing the Our Lady of Grace network.

ADDITIONAL PROGRAMS AND POLICIES

SCHOOL PICTURES

Each year an approved portrait studio takes pictures of all the students in the school. Parents are given an opportunity to purchase these pictures if they wish to do so, but they are under NO obligation. Package prices prepared by the studio are sent in advance to all families.

SERVICE PROGRAM

Students in grades 6-8 are required to donate to the school, parish, and/or community-at-large hours of service during the school year. Seventh graders and eighth graders must complete and verify 6 service hours during each trimester. These hours of service are incorporated as part of the religion curricula and grading.

EIGHTH GRADE ACTIVITIES

Participation in eighth grade activities is a privilege earned by the student. Christian behavior and citizenship grades are major considerations in determining participation in any of these activities.

EIGHTH GRADE AWARDS

Awards are given at graduation to the students who score highest in academic subjects in the 7th and 8th grades. Awards are given also to students who have been outstanding in leadership or service to the school, parish and/or community (altar servers, choir, religious education assistants, etc.). These awards include, but are not limited to:

- The Rotary Club of El Cajon gives recognition to the outstanding boy and girl in the eighth grade by awarding each a plaque and having their names inscribed on the perpetual plaque hanging in the Administration Building.
- The Rosenthal Award is presented to the student best exemplifying Christian service. The student receives an engraved paperweight and his/her name inscribed on the perpetual plaque hanging in the Administration Building.
- The Class of '96 Award and an anonymous donor present awards to two students who show the most consistent effort during their seventh and eighth grade years without attaining highest honors.
- The St. Francis medal may be given to a student who has worked consistently to implement the goals of the class as articulated at the time of their retreat in the fall.

ALTAR SERVERS

The girls and boys in grades 4-8 have the privilege of serving Mass. The parish liturgist trains, schedules, and keeps a record of altar servers.

EXTRACURRICULAR ACTIVITIES

These activities are an important part of the total educational curriculum. They are offered as opportunities to develop individual skills, team skills, sportsmanship, leadership skills, and school spirit. Student participation is a privilege and may be withheld with just cause.

INTERNET ACCESS

All electronic communications to or from Our Lady of Grace School shall reflect the Christian principles upon which the school is founded, in support of its educational goals. Students are provided internet access on campus with the understanding that permission is granted by the student's parent/guardian, and that the students will abide by the policies of their classroom and the school.

LOST AND FOUND

All items, especially SWEATSHIRTS and SHORTS and LUNCH CONTAINERS, susceptible to loss should be PERMANENTLY labeled with the child's name. Lost uniform articles will be collected near the Learning Support classroom. They will be given to the committee chairperson in charge of uniforms for resale if they are not claimed within two weeks.

WALKING TO SCHOOL

If you want your child to walk home, please send a written request to the school office and a Walker Pass will be issued to your child.

FUNDRAISERS

The school administration is sensitive to the challenging economic climate in the State of California, our region, and within the school community. The school anticipates the success of the Gala and other school wide fundraisers with the support of both the school and parish community. The goal of funds generated from these activities will be used to maintain ongoing, budgeted academic activities, instructional materials for Our Lady of Grace School as needed, and facility improvements. No other school wide fundraisers other than those approved by the administration are permitted on school grounds, i.e. outside sports candy drives, cookie drives, etc.

INVITATIONS

Invitations are not to be passed out at school or in the parking lot unless each boy and/or each girl in the class has been invited. Carpooling to and from parties is, likewise, not to take place at school. Those not invited watch these public groupings with hurt and embarrassment. Please use the information from the family directory to email invitations. If invitations are to be mailed, it is your responsibility to obtain mailing addresses. They may not be provided by the school office. Please do not take/send to school balloons, flowers, etc. for your child on his/her birthday. Save those special gifts for your child at home. A simple, individually portioned, treat may be brought to the office/classroom with prior approval from the teacher to be shared with all his/her classmates if the person celebrating a birthday wishes to do so. After school "treats" on school/church grounds while students are present are prohibited.

LUNCH

Each student is to eat his/her own lunch. Caffeinated drinks, energy drinks, candy, and "Fast food" lunches are not to be brought to school. Parents are encouraged to send only healthy, nutritional items with their children. No glass containers shall be brought to school. No student or parent may bring in lunch as a birthday treat for a class or to celebrate a special occasion. This is hurtful to the other classmates whose parents are not able to reciprocate.

MIXED PARTIES

The responsibility for mixed gender parties outside of school hours belongs to the parents.

GENERAL ADMINISTRATION

PRINCIPAL'S RIGHT TO AMEND POLICIES

The principal retains the right to amend this handbook for just cause. Parents and students will be given prompt notification if changes are made.

ADMINISTRATIVE RESPONSIBILITY

The ultimate decision concerning all school-related matters rests solely with the administration. The pastor has administrative, personnel and spiritual responsibilities in relation to the school. The principal has, as delegate of the pastor, immediate responsibility for implementing the philosophy of the school in its regular operation.

CONFIDENTIALITY

Administration, faculty and staff will keep confidential information entrusted to them unless life, health, or safety is at stake. Parents will be promptly notified of concerns.

CUSTODY OF STUDENTS

In order to cooperate with student and family needs, the school should be informed of any custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and/or arrangements. The school will ask for legal written verification of these arrangements. The 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, a 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 written copy of the court order for the school to keep confidentially in the student's permanent file.