

# Our Lady of Guadalupe Catholic School

## Parent/Student Handbook

2022-2023



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*We ask you Lord to direct all of our actions and to carry them out with your help. So that all that we do may begin with you, and by you, be successfully completed. Be it known to all who enter here that Christ is the reason for this school. The unseen but ever-present teacher in our classrooms, the model for our faculty, and the inspiration of our students.*

## **TABLE OF CONTENTS**

<b>1</b>	<b>SCHOOL STATEMENTS</b>	<b>8</b>
1.1	Mission Statement	8
1.2	Philosophy	8
1.3	Vision Statement	8
<b>2</b>	<b>GOALS</b>	<b>8</b>
2.1	Environment	8
2.2	Faculty and Staff	8
2.3	Students	9
2.4	Curriculum	9
2.5	Family Support	9
2.6	Goals	9
<b>3</b>	<b>HISTORY</b>	<b>10</b>
<b>4</b>	<b>ACCREDITATIONS</b>	<b>11</b>
<b>5</b>	<b>AMENDMENT TO HANDBOOK</b>	<b>12</b>
<b>6</b>	<b>PARENT COMPLIANCE REQUIREMENT</b>	<b>12</b>
<b>7</b>	<b>ADMISSIONS POLICIES</b>	<b>12</b>
7.1	Nondiscrimination	12
7.2	Admission Process	12
7.3	Documents	13
7.4	Age Requirement	14
7.5	Factors Considered	14
7.6	Disclosure	14
7.7	Probation Period	14
7.8	Record Viewing	14
7.9	Non-custodial parent and parent custody rights	15
7.10	Separated and Divorced Parents	15
<b>8</b>	<b>FUNDRAISING</b>	<b>16</b>
<b>9</b>	<b>BEFORE/AFTERSCHOOL PROGRAM</b>	<b>16</b>
<b>10</b>	<b>SPECIAL NEEDS LEARNERS AND REFERRALS</b>	<b>18</b>
10.1	Introductory Statement	18
10.2	Legal References to Special Services	18
10.3	The Rehabilitation Act of 1973	18
10.4	Records for Special Needs Learners	19
10.5	Criteria for Acceptance of Students with Special Needs	19
10.6	Our Lady of Guadalupe Services for Special Needs Learners	19
10.7	Student Success Expectations for Special Needs Learners	20
10.8	Accommodations for Special Needs Learners	20

10.9	Modifications	21
10.10	Standardized Assessment for Students with Special Needs	21
10.11	Re-Evaluation for Students with Accommodations	22
10.12	Waiver of Accommodations	22
<b>11</b>	<b>FINANCIAL POLICIES</b>	<b>22</b>
11.1	Tuition	22
11.2	Financial Delinquency	23
<b>12</b>	<b>HEALTH POLICIES</b>	<b>24</b>
12.1	Emergency Contact Information	24
12.2	Medical Emergencies	24
12.3	Student Illness	24
12.4	Health Screening	25
12.5	Immunizations	25
12.6	Medication	25
12.7	Life Threatening Allergies	26
12.8	Ongoing Monitoring	27
12.9	Required Medical Physical	27
12.10	Accidents	27
12.11	Chronic Illness	27
<b>13</b>	<b>ACADEMIC POLICIES</b>	<b>28</b>
13.1	Homework	28
13.2	Make-up Late Work/Work Guidelines	29
13.3	Grading Policy	
	Midterm Final Exam	
	Probation Academic	30
13.4	Report Cards	31
13.5	Honor Roll Commendations	33
13.6	High School Scholarship – Grade 8	33
	a. Eligibility	
	b. Criteria	
13.7	Graduation	34
13.8	Promotion/Retention	34
13.9	Evaluation/Recommendation	35
13.10	Students Records	35
13.11	Non-custodial Parent/Custody Rights	35
13.12	Standardized Testing	
	NWEA	
	ESGI	35

13.13	Athletic Eligibility	36
13.14	Textbooks & Workbooks	36
13.15	Tutoring	37
<b>14</b>	<b>RELIGION FORMATION PROGRAM</b>	<b>37</b>
14.1	Church	37
14.2	Celebration of the Eucharist	37
14.3	Sacramental Preparation	38
14.4	Retreats	38
14.5	The Liturgical Year	38
14.6	Other Religious Activity	39
14.7	Virtue Program	39
<b>15</b>	<b>ATTENDANCE/TARDY/EARLY DISMISSAL POLICY</b>	<b>39</b>
15.1	Attendance	39
	Make Up Work	41
15.2	Absence Due to Illness	41
15.3	Family Emergency	41
15.4	Absence for Other Reason	41
15.5	Tardiness	41
15.6	Early Dismissal	42
15.7	Child Release to an Impaired Parent/Guardian	42
<b>16</b>	<b>DRESS CODE POLICIES</b>	<b>43</b>
16.1	Mass Dress Uniform	44
16.2	Optional for all Students	44
16.3	Additional Uniform Regulations	44
16.4	PE Uniform Regulations	46
16.5	Dress Down Days	46
<b>17</b>	<b>TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)</b>	<b>47</b>
17.1	Agreement and Permission	47
17.2	Non-use of Electronic Devices, including Cell Phones	50
<b>18</b>	<b>COMMUNICATION</b>	<b>51</b>
18.1	School Calendar	51
18.2	Constant Contact/Newsletter	51
18.3	Students Evaluations/Parent-Teacher Conferences	51
18.4	Parent/Teacher Communication	52
18.5	Teacher and Administration/Parent	53

18.6	Guidance/Counseling Program	53
18.7	Procedures for Students Expressing Self-Harm or Harm to Others	54
<b>19</b>	<b>DISCIPLINE POLICIES</b>	<b>54</b>
19.1	Rules/Consequences/Exceptions	54
19.2	Demerit System	55
19.3	General Regulations	59
19.4	Discipline Consequences	60
19.5	Disciplinary Probation	61
19.6	Suspensions and Expulsions	62
19.7	Use of Controlled Substances Policy	63
19.8	Complaint/Appeal	63
<b>20</b>	<b>BULLYING/HARASSMENT/CYBER-BULLYING</b>	<b>64</b>
20.1	Bullying	64
	a. Level One Intervention	64
	b. Level Two Intervention	64
	c. Level Three Intervention	65
20.2	Harassment	65
20.3	Harassment – Sexual	65
20.4	Blogs/Social Networking	66
<b>21</b>	<b>OTHER SCHOOL RULES, REGULATIONS AND SAFETY</b>	<b>66</b>
21.1	Animals in the Classroom as teaching tools	66
21.2	Asbestos Information	66
21.3	School Hours	67
21.4	Drop-off/Pick-up Procedures	67
	a. Late Pick-up Policy	
	b. Early Dismissal	
21.5	Parking and Pick Up Traffic Regulations	69
21.6	Child Abuse	69
21.7	Class Parties	70
21.8	Field Trip Policies/Forms	70
21.9	Gum & Food	71
21.10	Hall and Locker use (Valuables)	71
21.11	Library	71
21.12	Lost and Found	72
21.13	Safety	72
	a. Special Events	
	b. Unlicensed Drivers	

21.14	Smoking	72
21.15	Weapons	73
21.16	Website	73
<b>22</b>	<b>EMERGENCIES</b>	<b>73</b>
22.1	Fire, Weather, Intruder, Shelter in Place Drills	73
22.2	Severe Weather	73
22.3	Telephone Chain/IRIS Alert	74
<b>23</b>	<b>LUNCH</b>	<b>74</b>
23.1	Snacks	75
23.2	Lunch Visitation Policy	75
23.3	Forgotten Lunches	75
<b>24</b>	<b>USE OF SCHOOL GROUNDS AND FACILITIES</b>	<b>76</b>
<b>25</b>	<b>VISITORS</b>	<b>76</b>
<b>26</b>	<b>CO-CURRICULAR ACTIVITIES</b>	<b>78</b>
26.1	Student Governing Council	78
26.2	National Junior Honor Society	78
26.3	Student Service Hours	79
<b>27</b>	<b>EXTRACURRICULAR ACTIVITIES</b>	<b>79</b>
<b>28</b>	<b>RESPONSIBILITY OF SCHOOL AND PARENTS</b>	<b>79</b>
28.1	Christian Charity	79
28.2	School Responsibility	80
28.3	Parental Responsibility	80
28.4	Parental Involvement	81
<b>29</b>	<b>THE ROLE OF SCHOOL ORGANIZATIONS</b>	<b>82</b>
29.1	Organizations	82
29.2	Parent Teacher Organization	82
29.3	Booster Club Organization	83
29.4	Room Parents	83
<b>30</b>	<b>SERVICE REQUIREMENTS</b>	<b>83</b>
30.1	Volunteer Hours	83
30.2	Parent/Guardian Volunteers	83
30.3	Parental Supervision of Students	84

## WELCOME TO OUR LADY OF GUADALUPE CATHOLIC SCHOOL

Welcome to Our Lady of Guadalupe Catholic School. Our school operates under the auspices of the Roman Catholic Archdiocese of Galveston-Houston, Office of Catholic Schools. We are accredited through the Texas Catholic Conference of Bishops Education Department. We also hold membership in the National Catholic Educational Association.

We are pleased you have chosen Our Lady of Guadalupe Catholic School, and we take seriously the charge you have entrusted to us. We pray your family's time at Our Lady of Guadalupe will be rewarding and fruitful.

Parents and guardians, as first teachers of their children, lay the foundation for learning and faith. We join as partners, reinforcing and integrating our Christian values and educational experiences into the daily life of each student.

This Parent/Student Handbook is provided as an aid to maintaining an academically sound and formative learning environment in accordance with our mission statement. It was developed for the parents of Our Lady of Guadalupe Catholic School and provides an explanation of the policies and procedures that allow the school to operate smoothly and efficiently. Please take time to read the Parent/Student Handbook carefully. We trust you will find it informative and a great resource to assist you in becoming a member of the Our Lady of Guadalupe Catholic School community.

The enrollment of a student at Our Lady of Guadalupe Catholic School is considered to be an agreement on the part of the student and the parents/guardians that they will comply with all school procedures, rules, and regulations set forth in this handbook. **The Principal reserves the right to amend this handbook at any time for just cause.** Parents/guardians and students will be given prompt notification if changes are made.

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

Both parents and students should sign the last page to indicate you have read and understand the policies, procedures, and regulations of the school.

Sincerely in Christ,

Irazema S. Ortiz, M.Ed.  
Principal

### **To Solve a Problem at the Lowest Level**

**Please use the following chain of command to address any issues regarding behavior, grades, or isolated incidents during the school year.  
The child's teacher(s) should always be the first point of contact.  
If you need more assistance, contact the next person on the ladder**

**Teacher**



**Assistant Principal**



**Principal**



**Pastor**



## **1 SCHOOL STATEMENT**

### **1.1 Mission Statement**

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

*Revised: February 2010*

### **1.2 Philosophy**

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

### **1.3 Vision Statement**

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

## **2 GOALS**

### **2.1 ENVIRONMENT - OLGCS WILL:**

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

### **2.2 FACULTY AND STAFF - THOSE WHO MINISTER AT OLGCS WILL:**

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

### **2.3 STUDENTS - THE STUDENTS AT OLGCS WILL:**

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

### **2.4 CURRICULUM - THE CURRICULUM AT OLGCS WILL:**

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

### **2.5 FAMILY SUPPORT -THE LARGER FAMILY COMMUNITY OF OLGCS WILL:**

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

### **2.6 GOALS - OLGCS COMMITS ITSELF TO EDUCATE:**

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

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

Our Lady of Guadalupe's strategic plan can be found on the school website.

### 3 HISTORY

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

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

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

Over the course of the last 20 years, the school acquired Eagle Field, an overgrown piece of land that parents and friends of the school cleared for the children. Following this, the Archdiocese allowed the school to take over the small house formerly used by Catholic Charities. This building, La Casita, was originally used for Art and Music classes. The grotto of Our Lady of Guadalupe was built in 2000, followed by the acquisition of the land currently used for the parking lots. In the fall of 2008, Hurricane Ike proved devastating for the city of Houston. Although the building

incurred water damage, the strength of this structure held. Many of our families, however, lost jobs and homes. The covered carport area, allowing for movement between buildings during inclement weather, was completed in 2011. 2012 marked 100 years for our school community. In 2013, the building known as La Casita was converted into an Early Childhood Center and renamed “La Escuelita.” This conversion allowed for the addition of a Pre-Kindergarten for 3-year-olds.

In September 2017, the greater Houston area was devastated by the effects of Hurricane Harvey. Several OLGCS staff members and families were impacted by the storm. Homes flooded and families lost possessions. This rippled through the school year as some families required tuition assistance when their funds were depleted by repairs.

Over the next few years, our student body and the community grew steadily. After several successful fundraisers, we were able to make important upgrades to the campus including a scrolling marquee on Navigation Blvd, touch screen Promethean Boards in every classroom, and 8 security cameras in/around the campus, and a new stove and freezer in the kitchen. We have been truly blessed by our community and benefactors.

In March 2020, when the Coronavirus pandemic hit, our teachers went above and beyond to help students finish out the school year. We were able to keep our students enrolled and every single one of our staff members employed through the summer. As the 2020-2021 school year began, we implemented 100% virtual learning for the first quarter. Each subsequent quarter, we saw more and more students return to campus as well as the modified return of a few events such as sports and our annual Gala. We are thankful for God’s guidance and the support of our community through this historic time. We are looking forward to the 2022-2023 school year!

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

## **4 ACCREDITATIONS**

Our Lady of Guadalupe Catholic School is accredited through the Texas Catholic Conference of Bishops Education Department (TCCBED). The TCCBED is recognized by the Texas Education Agency (TEA). Our Lady of Guadalupe Catholic School meets all standards, policies and requirements and is fully accredited through the Texas Catholic Conference of Bishops Education Department (TCCBED).

## 5 AMENDMENT TO HANDBOOK

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

The enrollment of a student at Our Lady of Guadalupe Catholic School is considered to be an agreement on the part of the student and the parents/guardians that they will comply with all school procedures, rules, and regulations set forth in this handbook. **Failure to comply with school procedures and regulations set forth here may result in a student being asked to leave the school. The Principal reserves the right to amend this handbook for just cause.** Parents/guardians and students will be given prompt notification if changes are made.

## 6 PARENT COMPLIANCE REQUIREMENTS

The parents or guardians of students enrolled at Our Lady of Guadalupe Catholic School must demonstrate a willingness to comply with the school policies, particularly as they are described in this handbook and implemented by the school's administration. **A deliberate or persistent disregard, whether stated or demonstrated, for school policies could be grounds for a family being required to withdraw their child(ren) from Our Lady of Guadalupe or have their registration for the following year denied.** The administration will make the final decision in this regard.

## 7 ADMISSIONS POLICIES

### 7.1 NONDISCRIMINATION

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

### 7.2 ADMISSIONS PROCESS

The admission process generally begins in late January or early February, with returning student enrollment conducted online through the FACTS Family Portal. After priority enrollment for returning student enrollment has ended, the admissions portal opens for new student applications.

To secure a student's grade level placement for the next school year, the online enrollment process must be completed in the timeline set by the Principal. Enrollment process includes payment of the non-refundable enrollment fee through the online portal.

Admission of new students to Our Lady of Guadalupe Catholic School is based on the availability of space and resources as well as the developmental, scholastic, and behavioral qualification of the applicant. All applicants are required to participate in admissions screening/testing. Priority may be given to presently enrolled students receiving an invitation to re-register as a result of meeting the behavioral and academic standards of Our Lady of Guadalupe Catholic School. Parents and guardians also must conform their conduct to reasonable standards of cooperation and support consistent with the school's mission. Tuition and fee payments must be up to date at the time of registration for the coming school year.

### **7.3 DOCUMENTS**

An original birth certificate, baptismal certificate, current immunization records, current and prior year's report card, standardized test results (if administered), a current confidential teacher recommendation form, and health records must be provided. All required forms must be returned and all fee payments must be up to date at the time of registration before placement is assured.

- Parents/guardians will be asked to sign a Request for Release of Transcript, which will be forwarded to the student's former school; records will be sent to Our Lady of Guadalupe Catholic School. A transcript will include current report card, achievement test results and health records. New students will have to take an assessment and interview with the principal before being accepted. The school also requires the completion of a teacher and principal recommendation form.
- All required forms must be returned and fees paid during the registration period *before placement is assured*.
- If the school cannot meet the needs of the student, the right to request withdrawal of the student (if currently enrolled) or refuse admittance for the coming year may be made at the discretion of the Principal and in consultation with the Pastor.
- The school reserves the right to refuse admission to and call for the immediate withdrawal of any student whose presence is considered detrimental to the school's best interest.
- Every student enrolled shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

#### **7.4 AGE REQUIREMENTS**

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

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

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

#### **7.5 FACTORS CONSIDERED**

The factors considered in the admission of new students include:

1. whether the applicant is a child of a family registered in Our Lady of Guadalupe Parish for at least six months prior to the beginning of the application process.
2. whether the applicant is a sibling of students presently attending the school. Siblings must also meet the academic and behavioral requirements of the school.
3. whether the applicant is a child of a family who actively supports Our Lady of Guadalupe Parish with their time, talents and treasures.
4. whether the applicant is an Alumni of Our Lady of Guadalupe Catholic School.
5. whether the applicant meets the behavioral and academic standards of the school.

#### **7.6 DISCLOSURE**

Parents are expected to disclose with appropriate school personnel any significant confidential information that may affect their child's educational progress. Such sharing includes, but is not limited to, any of the following: medical/psychiatric/educational evaluations or diagnoses, medications, allergies, or specific family situations. All students must be toilet trained before admission to the school and thereafter.

#### **7.7 PROBATION PERIOD**

All new students are admitted on a probationary basis for the first year. The school reserves the right to rescind an offer for readmission to any student who no longer meets the behavioral or academic standards of the school. All students on probation will be observed by the Assistant Principal throughout their probationary period.

#### **7.8 RECORD VIEWING**

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

## **7.9 NON-CUSTODIAL PARENT AND PARENT CUSTODY RIGHTS**

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

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

## **7.10 SEPARATED AND DIVORCED PARENTS**

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

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

Continued strife between the parents is harmful to the children and does not set a good example for them. It is expected that even divorced and separated parents will treat one another with Christian charity and will display a spirit of forgiveness. Ongoing parental disputes can be counterproductive to the mission of the school and in some cases it is appropriate that the principal contact the Superintendent to discuss whether continued enrollment of the child(ren) is a viable option.



## 8 FUNDRAISING

Tuition covers only a percentage of the school's annual operational expenditures. In order to limit tuition increases while continuing to improve the quality of our educational programs, parents, grandparents, and friends are asked to contribute as generously as they can to the school's fundraising activities.

Our Lady of Guadalupe Catholic School engages in three principal fundraising activities a year and relies on every family to participate: The Annual Fund Campaign, Steps for Students 5K walk/run, and the Annual Gala/Auction. Each activity raises funds that support the school's operating budget. Parents will receive information about these activities in advance.

We ask that each family commit to a donation towards the annual fund and also to utilize their company's matching fund programs, if applicable. These matching funds can have a significant impact on the success of the Annual Fund. The Annual Fund is made up of unrestricted gifts, which help to fund all the necessary programs, projects and materials not covered by tuition.

There are other events and activities approved by the school's administration in which parents will be asked to participate, including raffle ticket sales for OLG Parish Fall and Spring Festivals. The proceeds from these events fund the operation of specific clubs, events, or items that would not otherwise be in the Our Lady of Guadalupe Catholic School operating budget.

## 9 BEFORE AND AFTER SCHOOL PROGRAM (BASP)

In order for the school to have the appropriate personnel to student ratio, students utilizing BASP must be registered for a specific day(s) for the afternoon program. In case of emergencies, if an additional day of BASP is required, please contact the BASP director at [kkulhanek@olgschoolhouston.org](mailto:kkulhanek@olgschoolhouston.org). Please click [HERE](#) for a copy of the BASP Handbook.

### **Program Options and Fees**

- Annual BASP Registration Fee (non-refundable): \$20 per child

### **Before School Care**

The Before School Care Program is available from **7:00 - 7:30 AM**, and is held in the school cafeteria. Parents are required to sign in students for morning care. Please do not drop off (curbside). OLGCS staff will walk over students to the main school building/Preschool building at 7:30. All students participating in BASP are required to be registered.

<b>Daily Rate:</b>	<b>One Child</b>	<b>Two Children</b>	<b>Three Children</b>	<b>Four +</b>
Arrival: 7:00-7:30 a.m.	\$5	\$7	\$9	\$3 per child

**After School Care**

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

**Rates for Students registered for five (5) days a week:**

One Child = \$200/month Two Children = \$375/month Three Children = \$550/month  
Four or more = an additional 75.00 per child/month

**Rates for Students registered for three (3) specific days a week:**

One Child = \$120/month Two Children = \$180/month Three Children = \$270/month  
Four or more = an additional \$80 per child

**DROP IN PROGRAM:** If you use the afternoon program two days or less a week, the student will be considered a “drop in.” **The rate for “Drop in” is \$15 per day per student.**

**ALL CHILDREN MUST BE PICKED UP BY 6 p.m. A fee of \$20 per child** will be invoiced for pick up between 6:00 – 6:15 p.m. for all programs. After 6:15 p.m. an additional \$1 per minute per child will be invoiced.

**Note:** Extra-curricular activities and tutoring. If your child attends any sports, clubs or goes for tutoring, and plans to return to BASP please email the schedule to Ms. Karen Kulhanek [kkulhanek@olgschoolhouston.org](mailto:kkulhanek@olgschoolhouston.org).

**INVOICING** All invoicing and payments for the BASP is processed through the Family FACTS Portal. Payments will not be accepted at the school office or given to Mrs. Karen Kulhanek

**Morning program:** The family will be invoiced once a month. The invoices will be issued by the 5<sup>th</sup> of the following month with a due date ten days later.

**Afternoon program:** Fees are based on a monthly rate. Payment must be made in advance by the 10<sup>th</sup> of each month. The only exception will be the month of August. (Please see section below “August Afternoon Program Invoicing.”) Once you have registered your child for the five (5) day or three (3) day program, the above fees will be due whether your child

attends on the days specified or not. If a student registered for the three (3) day program attends any additional days, the additional days will be billed at the “drop-in” rate.

**August Afternoon Program Invoicing:** The rate for the monthly fees for August will be 50% of the regular monthly fees. The fees for August are due with the registration fees.

**Drop in:** The family will be invoiced according to the number of days used. Invoices will be issued once a month. The invoices will be issued by the 5<sup>th</sup> of the following month with a due date ten days later. There will be no afternoon BASP on Monday December 12, 2022 and Friday May 26, 2023.

## **10 SPECIAL NEEDS LEARNERS AND REFERRALS**

### **10.1 INTRODUCTORY STATEMENT**

Consistent with the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese of Galveston-Houston seeks to include students with special needs in our schools to the extent that the needs of such students can be met within the scope of the programs and available resources. The Catholic Schools Office is aware that it is unrealistic to serve all categories of students with special needs. However, Our Lady of Guadalupe Catholic School and the other Catholic Schools understand that admission of students with special needs must be considered and reviewed on an individual basis.

### **10.2 LEGAL REFERENCES TO SPECIAL SERVICES**

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

### **10.3 THE REHABILITATION ACT OF 1973**

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

#### **10.4 RECORDS FOR SPECIAL NEEDS LEARNERS**

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

#### **10.5 CRITERIA FOR ACCEPTANCE OF STUDENTS WITH SPECIAL NEEDS**

In making a determination regarding the admittance of a particular student, Our Lady of Guadalupe Catholic School will review the child's ability to meet the school's academic, behavioral, social and physical qualifications. Each Catholic school determines its ability to meet the needs of the student applicant. Consideration will be given to the following:

The student's demonstrated ability to meet grade level requirements;

- The record of student's ability to follow school rules and regulations;
- The student's ability to meet socially acceptable behaviors; and
- The student's ability to meet the physical requirements of attendance.

#### **10.6 OLGCS SERVICES FOR LEARNERS WITH SPECIAL NEEDS**

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

*Currently Enrolled Students* – If a teacher or parent is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he or she will discuss concerns with the parent and Principal, and then meet with the Assistant Principal as soon as possible. Our aim is always to work as a team to do what is best for the child. Because this is a critically important and individualized process, we will review and discuss:

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

Parents will be expected to disclose any pertinent information that may assist Our Lady of Guadalupe Catholic School in educating the student. The principal and staff may recommend educational alternatives and/or referrals to the local school district and/or private agency of the parent's choice for further diagnostic evaluation.

Our Lady of Guadalupe Catholic School will keep documentation for all referrals on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a ***Catholic Accommodation Plan***. If, upon review of a diagnostic evaluation, it is determined that the student cannot be served through minor accommodations, the principal may assist the parent in educational alternatives. Accommodations for a student may be noted on the progress report and report card but not on the permanent school record. Modifications for a student will be noted on the progress report, report card and the permanent record.

## **10.7 STUDENT SUCCESS EXPECTATIONS FOR SPECIAL NEEDS LEARNERS**

Our Lady of Guadalupe Catholic School will deploy all available school resources to promote student success. We are committed to keeping the lines of communication open and informing parents about student progress in all areas. The classroom teacher and parent will first discuss any concerns about a student's progress. School success is the outcome of a strong academic partnership between parents and faculty, and Our Lady of Guadalupe Catholic School strives to maintain strong collaborative ties with all our families. In order to provide the greatest educational benefit to our students, parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in Our Lady of Guadalupe Catholic School's efforts to adequately support their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s) or guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

## **10.8 ACCOMMODATIONS FOR SPECIAL NEEDS LEARNERS**

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a thorough diagnostic/psychological evaluation, a student meets certain criteria to qualify for accommodations to his or her schoolwork.

In many instances, accommodations (changes in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private agencies may be referred for special assistance after the administration has verification through a diagnostic evaluation of the student's recommended accommodations (curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the Administration, tutor, Principal, and classroom teacher after all available information has been reviewed. Accommodations for a student are noted on the progress report and report card but not on the permanent school record.

## **10.9 MODIFICATIONS**

Modifications are changes in what a student is expected to learn. They refer to changes made to curriculum expectations in order to meet the needs of the student. Modifications are made when the grade level expectations are beyond or below the student's level of ability. The changes are made to provide a student opportunity to participate meaningfully and productively, along with other students, in classroom and school learning experiences. Modifications include changes in instructional level, content and performance criteria.

Catholic Schools understand that admission of students with special needs must be considered and reviewed on an individual basis. Catholic Schools strive to recognize and address the needs of all those who seek a Catholic education. Within the resources of each school, schools will offer services to eligible children with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Catholic schools are only required to make minor adjustments to accommodate eligible students. Modification of a child's program must be noted on the progress report, report card and the permanent record card, if the curriculum is modified. Any modifications made to a student's educational program must be requested from the Catholic Schools Office by the school via special request to the Director of Support for Students with Exceptionalities.

## **10.10 STANDARDIZED ASSESSMENT FOR STUDENTS WITH SPECIAL NEEDS**

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocesan standardized assessment program. Accommodations are provided to students who are diagnosed with a disability and have provided the school with a diagnostic and/or psycho-educational evaluation. A student must have a **Catholic Accommodation Plan** on file with documented testing recommendations from the local school district or private agency to receive testing accommodations. These testing arrangements must be planned for in advance through a meeting with the Administration. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

## **10.11 RE-EVALUATION FOR STUDENTS WITH ACCOMMODATIONS**

It is required that psychological/diagnostic evaluations are updated at least every three years by the local school district and/or private agency. It may be conducted more often if the parent or school requests a more thorough comprehensive evaluation. This three year time frame is an IDEA and Archdiocesan requisite in order to assess current accommodations and identify any further changes to meet the student's needs. If the child is not meeting the academic objectives and/or exhibiting new challenging behaviors in their educational setting then a re-evaluation is required to reassess specific areas of concern. If a parent refuses to have a re-evaluation completed for their student, the school is not required to accommodate the student and the school will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student. In order to have formal accommodations in place, an updated evaluation is required. A re-evaluation may be in areas of demonstrated need or concern. Re-evaluations are also required to be updated if a student is scheduled to take College Board exams (SAT, SAT subject tests, PSAT/NMSQT, PSAT 10, or AP Exams) and requesting accommodations.

## **10.12 WAIVER OF ACCOMMODATIONS**

If a student is exhibiting success in their educational program and the parents, principal and educational team decide that accommodations are any longer necessary this must be documented on a Waiver of Accommodations form. After the waiver is signed the student will then continue his/her educational program without any accommodations. Documentation of the release must be on file at the school and parents, principals, and educational team will meet after each grading period to determine the student's academic, behavioral, emotional and social progress without accommodations. If the student is successful without accommodations after two full school years then no further waiver reviews are required. If the student is not successful without accommodations then the Catholic School will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student.

# **11 FINANCIAL POLICIES**

## **11.1 TUITION**

Our Lady of Guadalupe Catholic School has various payment plans, fees, and tuition policies. Payment may be made as: Ten equal payments made through FACTS or Payment in full with a 3% discount. For more information regarding payment plans, fees, and tuition policies please reference the school website [HERE](#). **In order for a student to take exams and enroll for the next academic year, all accounts must be paid in full or payment plans must be up-to-date;** otherwise, students may be temporarily suspended from school until fees are brought up to date.

All families are required to complete the FACTS Tuition Grant & Aid Assessment in order to determine tuition obligation. Grant & Aid assistance has to be completed online. Please contact the admissions office for questions on applications/forms or visit <https://online.factsmgt.com>.

It is the financial obligation of parents/guardians to support the school by paying tuition on or before the first (5<sup>th</sup> or the 20<sup>th</sup>) of every month.. A \$35 late charge will be assessed after the fifth (5<sup>th</sup>) and the (20<sup>th</sup>) of the month. All tuition payments and fee payments not made in accordance with this schedule may result in the student(s) suspension. All financial obligations to the school must be met before a student receives his/her final report card.

**Eighth graders may not be allowed to participate in the 8th grade picnic/activities, graduation ceremonies, or receive transcripts if these obligations have not been met.** All records will be withheld until all balances have been paid in full. Payment made after May 5<sup>th</sup>/20<sup>th</sup> must be in cash.

## **11.2 FINANCIAL DELINQUENCY POLICY**

Tuition is the primary revenue source of our school, and these funds are used to pay the monthly bills our school incurs: teacher and staff salaries, utilities, maintenance and repairs, etc.) Therefore, it is imperative that families pay their tuition obligation in a timely manner to ensure the effective operation of the school.

If a family has not made their scheduled tuition payment, they will be notified by FACTS. FACTS will make two more collection attempts, which will incur additional fees for each attempt. The Administrative Assistant will contact the family within 15 days of the past due payment to discuss the past due balance and schedule a meeting to discuss a payment plan. Parents will be given an additional 15 days to meet the conditions of the payment plan.

Withdrawal of a student due to non-payment of tuition is not a matter that can be grieved.

Unpaid balances must be resolved before the last day of school. Families with unpaid balances will not be considered enrolled for the 2022-2023 school year, and therefore will not be placed on class list(s).

### **30 Days Delinquency:**

1. Access to FACTS is restricted
2. Report Cards/Progress Reports will **not** be released
3. Transcripts and school records will **not** be released

### **45 Days Delinquency:**

1. All of the above



2. Students will not participate in extracurricular activities including, but not limited to: athletics, field trips, school clubs, competitions, or performances.
3. Mandatory meeting with the Principal

### **60 Days Delinquency:**

1. All of the above
2. The school reserves the right not to allow students to take final exams if tuition or other fees are delinquent past 60 days.

### **3. If the family is not abiding by the plan and the account is 60 days past due, the student is subject to administrative withdrawal.**

Our Lady of Guadalupe Catholic School will *not* release records, including records of student performance (i.e. report cards, progress reports, etc.) and will not certify students for advancement or transfer until the delinquent account is paid in full. If there are recurrent problems in tuition collection, this could affect acceptance of registration for the next school year.

## **12 HEALTH POLICIES**

### **12.1 EMERGENCY CONTACT INFORMATION**

When a child is sent to the nurse's clinic for care, the parent will be notified if the child must be sent home. No child is to be left at school once he/she has become ill or injured. The clinic is a place for an ill or injured student to wait as comfortably as possible until a parent/guardian can come for him/her. It is imperative that parents give the school accurate telephone numbers where they or their designee can be reached during school hours. This information is critical and must be updated as it changes. Parents who are going to be out of town while school is in session must furnish the school with the name(s) and telephone number(s) of the person taking care of the child during the parents' absence. **OLGCS cannot be responsible if your emergency card is not complete or updated.** Emergency contact forms are needed for field trips. Students are required to have a completed form on file to leave campus on a field trip.

### **12.2 MEDICAL EMERGENCIES**

Each student must have a completed Student Emergency Information Card on file at the school. It must have the name of the child's physician, dentist, and a signature that gives the school the right to seek emergency medical care. The school will first attempt to contact the parents/guardians in an emergency; however, the school reserves the right to call an ambulance to transport the child to seek appropriate medical care, should it become necessary.

### **12.3 STUDENT ILLNESS**

For the protection of all students, the following guidelines will be used. A child will be sent home with:

- a. Fever of 100° or higher
- b. Suspected contagious/communicable disease (e.g., impetigo, strep throat, chicken pox, pink eye, vomiting, diarrhea)
- c. General malaise (is too ill to remain at school)

If the student has any of the above symptoms in the morning before coming to school, he/she should remain at home. If a child remains at home because of a communicable/contagious disease, a parent should call the school to determine when the child may return to school. In the case of fever, the student must be **fever-free without fever-reducing medication for 24 hours before returning to school, and in the case of diarrhea or vomiting**, a student must not return to school before 24 hours following the last occurrence.

#### 12.4 HEALTH SCREENING

In compliance with the Texas Department of Health, Bureau of Children's Health, the school nurse will perform the following screenings. It is the parent/guardian's responsibility to make any follow-up appointment.

- a. Hearing and Vision - Grades prekindergarten, kindergarten, 1, 3, 5, 7 and all new students
- b. Acanthosis Nigricans - Grades 1, 3, 5 and 7 and all new students
- c. Scoliosis/Spinal - Grades 5 and 8.

#### 12.5 IMMUNIZATIONS

- a. Students in the Archdiocese of Galveston-Houston Catholic Schools must be in compliance with the immunization requirements of the Texas Department of Health, Immunization Division.
- b. Registration requirements for first-time students include a current immunization record of all required immunizations.
- c. All immunizations **MUST be completed by the first day of attendance in school.** To remain enrolled, the student must complete the required immunizations or subsequent doses in each vaccine series on schedule. Upon notification by the school of noncompliance, students must provide acceptable evidence of vaccination within 14 days to remain enrolled.
- d. Exemptions - Exemptions from immunizations due to medical reasons are allowed with a letter signed by a medical doctor stating that the vaccination is injurious to the health and well-being of a student or family member and must state a period of time for the exemption. The school does not permit exemptions for reasons of conscience.

#### 12.6 MEDICATION

The daily routine of the clinic includes the management of medications. The schools of the Archdiocese of Galveston-Houston adhere to the Texas Education Code 22.052 regarding the administering of medications to students by school employees.

- a. Medication (prescription and non-prescription) may be administered to students only upon written request by the parent/guardian and physician. This includes, but is not limited to:

topical antibiotics, Hydrocortisone ointment, cough drops, and mosquito sprays. The request must state the following: **student's name, name of medication, prescribed dosage of medication, time(s) of administration of medication, route, exact date medication is to be given, liability release, and signatures of the parent/guardian and physician.** Forms are available in the school office and online.

1. All medication, prescription or non-prescription, **must be in its original container and be properly labeled in English**. A properly labeled prescription medication is one with a pharmacy label stating the student's name, the name of the medication, and prescription date. Non-prescription medication must be in the original container indicating directions for use and labeled with the student's name.

Texas State Law also requires that the medicine be sent in the ORIGINAL PHARMACY CONTAINER (prescription or non-prescription) labeled with the student's name.

2. The school nurse or principal designee has the responsibility to question a medication order, discrepancies in an order, or incompleteness of an order. The parent/guardian will be notified of the issue. The parent must take appropriate steps to correct the problem. The school may refuse to give medications if a discrepancy is determined.
3. Parents/guardians are encouraged to schedule the administration of student medicine in such a manner that medication brought to school will be kept to a minimum. For example, the physician may be able to prescribe the medication before/after school and at bedtime
4. It is the student's responsibility to report to the designated area to take his/her medication. Appropriate measures may be taken to ensure the medication is given.
5. All medication will be locked in a drawer in the office unless refrigeration is required.
6. The parent/guardian or designated adult must bring the medication to the clinic. All medication (prescription or non-prescription) must remain in the school clinic. *Exception: It may be possible to develop an individualized health care plan allowing students with asthma to possess and self-administer prescription asthma medicine while on campus or at a school-related event or activity. Parents/Guardians should contact the school nurse to implement this plan and complete the necessary forms.*
7. Parents/guardians must pick up unused medicine by the last day of the school year. The nurse will dispose of any medication left in the clinic.

## 12.7 LIFE THREATENING ALLERGIES

It is the responsibility of the anaphylactic or potentially anaphylactic child's parents to inform the school principal of their child's allergy. Anaphylactic or potentially anaphylactic children who have been issued a prescription for an EpiPen® shall deliver at least two (2) to the school nurse for use in

case of an emergency. Children who are no longer allergic or no longer require an EpiPen® must present a letter of explanation from their allergist or pediatrician. An individual treatment protocol needs to be established by the child's allergist. The school cannot assume responsibility for treatment in the absence of such a protocol. **A copy of this should be delivered to the school nurse.**

Forms may be found online. The forms and medicine must be delivered to the school nurse before the start of the school year. Parents must also schedule a meeting with the school nurse before the school year begins to review the plan of care for students with life threatening allergies.

## **12.8 ONGOING MONITORING**

Parents must inform the principal and nurse if ongoing monitoring is required for their child. Prior to the first day of attendance, parents will meet with the school nurse to develop an individualized health care plan that will include instruction for observation, care and treatment, medication orders and special instructions. Failure to disclose pertinent medical information in a timely fashion can be cause for dismissal.

## **12.9 REQUIRED MEDICAL PHYSICAL**

Every student in grade 6 must provide a current medical physical evaluation to the school nurse, whether or not the student participates in school athletics, prior to the first day of school in August.

## **12.10 ACCIDENTS**

It is imperative that an emergency number and your contact's name be filed in case of an accident. If an accident occurs, parents/guardians will be contacted immediately. If the parent/guardian cannot be reached, the emergency contact will be called. If neither the parent/guardian or emergency contact can be reached and immediate action is necessary, paramedics will be called.

## **12.11 CHRONIC ILLNESS**

All children with chronic illnesses or conditions will be identified. Children who have serious possibly life-threatening conditions require health care plans. Children with less serious health care needs need to be identified and staff must be familiar with the condition and the care required.

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

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

with the same information may be provided instead. Any medication or equipment must be provided to the school by the parents.

## **13 ACADEMIC POLICIES**

### **13.1 HOMEWORK**

Homework is the student's responsibility. It is his/her opportunity to learn self-discipline, defined here as the habit of doing what one needs to do rather than what one wants to do. It is the student's opportunity to learn responsibility, time management, and experience the empowering sense of achievement at the conclusion of difficult tasks. It is the child's first opportunity to experience accountability to someone other than his/her parents.

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

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

Homework allows for the practice at home of academic skills, thus furthering retention of academic content. In addition, homework helps prepare Our Lady of Guadalupe Catholic students to continue their education in high school by fostering time management skills, individual responsibility and independence.

Meaningful work is assigned by teachers at the end of classes in an effort to provide independent practice for the students. Students should recognize the difference between 'homework' and 'studying.' Students may not always have homework to complete, but he/she should always have studying to accomplish. Students are expected to do their assignments and prepare for their classes every day.

Teachers will determine the appropriate length of all homework assignments in compliance with the Archdiocesan guidelines. Certain assignments may require more time than others to complete. Homework is to be completed by the student and turned in at the time specified by the teacher. Teachers will not accept assignments left in the office or delivered by the parents for full credit. Homework is to be submitted on time.

Students who forget homework or other materials in the classroom are not permitted to return to pick up materials during or after afternoon carpool. It is the responsibility of the student to gather all materials prior to leaving for the school day.

Homework will not be assigned over holidays except for continued work on long term projects. As a general rule, the homework assignment should be limited to:

PK-Kinder     15 -30 minutes + 15 minutes reading with an adult

Grades 1-2     30 minutes + 15 minutes of independent reading

Grades 3-4     45 minutes + 15 minutes of independent reading

Grades 5-6     60 minutes + 20 minutes of independent reading

Grades 7-8     90 minutes + 30 minutes of independent reading

**NOTE:** Times are based on average students - many students will finish faster and some students may require additional time to complete homework assignments. If your child consistently experiences difficulties completing assignments within reasonable time frames, please contact your child's teacher to see if there are any issues that need to be addressed in order to remedy the situation. \*Long range homework assignments may require additional time.

## **13.2 MAKE-UP/LATE WORK/ WORK GUIDELINES**

### **a. Make-up Work**

Students are expected to make up work immediately following an excused absence.

**Students are responsible for arranging make-up work.** Students may need to stay after school or miss an ancillary class to make-up work. These arrangements must be made with all teachers. This privilege is not necessarily extended to those students who are absent for any reason other than illness or a family emergency. Students are required to complete all class work and homework missed during any absence. Students will be given one day for every day absent, not counting the day they return to school to complete any missed assignments or tests. It is the student's responsibility to ask for the make-up work.

Middle school students who are absent on major test dates or during midterm/final exams may be required to have a signed doctor's excuse before they may take a make- up test. Students may need to stay after school to make up a missed test/exam.

Recreational trips or vacations taken during regularly scheduled school days are strongly discouraged. Absences from classes due to trips or vacations are considered unexcused. *School work will not be sent with students who leave for vacations or other absences during the year.* All school work will need to be completed upon return from the extended absence. Students will have the same number of days they were absent to complete missed assignments. Students will receive partial credit up to 85 for make up work. If the work is not made up according to the timetable, the student will earn a zero for incomplete work. Please make vacation plans around the school calendar.

**b. Late Work**

Students are given a reasonable amount of time to complete all assignments. It is the responsibility of the student to turn in work on time. Developing good study habits is the goal of Kindergarten - Grade 1, and teachers will work with the students to develop strategies that assist the student in personal responsibility.

Rather than students earning a zero for incomplete or late work which is counter-productive for motivation and life- blocking, students are given an "I" for incomplete. Incompletes are recorded in teacher gradebooks and appear in weekly online grade reports to parents. Students must be responsible and accountable while imposing logical consequences for not completing and turning in the work on time.

**For students in Grades 2 - 8, Ten (10) points will be subtracted for each day that it is late for THREE days. The highest grade a student may earn for work submitted on day three is a 70. Late work submitted after day three will receive a zero.**

### **13.3 GRADING POLICY**

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

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

Homework	10%
Tests/Major Projects	45%
Class work/Quizzes	35%
Participation	10%

### **MIDTERM/FINAL EXAMS**

Midterms and Final exams are required in 6th-8th grades. Semester exams will be administered:

	6th Grade	7th Grade	8th Grade
Religion	X	X	X
Literature	X	X	X
ELA	X	X	X
Mathematics	X	X	X
Science		X	X
Social Studies			X

Students will not test in other subject areas during midterm and finals weeks. Families are discouraged from scheduling vacations during middle school midterm or final exams. Exams are not given early. Missed middle school midterms and finals must be scheduled through administration.

### PROBATION - ACADEMIC AND BEHAVIORAL

All newly enrolled students are conditionally accepted with a status of academic and behavioral probation for the first nine-week quarter. All students starting the school year on probation will be observed by the Assistant Principal during their probationary period. At the end of the first quarter, the administration may send a parent letter indicating the conclusion or extension of the probationary period. ***Any student can be put on probation at any time during the school year for academic or behavioral reasons.*** Students with a grade of 69 or lower on their progress report or report card will be placed on academic probation until the next reporting period. Parents will be notified with a formal letter stating the failing subjects. The principal reserves the right to put the student on probation or to suspend, place on home-study, expel or withdraw, as deemed appropriate to the circumstances. The pastor and superintendent will be consulted in cases of expulsion. The pastor's decision in all of these cases will be final.

### 13.4 REPORT CARDS

Report cards are issued to students four times each academic year. As much as possible, every grade given, both academic and conduct, will be the result of an honest, careful evaluation of all phases of the student's work and effort.

A semester average is calculated for each subject taught. The calculation of Semester Averages is as follows:

Elementary (1st-5th Grade)	Middle School (6th-8th Grade)
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1st and 2nd Quarter 50%	1st and 2nd Quarter 45%
3rd and 4th Quarter 50%	3rd and 4th Quarter 45%
	Semester Exam (midterm/final) 10%

### Conduct Grades

The following criteria have been defined to assist in interpreting conduct grades earned by students.

- EXCELLENT – Exhibits outstanding behavioral traits.
- SATISFACTORY – Ordinarily, usually, and generally conforms to behavioral traits.
- NEEDS IMPROVEMENT – Progress is clearly needed in behavioral traits.
- UNSATISFACTORY – Evidence that the student is clearly lacking in conduct behavioral traits.

**For students in grades PreK & Kindergarten, the following grading designations are used**

**G-** Goal Achieved  
**S-** Satisfactory  
**T-** Transition: Child is in the process of learning  
**N-** Need Attention: child is not able to complete goal  
**NA:** Not observed at this time

Our Lady of Guadalupe Catholic School uses the Archdiocesan grading scale:

**For all students in grades 1-8, the following grading designations are used:**

Outstanding	Above Average	Average	Below Average	Failing	Conduct Grade
A+ 99 – 100	B+ 91-92	C+ 83 - 84	D+ 75 - 76	F 0 - 69	<b>E Excellent</b>
A 95 – 98	B 88-90	C 80 - 82	D 72 - 74		<b>S Satisfactory</b>
A- 93 - 94	B- 85-87	C - 77 - 79	D- 70 - 71		<b>N Needs Improvement</b>
					<b>U Unsatisfactory</b>

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

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

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

### 13.5 HONOR ROLL AND COMMENDATIONS

- **A Honor Roll** Students must have all A's and no less than an S in all ancillary classes. Conduct must be E or S in all subjects.
- **A/B Honor Roll** Students must have all A's and not more than 3 B's with no less than an S in all ancillary classes. Conduct must be an E or an S in all subjects.

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

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

### 13.6 HIGH SCHOOL SCHOLARSHIP – GRADE 8

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

#### Eligibility

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

#### Criteria

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

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

### **13.7 GRADUATION**

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

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

### **13.8 PROMOTION/RETENTION**

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

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

***Failure*** - Promotion to subsequent grade levels is determined by final course averages. If a student receives a final average below 70, the student fails the subject. If two major subjects are failed, the child is recommended for retention. **Re-enrollment of students who have failed a grade is left to the discretion of the administration. The decision is based on whether the educational needs of the students can be met at Our Lady of Guadalupe Catholic School, and/or whether the student is motivated to meet the requirements.**

A student is not promoted and must attend summer school if two major subjects are failed. The major subjects are: Religion, Reading, English, Spelling, Mathematics, Science, Social Studies. It is the responsibility of the family to complete summer school requirements – summer school is not offered at Our Lady of Guadalupe Catholic School.

A student is promoted if, considering his/her abilities, he/she satisfactorily completed the work of the current grade. Promotion from Early Childhood shall be based upon accomplishing the required essential curriculum elements as well as progress made in social, emotional, and physical growth.

### **13.9 EVALUATION/RECOMMENDATIONS**

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

### **13.10 STUDENT RECORDS**

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

### **13.11 NON-CUSTODIAL PARENT/PARENT CUSTODY RIGHTS**

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

### **13.12 STANDARDIZED TESTING**

As of the 2022-2023 school year, the Archdiocese of Galveston-Houston will no longer administer the IOWA or CogAT testing. Instead, benchmark testing through NWEA and ESGI will take place in the Fall, Winter, and Spring. The ACRE Religion test will be administered online in the Computer Lab to students in Grades 5 and 8. Parents are informed of the results of the tests during parent teacher conferences.

#### **NWEA Testing**

Students in 1st-8th grade will be assessed three times a year in the Fall, Winter, and Spring. NWEA testing measures achievement and growth in math, reading, language usage, and fluency. It provides teachers with accurate, and actionable evidence to help target instruction for each student or groups of students regardless how far above or below they are from their grade level. The results of this testing will be discussed and sent home during parent teacher conferences.

#### **ESGI**

Students in PK4-Kindergarten will be assessed three times a year in the Fall, Winter, and Spring. ESGI testing provides teachers with real-time student data in Reading and Math to effectively drive instruction. The results of this testing will be discussed and sent home during parent teacher conferences.

### 13.13 ATHLETIC ELIGIBILITY

Each student participating in an extracurricular activity must meet the eligibility standard of Our Lady of Guadalupe Catholic School. Eligibility will be determined at the middle and end of a quarter by the progress report or report card. Notice of ineligibility will be sent home the Friday following these demarcations. Ineligibility will begin that Friday and will last until the next Progress Report or Report Card. Parents and the Athletic Director will be notified by a formal letter stating the classes and grades needing to be brought up. The Athletic Director and the Principal will have the final word on this issue.

A student will become ineligible if he/she has one grade of a 69 or below OR if he/she receives a conduct grade of Unsatisfactory. Students with severe behavioral infractions or caught cheating will also be suspended from the activity for a minimum of 3 weeks.

If an athlete is suspended he/she may not attend practice. Students on probation are allowed to attend games to support teammates, but may not participate in the game. Attending practice does not allow the student appropriate time or focus on coursework. Ineligibility applies to all games that fall within the ineligibility period, and includes any and all playoff games.

### 13.14 TEXTBOOKS & WORKBOOKS

Textbooks are rented to the students at the beginning of each academic year. A textbook rental fee is included in the book fees. Every effort to maintain the issued condition of the textbooks is required from the student. **Students are required to keep all textbooks covered.** Issued textbooks may not be shared among students.

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

- ☐ **Student's Responsibility** - Students are responsible for the care of the books, consumable workbooks and materials issued to them. The condition of the book is noted on the inside front cover at the time of issue. All school-owned texts are to be COVERED at all times to provide protection and to minimize wear and tear.
- ☐ **Damaged Books** - Students will be fined for books that are damaged. Fines will be assessed according to the amount of damage during a given school year.
- ☐ **Lost Books** - If a student loses a book or consumable workbook, he/she is responsible for notifying the teacher. The student will be charged the full amount of purchase so that the item can be replaced. If a workbook is lost, the student is responsible for replacing the workbook.

### **13.15 TUTORING**

Outside tutors are allowed when a student has current diagnostic testing indicating an educational need on file. Students may receive tutoring during ancillary classes only as assigned by the academic dean with permission of the principal.

## **14 RELIGION FORMATION PROGRAM**

Our Lady of Guadalupe places the greatest possible emphasis on students' participation in the sacraments and the reception of the grace they confer. The school endeavors to provide opportunities to receive the sacraments as an integral part of the religion curriculum.

The opportunities provided by the school in no way relieve parents/guardians of their duty to promote religious practice at home and to develop a spiritual life in the domestic church. Catholic parents/guardians are expected to ensure that students fulfill their Sunday obligation, and to provide regular access to the Sacrament of Reconciliation. Opportunities to receive the sacraments at school are intended to augment, not replace, religious practice as a family.

### **14.1 CHURCH**

The Blessed Sacrament is reserved in the Church. When entered into earnestly, adoration of the Blessed Sacrament will help the student to build a prayerful and ever-deepening relationship with Christ. For this reason, and because the Church strongly recommends her members to make these visits, every student is encouraged to visit and spend time with the Blessed Sacrament before and after school, or during breaks. In addition, periodic class visits to the Church are scheduled into the calendar during the school year.

Out of respect for Christ, a prayerful and reverent attitude is to be maintained while in the Church. As a sign of our belief in the Real Presence of Christ in the Eucharist, students are expected to maintain a dignified posture while in the Church and genuflect when entering and leaving the Church.

### **14.2 CELEBRATION OF THE EUCHARIST**

Students participate in the celebration of the Eucharist each week. The school Mass is typically on Wednesdays at 8:15, as part of the parish daily Mass. Should a Holy Day of Obligation fall during the week, the school will celebrate Mass on the holy day instead of Wednesday. Parents/guardians and others are encouraged to join in worship.

The sacrament of reconciliation is offered to students periodically when a suitable number of priests can be arranged. Families are also encouraged to participate in parish communal reconciliation services, which are typically offered in the seasons of Advent and Lent.

Para-liturgies (e.g., Stations of the Cross, Crowning of Mary) are conducted when appropriate to celebrate special feast days and to commemorate special events. These activities serve to convey the rich tradition of Catholic worship to our students.

### **14.3 SACRAMENTAL PREPARATION**

The Sacrament of Reconciliation frees us from the guilt and burden of our sins and offers sanctifying grace, thus deepening our relationship with Christ.

Catholic students in second grade are eligible to receive the Sacrament of Reconciliation and the Eucharist during the second semester, provided they meet all other requirements for the sacraments to be conferred. Parents/guardians of students receiving a sacrament for the first time are required to participate in a school program of preparation and must show, along with their student, a proper understanding of the sacrament.

We recognize that sacramental preparation is the primary responsibility of a child's parents. Sacramental study is an integral part of the second grade religion curriculum at Our Lady of Guadalupe Catholic School and serves to support the family in this preparation. Students ready to receive the sacraments of first Reconciliation and first Eucharist have the option to participate in the schools Sacramental Preparation Program or register in their home parish's sacramental preparation program.

If your child is older than second grade and has not received the sacraments please contact your home parish or Our Lady Guadalupe Catholic Church, Sister Aida Ramirez , Director of Faith Formation. Please contact the Parish Office 713-222-0203.

### **14.4 RETREATS**

Spiritual retreats provide an opportunity for students to strengthen their relationship with God and neighbor. This privilege and responsibility lies at the core of our school's formation program. Every student in Sixth through Eighth grade will attend a retreat. Specific details on upcoming retreats will be sent home in advance.

### **14.5 THE LITURGICAL YEAR**

Our Lady of Guadalupe pays special attention to the various liturgical seasons within the Church, such as Advent, Christmas, Lent, Holy Week, and Easter. The special events at the school aim to continually nurture the school community's love for Christ and his Church.

The school celebrates liturgical feast days. Parents and students are encouraged to take an active part in living the liturgical year with the Church through the activities and celebrations organized at the school. Specific details on feast day celebrations will be sent home in advance. Room Parents work with the teachers to plan these celebrations appropriately.

## 14.6 OTHER RELIGIOUS ACTIVITY

Catholic religion is taught on a daily basis. Daily prayers in the classroom are a part of the religion program. OLG students are also taught the importance of charitable acts as a natural expression of the Catholic faith. This includes supporting the food bank at St. Vincent de Paul/Martha's Kitchen/Catholic Charities. Students are also encouraged to help disaster victims when the opportunity arises, and to contribute to special collections at Christmas and other times of particular need.

## 14.7 VIRTUE PROGRAM

Throughout the year, the school holds monthly virtue campaigns aimed at helping students to know, value, and practice Christian virtues in a constant, firm, and committed way. The campaigns define a virtue, provide opportunities to practice the virtue in everyday situations and reinforce the practice with contests and motivating activities.

# 15 ATTENDANCE/TARDY/EARLY DISMISSAL POLICY

## 15.1 ATTENDANCE

In compliance with the Texas Catholic Conference of Bishops Education Department (TCCBED) and the Texas Family Code, schools of the Archdiocese of Galveston- Houston follow compulsory attendance laws. Daily school attendance is the only effective way to assure continued academic progress. PK students are expected to attend all five (5) days of the week, every day school is in session. Our Lady of Guadalupe Catholic School is required to meet 75,600 instructional minutes a day.

Daily school attendance is the best way to assure continued progress for each student. Students are expected to be in school unless they have a valid excuse. Office hours are 7:30-4:00. Parents/guardians are asked to **report a student's absence to the office by 9:00 AM** and are to provide a written explanation upon the student's return to school if the absence extends beyond three consecutive school days.

As prescribed by the Archdiocese of Galveston-Houston, daily school attendance is the only effective way to assure continued academic progress. Ordinarily, a student may not receive credit for a class unless the student is in attendance for at least ninety percent (90%) of the days the class is offered. **Promotion or credit may be jeopardized if a student misses more than eighteen (18) days, excused or unexcused."** **Students with more than 18 absences will be required to attend Summer School in order to be promoted to the next grade. Failure to comply may result in the dismissal of the student from Our Lady of Guadalupe Catholic School.**

Recreational trips taken outside of the regularly scheduled vacation periods are strongly discouraged, particularly in cases where the student's academic performance is marginal. If a



student misses school for vacation outside of regularly scheduled vacation periods, the student is responsible for making arrangements with his/her teachers **prior to the absence**. Assignments will not be sent out prior to the student returning back to campus. Students will not receive full credit on makeup work. Partial credit be given.

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

**Additionally, please note:**

- a. Unless a child is absent for two or more days or has a difficult time with make-up work, requests for homework for one day's absence are not necessary.
- b. When a student is absent from school for any reason other than illness or family emergency, parents are usually contacted and the consequences of the absence discussed.
- c. **One-half day absences count as an absence** – the student will not be eligible for a Perfect Attendance award.
- d. One-half day absences are accrued when a student misses 3.5 hours in one day, either morning or afternoon. A student who comes in after missing 3.5 hours of school will be counted absent ½ day (11:20 A.M. is the ½ day mark). Likewise, a student who checks out and misses 3.5 hours of school will be counted absent ½ day (checks out before 11:20 A.M.).
- e. A student who checks out during the day, and does not return for the last class of the day, may not return to campus for any reason– for example, Girl Scout Meeting, Yearbook Club, athletics practice or game, or tutoring.
- f. For students who frequently check out early in the afternoon, please be aware this will count against the 90% mandatory attendance guidelines. This will also count against perfect attendance.
- g. The school staff is not obligated to provide special assignments to a student when a parent opts to schedule activities that warrant student absences on compulsory attendance days as indicated on the school's calendar. It is a teacher's decision to provide work in advance or to allow the student to make-up work upon his/her return.
- h. A valid reason for absence does not mean a student will not be marked absent. A student not physically present at school is marked absent.
- i. For students who are habitually absent and have accumulated excessive absences, a doctor's note may be requested for each absence in order to provide him/her with make-up work and other assignments.

- j. TCCBED, the governing body for Catholic Schools, requires 90% attendance for students for each semester. Students not in compliance with this rule will be referred to the school Principal and will decide on make-up time required for the absences and what other actions are necessary for the child to master necessary grade-level skills. Retention in the current grade may also be recommended. Students may be required to make up “seat time” to achieve the 90% attendance rule.

## **MAKE-UP WORK**

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

## **SCHOOL ABSENCE IS CATEGORIZED IN THE FOLLOWING MANNER:**

### **15.2 ABSENCE DUE TO ILLNESS**

If a student is unable to come to school because of illness, the parent/guardian is expected to notify the school office by calling and sending the reason for the absence in writing upon the student’s return. Students are responsible for makeup work and tests. These students have an equal amount of days to complete the work in order to receive a grade and not a zero. Absence of more than 3 days in a row is serious and requires a doctor’s note for returning to school. Students may not participate in after-school, school activities programs and events on a day in which they were **absent** from school.

### **15.3 FAMILY EMERGENCY**

Such as a death in the immediate family and serious or prolonged illness, is always handled on an individual basis. Special care and consideration for the student and his/her family will dictate the procedure that the school will follow in such circumstances.

### **15.4 ABSENCE FOR OTHER REASON**

When a student is absent from school for any reason other than illness or family emergency, the student will not be given make-up work in advance. The school is not obligated to provide special services when a parent chooses to schedule activities that cause student absence on compulsory attendance days. It is the parent/student’s responsibility to make sure that missed work is completed upon returning to school.

### **15.5 TARDINESS**

Tardiness disrupts the learning environment for all students and is not conducive to success at Our Lady of Guadalupe Catholic School. Homeroom begins promptly at 7:55 AM. Students are

recommended to be in their classrooms by 7:45 AM so they have ample time to prepare for their day. The carpool gate will close promptly at 7:55 AM. Any student who arrives after 7:55 AM is tardy. Important morning routines are disrupted when a student enters class late and tardy students may miss important announcements. Students who are dropped off after the gates have closed must be accompanied by a parent/guardian into the building to sign them in at the school office. Students will not be permitted to go to class unless this is done.

Parent/family related excuses. School administration may offer extra time to class in the case of citywide traffic or weather issues. Students arriving after 8 am should be escorted to the school office by a parent.

- Parents/guardians of students who are tardy more than 7 times during a quarter will be subject to a \$5 fee for each additional tardy in that quarter. Failure to comply with the terms of the consequences may result in the student's dismissal from Our Lady of Guadalupe School.

### **15.6 EARLY DISMISSAL**

A written note by the parent/guardian is required if a student is to leave campus before regular dismissal time. The student is sent to the office at the designated time and is to be signed out by the parent/guardian. Early dismissal of students is discouraged in order to maximize instructional time. Please make every effort to schedule medical and dental appointments after school hours. If necessary, students may be picked up early from school. Parents must send a note to their child's teacher stating the time they wish to pick up the child. Parents/guardians must come to the office to sign their child out of school. The office will call students from the classroom when parents arrive for pickup.

- Early dismissal in grade Kinder – 8<sup>th</sup> **must take place before 3:00 PM.**
- For students in La Escuelita, early dismissal **must take place before 2:45 PM.** Students who return to school the same day must be signed back in through the school office.
- A student returning to school is to report to the school office before being admitted to class. Parents picking up children early should report to the School Office, not the classroom.
- In the case of student illness, the parents/guardians must be informed before the student leaves the school. **Please update all phone numbers and address changes during the year.**

**A note explaining student absence is to be sent to the school office upon the student's return to school.**

### **15.7 CHILD RELEASE TO AN IMPAIRED PARENT/GUARDIAN**

No child will be released to a parent, guardian, or parent designee if the school personnel believes the person to be impaired (such as inebriated) and, therefore, unable to care for the child. Another person from the student's emergency contact list will be called. Students in preschool will not be released at carpool if there is no car seat in the car.

## 16 DRESS CODE POLICIES

### **Uniform Philosophy**

The primary purpose of Our Lady of Guadalupe Catholic School's uniform is 1) to help our students grow intellectually in habits of ordered, logical thinking and 2) to ensure a look of unity and equality within our school community as well as to promote the search for deeper qualities on which to build self-confidence and Christian identity. The uniform is traditional and classic. Students must present a neat, clean and modest appearance at all times. Anything that takes away from the overall classic appearance of our uniform is not allowed and considered "out of uniform."

The school's dress code contributes in a very important way to an overall sense of unity of a school community. The dress code enhances the learning atmosphere, adds a sense of pride, and reduces negative competition among the students. Our Lady of Guadalupe Catholic school students are expected to wear their uniform in a manner that portrays a positive and modest self- image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement.

### **Uniform Policy**

All students are expected to be in the full appropriate uniform each day unless otherwise permitted. All uniforms must be in good repair, properly hemmed and appropriately sized.

Parents/Guardians are responsible for seeing that students comply with the dress code of Our Lady of Guadalupe Catholic School. All students will wear uniforms from Land's End Uniform company and solid black or white shoes from the first day of school until the close of the school year. Please visit [Land's End Online Uniforms](#) website and select our school to see our appropriate uniform options: Our school number is 900186800. We are no longer allowing any Parker uniforms for students (no gray pants, no plaid jumpers/shirts, no green polo dresses).

Faculty members and administration share the responsibility of enforcement. The administration reserves the right to decide whether a student's appearance is in accord with school standards. The overwriting consideration in dress and grooming must be good judgment and appropriateness. Those in violation of the uniform and personal appearance code will receive a discipline demerit and a parent will be required to bring in the appropriate uniform.

Any questions of appropriate dress or grooming will be determined by the administration.

## 16.1 MASS DRESS UNIFORM

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

NO SWEATSHIRTS or Hoodies may be worn inside the church.

**Mass attire MUST be worn all day (Including ties and/or vest/cardigans)**

<b>Girls</b>	PK3-4 <sup>th</sup> grade	Plaid jumper White Peter Pan collar polo with black cross tie Grey Cardigan (optional) White knee socks or fold over ( <b>no</b> low-profile)
	5 <sup>th</sup> -8 <sup>th</sup> grade	Plaid skirt White oxford blouse with button down collar and plaid Tie Maroon vest sweater or Grey cardigan White knee socks or fold over ( <b>no</b> low-profile)
<b>Boys</b>	PK3-3 <sup>rd</sup> grade	Khaki pants with a belt White oxford shirt with button down collar and plaid Tie Maroon vest sweater or Maroon Cardigan White fold over socks ( <b>no</b> low-profile)
	4 <sup>th</sup> -8 <sup>th</sup> grade	Khaki pants with a belt White oxford shirt with button down collar and Plaid Tie Maroon vest sweater or Maroon Cardigan White fold over socks ( <b>no</b> low-profile)

## 16.2 OPTIONAL FOR ALL STUDENTS (may be worn on regular school days):

Khaki shorts or pants for girls  
Khaki shorts with a belt for boys (PK-4<sup>th</sup> only)  
Maroon, white or grey knit shirt for all students  
Khaki Jumper (PK only)  
School jacket or sweatshirt

## 16.3 ADDITIONAL UNIFORM REGULATIONS

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

- No personal monograms of any kind are permitted on the uniform.
- All articles of clothing must be permanently marked with the student's name inside the collar or waistband.
- No outer garment, other than the school sweater, sweatshirt, or jacket is to be worn in the buildings.
- Shoes must be tied or Velcro. They are to be solid black or solid white with rubber soles.
  - Students in grades 6th-8th grade will be allowed to wear Sperry authentic original boat shoe in Sahara or Black color ONLY (available in men's, women's, and kids sizes).
- Light colored soles are preferred to protect our floors.
- No slip-on shoes are allowed.
- Decorated, plaid, polka dot etc. are not permitted. No "wheelies" (shoes with removable wheels) or high tops are allowed.
- Sandals and boots are NOT allowed.
- Undershirts worn under the school uniform must match the color of the shirt if not white and should not have writing on it.
- Sweaters or sweatshirts must be worn properly or carried and not tied around the waist.
- No contact lenses with unnatural eye color are permitted.
- No body piercing, including Henna and stick on tattoos. Students may not write or draw on any part of their or another person's body and/or clothing.
- No hats, caps, or head coverings may be worn

### **Gentlemen's Grooming Code**

- No facial hair is permitted and sideburns must not extend past the end of the ear. Excessive sideburns are not allowed
- Hairstyles must be neat and clean. Hair must be above the collar in back and above the eyebrows. OLGCS reserves the right to ask that a young man cut his hair because it is excessively long.
- No distracting hairstyles are permitted. Ponytails, spiked hair, or designs cut into the hair are not permitted.
- No unnatural hair color/bleaching. Hair may not have two distinctive natural colors.
- No body ornamentation is allowed. This includes, but is not limited to, earrings or nail polish.
- A watch may be worn, but smart watches are not permitted.
- Gentleman may not wear make-up or earrings on school property or to school functions.

### **Ladies' Grooming Code**

- Hairstyles should be neat and clean. No distracting hairstyles, colors, or designs are allowed. **No unnatural colors are permitted.** Hair may not have two distinctive natural colors. Hair should be out of the eyes at all times

- Hair accessories (TIES, HEADBANDS, BOWS, CLIPS, PINS, BARRETTES) must be small in size and solid White, Grey, Black, Marron, or Plaid as sold by the approved school uniform supplier.
- Only simple jewelry may be worn. One ring per hand, small stud earrings (one per ear), and/or a simple chain with a cross or religious medal are permitted. No hoop earrings are permitted for safety reasons. One simple bracelet may be worn. A watch may be worn, but smart watches are not permitted. No other jewelry of any kind is permitted.
- No make-up or fingernail polish is allowed, including tips.

\*\*Students are expected to maintain a neat appearance. The principal reserves the right to address inappropriate or questionable hairstyles.

#### **16.4 P.E. UNIFORM REGULATIONS**

The P.E. uniform is required for grades 5-8 to participate in physical education activities. Not bringing a P.E. uniform can result in a demerit.

**PK-4<sup>th</sup> grade** Regular school uniform during P.E.

Students wearing a skirt or jumper on a P.E. day must have modesty shorts underneath their uniform.

**5<sup>th</sup>-8<sup>th</sup> grade** PE Uniform

Designated PE shirt, PE shorts, and gym shoes with white or black socks

#### **16.5 DRESS DOWN DAYS**

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

These guidelines are to be followed for **dress down days**:

- No shorts, except walking shorts (knee length)
- No skirts more than one inch above the knee in length
- No leggings, yoga pants or bicycle pants
- No baggy pants jeans with rips or holes
- No excessively tight jeans, or jean leggings
- No backless, off-the-shoulder, or sleeveless dresses or tank tops
- No T-shirts with inappropriate or political slogans

- No hats, caps, or head coverings may be worn
- No see through clothing
- No sandals or flip flops
- The uniform jewelry regulations apply

### **Ongoing Dress Down Days**

- **Fridays-** students are permitted to wear a school spirit shirt (maroon tshirt, gray baseball shirt from Spirit Store, or a school sport/club) with **UNIFORM BOTTOMS**. No jeans on Fridays unless specified.
- **Mondays-** to support our Steps for Students campaign, our school designs and sells an annual Steps t-shirt. Once shirts have been ordered and delivered, students are permitted to wear their Steps shirt WITH JEANS each Monday. If school is closed for a holiday on a Monday, students may wear Steps shirts and jeans on a Tuesday.

## **17 TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)**

### **17.1 AGREEMENT AND PERMISSION**

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

#### **What is expected?**

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, staff or students or is contrary to Gospel values the student can be subject to the full range of disciplinary consequences including the expulsion of the student. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

#### **Internet and E-mail**

Our Lady of Guadalupe Catholic School provides security and filtering technology in order to reduce the amount of SPAM, spy-ware and to restrict access to inappropriate websites. These tools do not guarantee that all inappropriate content will be blocked.



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

### **Expectation for Students' Behavior**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

### **What are the Rules of Appropriate Use?**

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

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

**Social Media** - Accessing social media websites (i.e. Instagram, Facebook, TikTok, Whats App, etc.) is strictly prohibited on school property. The circumvention of the school's network security is prohibited. Social Media refers to the means of interactions among people in which they create, share and exchange information and ideas in virtual communities and networks. Accessing social networking websites, except those used for educational purposes, are off limits on school property. The use of circumventors to get around school network security is prohibited.

The school or parish owns the school and school's name, and administrators have the right to prohibit the unauthorized use of images, names and logos including use on social media websites.

The school administration will impose consequences for inappropriate conduct as determined by the administration regarding the use of social media. What students/faculty/staff/parents do off-campus can detrimentally affect the reputation of Our Lady of Guadalupe Catholic School. The school administration reserves the right to discipline students for off-campus conduct that is derogatory or inflammatory regarding the school, its faculty, administration, or priests. Deliberate defamation of others is not consistent with Christian values, and all should be held accountable for intentional harm they cause others.

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

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

### **Succinct Advice**

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

1. Do not use technology to harm yourself, other people, or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send, distribute or display offensive messages or images.
6. Do not share your passwords/personal information or in any way obtain another person's password/personal information.
7. Do not waste technology resources such as storage space or printing supplies.

8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. Do not attempt to circumvent network filters or security in any way.
11. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

## **17.2 NON-USE OF ELECTRONIC DEVICES, INCLUDING CELL PHONES**

1. No student cell phones or smart watches are allowed in classrooms. Emergency calls can be placed from the school office. Cell phones and personal electronics that are being used will be confiscated and returned to parents at a conference. Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.
2. Students are forbidden to use cell phones during school hours. Students may bring cell phones to be used for after school events, but the phones must remain in the school office, in the off or silent setting and out of sight. Any cell phone or electronic device, seen in the open, or heard during the school day will be confiscated and held in the office. Parents/guardians will be required to personally collect the cell phone or electric device from the office and **will be assessed a \$25 fee** (this policy also applies to cell phones or communication devices that are found in the "on" position during the school day). Additionally, students are not permitted to use electronic devices during their wait time for dismissal.
3. Other electronic communication devices are not allowed on campus.
4. In order to protect all students from cyberbullying, unwanted videography and photography, lewd internet sites, and disruptive or inappropriate messages and calls, student possession of electronic pagers, beepers, video games, iPods, I Pads, MP3 players, camera or other personal electronic devices on school property or at school related functions is prohibited. Use of these devices during the school day is strictly prohibited. We understand the need for students to have access to a cell phone; therefore, if you would like for your student to bring their cell phone to school, the phone must be registered with the school and checked in at the beginning of the day to be stored in a supervised box. Students will then be given their phone at dismissal in the afternoon. Parents may call the school office to leave an urgent message for the student or in case of an emergency during school hours; however, please have dismissal plans arranged before dropping off the student. School phones are for emergencies.

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

## **18 COMMUNICATION**

Effective parent/school communication and collaboration are essential for the realization of the school's mission. Besides regularly scheduled appointments, the school uses the agenda book, progress reports, report cards and email as the ordinary means to inform parents of their student's progress and behavior. The school also posts regular newsletters and weekly notices on Our Lady of Guadalupe Catholic School web-site and Facebook Page. In addition, administration hosts several occasions meant to further open communication.

Parents may call the school with questions, to set up a meeting with a teacher, or to relay a message. However, teachers and students cannot be called out of class during the school day to receive telephone calls. Parents are asked to leave messages with the school office or email for messages other than emergencies.

### **18.1 SCHOOL CALENDAR**

*See School Calendar on school website: Google calendar can be synced into smart cell phones.*

Please refer to the calendar for all posted holidays, events and parish masses. Every effort will be made to adhere to the posted calendar. There may be events that are planned during the year or changes made to the calendar that are unforeseen. Changes will be communicated in writing as soon as possible.

### **18.2 CONSTANT CONTACT/NEWSLETTERS**

Constant Contact/Newsletters with important information are sent home bi-weekly or as needed via email. Please check your email inbox for these notices. If a family does not have an email address, please contact the school office. **The IRIS system will be used more frequently for important announcements, reminders and emergencies.**

### **18.3 STUDENTS EVALUATIONS/PARENT-TEACHER CONFERENCES**

Student progress is communicated to parents/guardians through scheduled parent conferences, telephone calls, progress reports, emails, packets, and the Archdiocesan Report Card. Parents/guardians are encouraged to confer with teachers regularly regarding the growth and

development of their children. Appointments for conferences are required and should be made directly with the teacher.

Report cards are issued every nine weeks. Progress Report conferences are held twice a year, following the first reporting period and at third quarter progress report time. Students in grades 5-8 may be asked to attend these conferences with parents. Please refer to the school calendar for exact dates. Parents/guardians and teachers may request conferences as needed at other times during the year.

**INTERVENTION CONFERENCES** – Parents of students who are experiencing academic, social, and/or behavioral problems may be asked to conference with the team of teachers and administrators who work with students daily. The student may be asked to attend the conference when appropriate.

Formal progress reports for grades 1-8 will be made available electronically at the midpoint of each quarter for each class. Progress report dates are indicated on the school calendar.

Midway through each grading period (at about four and one half weeks) progress reports are made available electronically to parents/guardians for each class. If there is cause for concern about their child(ren)'s progress, interim reports may be issued at the discretion of the teacher. Parents can use previously created FACTS login to access students assignments, grades, Homework, etc.

Student success can only be attained through cooperation between parents and educators. If it is determined that the school's resources cannot meet the needs of a student or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the Principal may request withdrawal of the student or deny admission for the following year.

#### **18.4 PARENT/TEACHER COMMUNICATION**

Teachers and parents or guardians are encouraged to communicate throughout the school year by phone, Daily homework folder, written notes or letters, e-mails, and on-site meetings. Social media should not be used for such exchanges between teachers or other school officials and parents. Parents who desire to meet with teachers or other personnel should schedule the meeting in advance by scheduling an appointment via phone call or email to the teacher. Parent communications/messages will be returned within 48 business hours.

**Maroon Friday Folders** - In an effort to maintain proactive and regular communication between the school and parents, students in Pre-Kindergarten through 8th Grade will bring home a maroon folder on Friday of each week. The folder contains weekly reports on academic progress and/or conduct. Please review the weekly reports with your child. Parents are required to provide a signature as acknowledgment at all grade levels. Copying of tests, quizzes, etc. with the intent of sharing the content with another student or a sibling in later years is a violation of the school's

Honor Code. Folders may also include communication from the office such as order forms, which may not be available on FACTS©.

Communication between parents and teachers is essential to a strong educational program. There are Parent/Teacher conferences in the Fall and Spring. Parents who wish additional conferences should schedule an appointment with the teacher during his/her conference period. It is not appropriate to expect a conference at a time when a teacher is responsible for supervision of students, including in the morning assembly or in the afternoon pick up line. Teacher email is available for communications with all staff.

Parents/guardians and students may contact the school staff by email. A reply should be expected within a reasonable amount of time. Parents/guardians are asked to show the same courtesy. parents/guardians and students.

### **18.5 TEACHER AND ADMINISTRATION/PARENT**

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

### **18.6 GUIDANCE/COUNSELING PROGRAM**

The Texas Catholic Conference of Bishops Education Department (TCCBED) defines a guidance program as lessons/activities conducted throughout all grade levels and taught separately or integrated into other curriculum areas. Content addressed by classroom teachers includes the student's social, emotional, physical, and spiritual development. Weekly guidance lessons are taught in grades PK-8.

The purpose of the guidance program is to help all students develop basic life skills. The teacher and school counselor work jointly in providing well-planned lessons for small or classroom-sized groups of students. The foundation of the guidance program is designed to help students acquire age-appropriate knowledge and skills within the following areas:

- Self Esteem Development
- Motivation to Achieve
- Decision-Making, Goal-Setting, Planning and Problem Solving
- Interpersonal Effectiveness
- Communication Skills
- Cross-Cultural Effectiveness
- Responsible Behavior

Counseling services are limited to issues which affect academic and social achievement in the school setting. Requests for assistance from the school counselor may be initiated by the student, teacher, or parent through the school's referral system. The school counselor may be a resource or

may provide direct services to teachers, parents, or students. The school counselor provides only short term counseling services and if further counseling is required, the parents are provided an external referral list to seek individualized support.

## **18.7 PROCEDURES FOR STUDENTS EXPRESSING SELF-HARM OR HARM TO OTHERS**

In order to keep our students safe and be in compliance with the requirements from the Archdiocese of Galveston–Houston, please be aware of the following procedures: If your child states that he/she wants to harm/kill himself or harm/kill someone else, the following will take place:

- Principal/counselor will be notified and child will be interviewed
- Parents will be notified to come to meet at school that day
- The Catholic Schools Office will be notified
- Student must be evaluated by a Psychiatrist or Psychologist
  - Parents must sign an authorization to release information from the psychologist/psychiatrist
  - School must receive a copy of the psychological evaluation and have written documentation from evaluating psychiatrist/psychologist that the child is not an imminent threat to themselves or others and is safe to return to school at this time. Parents meet with the school counselor and principal to review educational programs and create a safety plan to ensure the child's welfare.
- After completion of the psychiatric assessment by a psychiatrist or psychologist, the family is expected to continue follow up care by evaluating psychiatrist/psychologist, or an LPC, LMFT or LCSW to meet the child's needs to diminish threat to self/others.
- Student will be observed to monitor progress and parents will continue to follow orders from psychologist/psychiatrist.

## **19 DISCIPLINE POLICIES**

### **19.1 RULES/CONSEQUENCES/EXCEPTIONS**

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

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

The phone call or email serves to alert parents/guardians to the situation and request their assistance in disciplining their child.

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

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

Inappropriate behavior in Grades PK3-Kindergarten will be handled by the teacher who will determine the disciplinary measures to be utilized - loss of recess; privileges etc.

## **19.2 DEMERIT SYSTEM**

### **Level 1 Offenses/Demerit System/Detention**

Demerits will be used in Grades 1-8 and the procedures listed below will be in effect for those students

Demerits will be issues for violations of school policy. Students will normally earn one demerit per violation and it will be inputted in FACTS under student behavior.

After receiving five demerits, the student will be issued a detention; however, some singular infractions will warrant an automatic detention. Detention will be served after school on Tuesday. Failure to serve a detention or repeated detentions will result in an automatic 2-hour detention on a Friday or a Saturday designated by the Administrator. Failure to appear on the appointed Friday or Saturday will result in an In-School Suspension. Students serving detention for repeat offenses may result in Friday/Saturday detention and/or ISS. If a parent/guardian is unable to pick up a student after daily detention, the student must report to After Care (BASP) and the parent/guardian will be charged the daily fee.

#### **Demerits will be assigned for:**

- Disrespectful behavior
- Incomplete assignments
- Abusive and/or profane language



- Tardy to class
- Horseplay, running, or pushing
- Inappropriate behavior on campus
- Failure to report to before/after school study hall
- Any violation of teacher/classroom rules
- Any violation of the dress code
- Racial remarks or slurs; discriminatory remarks
- Any other infraction considered sufficient by the administration

Students serving detention will not be allowed to attend after school activities (sports practices, games, etc) Students must also remain in full uniform.

### **Level 2 Offense**

A student may be assigned a two hour Friday/Saturday detention for five (5) detentions received. The day and time will be assigned by the administrator.

Note: Students will receive written notification regarding detentions and weekend detention. Parents/guardians and students must sign the required notification and return it to Our Lady of Guadalupe Catholic School's office the following day.

### **Level 3 Offenses/In School Suspension (ISS)**

If a student is suspended, his/her parent/guardian will be notified and he/she will be expected to attend school during regular hours. **The student will not attend classes, participate in any school activity, or be allowed to go to the lunchroom on the day of suspension.** The student will receive a form for all subject teachers to sign and give assignments. Students serving ISS will not be permitted to participate in extracurricular activities on the day of the ISS. The student is responsible for obtaining the work ahead of time from the teachers. If the student does not obtain the work from the teacher and/or does not complete the assigned work, he/she will be assigned another day of ISS. ISS assignments will not be homework given to the other students in the classes, homework from the teachers may be obtained after school on the day of the ISS. An ISS will remain on the student's record and while enrolled at Our Lady of Guadalupe Catholic School. Further disciplinary measures may be considered after accumulating a third ISS.

### **The following infractions merit a one-day In-School-Suspension:**

1. Skipping class
2. Cheating/plagiarism
3. Repeated offenses
4. Vandalism
5. Dishonesty
6. Insubordination

7. Conduct detrimental to the reputation of the school
8. Inappropriate language
9. Removal of library/media materials without following circulation procedure
10. Violation of computer policies (Facebook/Website/School gmail)
11. Signing parent/guardian signature to document requiring an adult's signature
12. Leaving school grounds without permission
13. Inappropriate public display of affection
14. Bullying
15. Putting hands on another student in any way that is threatening
16. Any other reason considered sufficient by the administration

### **In-School suspension Rules (ISS)**

1. The student must bring all the books/materials he/she needs for the entire day and must bring the completed assignment sheet. If these items are not brought, another day of ISS will be assigned.
2. Students must bring their lunch and cold drink (the student will not be permitted to buy anything).
3. Students may not leave the ISS area during the school day.
4. If a student leaves the ISS area, sleeps or engages in any other behavior, he/she will serve another day of ISS.
5. Students will complete incident writing and a behavioral plan while in ISS.
6. The student is to complete all work given by the teachers. The student is responsible for obtaining homework from teachers after school.

More serious infractions merit suspension for a longer period (3-5 days) or possible dismissal. Depending on the severity of the infraction, the student and his/her parent/guardians may be required to meet with the Administrator. The infractions are as follows:

1. Stealing or unauthorized possession or use of another's property
2. 3+ suspensions
3. Cheating/plagiarism (multiple offenses)
4. Any other infraction considered serious by the administration

### **Level 4 Offenses/Out-of-School Suspension**

Expulsion is an extremely serious matter. Students may be expelled as a consequence for serious and/or malicious behavior at the discretion of the Principal. The school procedures for expulsion include the efforts made to assist the student that have proved ineffective. In consultation with the priest, placement of the student in another learning environment better equipped to meet the student's needs will be determined. Parent/guardian, will be included in a consultation meeting with administration and the priest. Administration will notify parent/guardian of the decision to expel. Disciplinary offenses that could result in expulsion:

- Possession of controlled substances such as tobacco, marijuana, steroids, narcotic drugs, hallucinogens, stimulants, depressants, or any other illegal substances.
- Possession or use of weapons/firearms, knives, razors, or any other similar articles capable of inflicting serious bodily injury
- Drinking or possession of alcohol
- Selling or distribution of harmful substances
- Physical contact that results in serious physical injury to a student or any school personnel
- Assault
- An accumulation of suspensions
- Serious behavior problems
- Involvement in gang-related activities
- Being charged with a misdemeanor and/or felony by state or federal law
- Fighting, hazing, harassing, consistent bullying and abusing other students
- Any other infraction considered serious by the administration

### **Cheating**

Cheating is not tolerated. Personal integrity and honesty are always expected.

Our Lady of Guadalupe Catholic School will not tolerate cheating or dishonesty such as the following:

- Copying someone else's homework or class work
- Giving homework or class work to someone to be copied
- Using unauthorized methods (i.e.: using a "cheat sheet" of any kind)
- Completion of class assignments and projects by a parent/guardian
- Giving/receiving help on a test by talking to another person or showing work to another person during a test
- Providing answers to a student on a test before that student has taken it.

Any student involved in cheating will receive a zero on the assignment. If the student is participating in an extracurricular activity, they will immediately be placed on a 3 week suspension. Parents will be notified of this suspension.

Demerits are infractions given to students for breaking rules. For example, a class is asked to wait silently but a student continues to talk – a demerit would be given.

- Demerits are meant to serve as a tangible consequence to breaking rules.
- Demerits will be given after warning or for more serious infractions.
- Students will be made aware that they have been given a demerit.
- Teachers will note the time, date, and reason for demerit and notify administration of the demerit by the end of the day.
- Teachers will contact parents, when issuing a demerit.

- There may be instances, which warrant immediate detention without the demerit warning system. These include but are not limited to chewing gum, using inappropriate language, bullying, blatant disrespect to an adult, etc.

**Students who receive three demerits in one week will receive detention. Demerits will be reset each week.**

- Detention will occur each Tuesday from 3:45-4:45 pm for students who receive detention the previous week.
- Parents will receive notice the previous Friday (or earlier) if a student has 3 demerits.
- Students must be picked up promptly at 4:45 pm or will be sent to extended day.
- Students who misbehave during detention or have an unexcused absence will receive an additional detention.
- If a student receives more than 5 detentions in a semester, a one day suspension for the student may be administered.

**All students are required to:**

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

### **19.3 GENERAL REGULATIONS**

It is the student's responsibility to behave in a manner that contributes to a positive school environment.

1. Students will not commit acts that tend to injure, degrade, disgrace, or threaten the safety, privacy, and/or respect of other students, teachers, staff members, or school buildings.
2. Rudeness and talking back are not tolerated.
3. Gum chewing is not permitted on campus at any time. This includes after school hours and extra-curricular activities.

4. No food, nor candy, nor drinks, are to be consumed on the campus anywhere other than the cafeteria unless approved by the Principal or teacher. Grade levels may have specified exceptions for water bottles and designated snack times.
5. No soft drinks/carbonated or caffeine, energy drinks may be consumed by students during school hours.
6. No selling of items or products on campus except those explicitly sponsored by Our Lady of Guadalupe Catholic School.
7. No electronic devices or cell phones are allowed in classrooms or backpacks during school hours. Cell phones are REQUIRED to be checked in at the school office every morning and a cell phone agreement must be on file. These items will be confiscated and kept in the office until a parent comes to retrieve them. Parent/guardian will be required to personally collect the cell phone or electric device from the office and **will be assessed a \$25 fee** (this policy also applies to cell phones or communication devices that are found in the “on” position during the school day)
8. No toys, dolls, stuffed animals, or games may be brought to school without the approval of the Administration. If not approved, these items will be kept by the administration until a parent comes to the school to collect the item.
9. No magazines or Internet materials may be brought to school, except those requested by the teacher.
10. Students may not draw or write on themselves or others.
11. Students may not enter an office or the faculty work room unless special permission has been given.
12. Students may not use a phone without the permission of the Principal, Assistant Principal, Athletic Director or School Office Staff.
13. Students may not go into a teacher’s desk or locker of another student.
14. Items that could be used as weapons, and drugs, or paraphernalia, alcohol, and vape pens cigarettes are never to be in the possession of any student, including in lockers or desks.
15. No solicitation of any kind for any organization or for personal gain are allowed without the express permission of the Principal.
16. Glass containers are not to be brought to school.
17. **School officials may conduct searches at any time even when the student is not present with their belongings.** This includes requesting students to empty book bags, backpacks, pockets, sport bags, or pencil bags.

#### 19.4 DISCIPLINE CONSEQUENCES

Since our school is a PK-8 campus, consequences will be administered with respect to the age and maturity level of the student.

Disciplinary options of which one or more may be used:

- Verbal reprimand;
- Seat assignment change;

- Extra assignments to be done at home;
- Teacher/Student conference;
- Parents/Guardians contact via phone call, note or conference;
- Conference with intervention team assigned to the individual grade level i.e. administrator, teacher, student, parent(s) and any other appropriate personnel;
- Behavior contract;
- Supervised campus or community service assignment while serving detention;
- Confiscation of a prohibited nuisance item;
- Morning detention;
- Lunch detention;
- After-school detention;
- Saturday school
- In-class disciplinary action;
- Exclusion from extra-curricular activity;
- Grade penalty for copying, plagiarism and/or cheating;
- In-school or Out- of-school suspension;
- Exclusion from Field Trip;
- Restoration or restitution; (as applicable)
- Removal of the student from the classroom;
- Withdrawal of various student privileges;
- Other appropriate disciplinary options as deemed necessary by the administration;
- Service projects;
- Expulsion;

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

## **19.5 DISCIPLINARY PROBATION**

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

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

## **19.6 SUSPENSIONS AND EXPULSIONS**

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

Under certain circumstances, however, it may become necessary to place a student in in-school or out of school suspension. When a student is suspended, he/she will be allowed to make up tests and quizzes

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

- Use, sale, distribution, or possession of real or fake: tobacco, alcohol, weapons, drugs, or other illegal/controlled substances and other items
- Items that could be used as weapons, and drugs, or paraphernalia, alcohol, and vape pens cigarettes are never to be in the possession of any student, including in lockers or desks.
- Defiance of authority in word or deed by students or parents
- Defiance of authority by passive refusal to follow the rules or policies of the school
- Destruction or vandalism of school property (In each instance, restitution will be paid to the school to repair or replace the property)
- Serious theft or dishonesty
- Use of crude, sexual, or offensive language or possession of such materials
- Serious or continuous disruptive behavior
- Acts or threats of aggression or violence or any instance of bullying or harassment
- Acts of sexual harassment
- Violation of internet code of ethics or the acceptable use policy
- Vandalizing or defacing school property
- Involvement in a physical altercation
- Persistent disobedience or violation of school regulations
- Forging names of parents or guardians
- Photographing or video-recording students or school personnel without permission
- Habitual unauthorized absences or tardiness
- Bringing to school items that threaten the safety of the students and or school
- Making threats of any kind to harm the students, the staff, and or the school
- Violation of any part of the harassment policy
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church.

## **19.7 USE OF CONTROLLED SUBSTANCES POLICY**

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

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

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

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

Upon removal from class the principal should:

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

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

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

## **19.8 COMPLAINT/APPEAL**

### **Grievance Procedure – Complaint/Appeal**

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



## 20.1 BULLYING

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

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

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

The three tiers are as follows:

### 1. *Level One Intervention*

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

### 2. *Level Two Intervention*

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

### 3. *Level Three Intervention*

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

## **20.2 HARASSMENT**

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

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

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

## **20.3 HARASSMENT - SEXUAL**

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

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

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

## **20.4 BLOGS/SOCIAL NETWORKING**

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

## **21 OTHER SCHOOL RULES, REGULATIONS AND SAFETY**

### **21.1 ANIMALS IN THE CLASSROOM AS TEACHING TOOLS**

Animals have been part of the learning experience for students for many years. The use of animals in the classroom proves to be effective at teaching the positive benefits of bonding and caring. Animals may be incorporated into the classroom environment with the goal of enhancing a variety of learning experiences.

Prior to bringing an animal or animals into the classroom, the following must occur:

- Development of a long-range curriculum plan to assure the animals are responsibly cared for;
- Approval from the principal for animal incorporation into the classroom; and
- Inquiries of the parents of involved students regarding allergies, etc.

***No dogs or other animals are allowed on campus, unless written permission is obtained from the principal.***

### **21.2 ASBESTOS INFORMATION**

The Environmental Protection Agency requires that all school buildings be inspected to determine if any asbestos-containing materials are present. Our Lady of Guadalupe Catholic School has complied with this regulation and the buildings have been inspected by an EPA certified inspector. Our Lady of Guadalupe Catholic School has additionally complied with the directives of the Archdiocese of Galveston-Houston by adopting and maintaining an AHERA (Asbestos Hazard Emergency Response Act) Plan.

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

If you have any further questions, please contact:

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

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

## 21.3 SCHOOL HOURS

7:00 AM	Before School Care is open
7:30 AM	Building opens. Morning carpool begins
7:30 AM	Students in PK-8 <sup>th</sup> grade enter classrooms
7:55 AM	Tardy bell rings
3:10 PM	PreK3 and PreK4 dismissal
3:30 PM	K-8 <sup>th</sup> grade School dismissal -- After School Program begins
3:45 PM	Afternoon supervision ends – students remaining will be sent to After School Care (fees will be applied)

## 21.4 DROP-OFF/PICK-UP PROCEDURES

### Arrival/Dismissal Policies

School supervision begins at 7:30 AM. Students are not formally supervised prior to 7:30 AM. Students are NOT ALLOWED to be dropped off before 7:30AM and left unsupervised inside the gate or by school office. All vehicles must come through the gate and drop students off at the school building. Students arriving after 7:55 AM must enter the school building at the main entrance and sign in at the office in order to receive their tardy slip.. **Students who are dropped off after the gates have closed must be accompanied by a parent/guardian into the building to sign them in at the school office.** Students will not be permitted to go to class unless this is done.

For students in La Escuelita, the carpool line will begin at 7:30AM and parents will need to stay in their cars as a teacher assists the students to get out of the car. Parents may not approach teachers during the drop-off in the morning. It is essential that teachers are focused on the safety of the children at this time. Items that need to be dropped off can be given directly to the teacher on drop-off duty.

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

School dismissal begins at 3:30 PM and ends at 3:45 PM every day. Students are dismissed from the covered porch at the school entrance. Unaccompanied students may not return to the school building. All school business must be completed before leaving the school building. All vehicles should have a name plate with the student(s) name and grade displayed on the dashboard during dismissal. Parents should call the school office if another person will be picking up their students.

For students in La Escuelita, dismissal begins at 3:10 PM and ends at 3:20 PM every day. Students not picked up at this time will be walked over to the main school building and take part in that dismissal which begins at 3:30 PM.

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

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

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

Late Pick-up Policy - Only those students who are supervised by an adult or who are participating in an official after school activity may be on the grounds after 3:45 PM. Students must be picked up at the scheduled completion of their activity. Students who are not picked up promptly risk charges to compensate for school personnel who must then stay beyond their contracted time. Important note: Siblings are not permitted to stay with athletes during practices unless they are members of the team(s).

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

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

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

### **Walking to/from School**

Students living near the school are allowed to walk to and from campus with a parent/guardian. Do not drop off or pick up students along Ann Street or remote areas of campus. Contact the office if you have questions. Walkers enter and are dismissed from the building through the main entrance. Students will not be dismissed to walk home without a parent or guardian. Students are dismissed promptly at 3:30. Parents must be at the main entrance no later than 3:25.

## 21.5 PARKING AND PICK-UP TRAFFIC REGULATIONS

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

- PreK3&4 parents should park along the cemetery side of N St Charles St.
- K-8<sup>th</sup> parents should line up along McAlpine to N St Charles St facing South.
- Please take care not to block driveways. Proceed forward in one line.
- Children will be loaded three to six cars at a time from the front entrance of the school.
- Please do not park on Ann Street during arrival and dismissal times (7:30 AM - 7:55 AM and 3:10 PM – 3:30 PM).
- Drivers must remain in cars during drop-off and pick-up and have their student's name plate clearly displayed on the carpool tag. Arrival and dismissal procedures work most smoothly when everyone remains in the line and follows directions.
- Please follow teacher directives if/when these directives change for any reason.
- If parents choose to park and come in to pick up students, they must wait until the pick-up line has finished around 3:45p.m. before their child will be released.

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

**\*\*FIRST IN CARPOOL LINE-** Each Spring at our Annual Gala, we auction off a “First in Carpool Line” item for the following school year. The family with the highest bid will be allowed to park alongside the gate on Ann St. prior to afternoon dismissal. When the gate is opened, they will be the first car to pull into the carport every day for the entire school year. If the car is not in place when the gate opens, they may be allowed to merge into the line when they arrive and not have to wait behind other parents. Please remember to follow traffic safety guidelines and staff member directives.

## 21.6 CHILD ABUSE

### Child Abuse Laws

Catholic schools in the Archdiocese of Galveston–Houston comply with Texas Law in regard to reporting child abuse and neglect and cooperate with officials in investigations. Texas Law requires anyone suspecting the abuse or neglect of a child to report the suspected abuse, to the child Protective Services Child Abuse Hotline at 1–800–252–5400 or at their website: [http://www.dfps.state.tx.us/contact\\_us/report\\_abuse.asp](http://www.dfps.state.tx.us/contact_us/report_abuse.asp). This hotline is staffed 24 hours a day, seven days a week. Texas Law specifically requires that a person make a report to Child Protective Services or to a local law enforcement agency immediately, no later than 48 hours after first

suspecting a child has been abused or neglected. The Archdiocese of Galveston Houston also requires that local law enforcement be contacted in cases of suspected abuse. All reports of suspected child abuse or neglect are confidential. If the report is made in good faith, reporters are immune from civil or criminal liability.

## **21.7 CLASS PARTIES**

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

Birthdays may be celebrated with cupcakes or cookies (store bought only for allergy purposes) to share with the entire class. Items must be brought to the school in the morning with the child. Parents cannot drop off at a later time. No fast food or restaurant containers are permitted in the lunchroom.

Each child's birthday will be recognized during morning prayer. Birthdays that fall on a weekend or holiday will be recognized on the day before the weekend or holiday. Summer birthdays will be recognized in May (For example, June 1, July 1, and August 1 would be recognized on May 1.)

There will be no birthday parties on campus. The distribution of gifts is not permitted at school. Party invitations may be distributed at school only if given to every student in the class (or gender based: all-boy party invitation given to all the boys in the class, or all-girl party invitation given to all the girls in the class). If only select students will be invited, invitations must be distributed at another time/place.

## **21.8 FIELD TRIP POLICIES/FORMS**

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

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

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

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

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

## **21.9 GUM & FOOD**

Our Lady of Guadalupe Catholic School is a gum-free campus. Consumption of food and drink by students is restricted to the cafeteria and other designated areas of the campus.

## **21.10 HALL AND LOCKER USE (VALUABLES)**

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

## **21.11 LIBRARY**

The library exists to serve the needs of faculty and students. Volunteer parents/guardians work under the leadership of the library manager. It has been designed to accommodate students and teachers for independent research, exploration, and further development of skills acquired through classroom instruction. It is open during school days from 7:30 AM to 3:30 PM.



Rules and regulations posted in the library are to be observed for efficient organization. Students are encouraged to check out books, but if a student fails to return a book, the student will not be allowed to check out another book until the missing book is returned or the school is reimbursed for the loss.

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

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

## **21.12 LOST AND FOUND**

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

## **21.13 SAFETY**

For the health and safety of your student, we must insist that updated phone numbers be available to the teacher at all times. If we do not have current contact information, your student will not be allowed to stay in the program. In case of an emergency, we will try to contact the person(s) you have listed on the emergency form. Please keep this list updated also.

If your student exhibits symptoms of contagious disease, has a temperature greater than 99.6 °F, or is injured, we will contact the parent/guardian/authorized designee to come as soon as possible to pick the student up. In cases of serious injury or illness, we will arrange emergency care for the student if it is deemed necessary. It is most important that all medical information regarding your child be updated and available to the school.

***Special Events*** - Faculty members will not drive any student to a special event. Parents are required to make other arrangements. Each month, a calendar is published with important dates to remember. Please keep a calendar handy to remind you of upcoming events.

The overall school year calendar will be sent to parents/guardians prior to the opening of the school year, however, the school maintains the right to change the calendar should it be deemed necessary.

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

## **21.14 SMOKING**

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

## **21.15 WEAPONS**

Weapons are not allowed on school property or at any school-related activity. A weapon is any instrument which may produce bodily harm or death, or an item construed to be, or has the appearance of a weapon.

## **21.16 WEBSITE**

The school's public web site address is: [www.olgschoolhouston.org](http://www.olgschoolhouston.org). FACTS is the official portal for official school information on student grades.

## **22 EMERGENCIES**

A crisis management plan is designed to provide immediate assistance in case of an emergency. The crisis management plan addresses concerns regarding safety, receiving accurate information and a long-term plan to minimize the effects of the crisis. Every Archdiocesan school has a crisis management plan. Teachers know procedures to shut down classrooms and contact administrative officials in the school in case of an outside threat and are also trained in case of an inside threat (i.e. fire, gas leak, etc.) which would result in an evacuation of the school. Our Lady of Guadalupe Catholic School follows the guidelines of the Archdiocesan School Office for bomb threats, fire drills and tornado drill procedures.

Please note that OLGCS does NOT always follow H.I.S.D. for school closings. The decision to close the school is made by the Principal in consultation with the Pastor.

Our Lady of Guadalupe School uses email blasts and text messages to notify parents/guardians of these and other situations. It is of vital importance that OLGCS has updated email addresses and phone numbers for all of our families. Our Lady of Guadalupe Catholic School will also use the IRIS Alert system to send text messages for inclement weather and other school closings. School closing information will also be posted on our website.

### **22.1 FIRE, WEATHER, INTRUDER, AND SHELTER IN PLACE DRILLS**

A crisis management plan is in place so that the faculty and administration are prepared to respond to foreseeable emergencies. A comprehensive is in place for our school. Fire, weather, intruder, and sheltering in place drills are conducted regularly to insure a safe environment. Students are made aware of safe and orderly procedures. All persons on the school campus must vacate buildings during a fire drill or follow proper procedures during weather or sheltering in place drills. Sheltering in place is initiated when dangers such as acts of terrorism, intruders on campus, chemical spills, etc. are believed to exist.

### **22.2 SEVERE WEATHER**

In case of extreme weather, Our Lady of Guadalupe Catholic School will follow the guidelines of the Houston School District on the first day of the weather event. If Houston ISD schools are

closed, we will be closed. If they delay opening, we will delay opening. After the first day, OLG will make its own decision on whether to close or delay. All information at that time will be posted on our web page, via an IRIS alert and/or Vertical Response (Eblast) message will be sent. Please do not call the rectory or the school for information on school closings; listen to the major radio or television stations for these announcements. The superintendent will issue announcements that only affect Catholic schools.

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

### **22.3 TELEPHONE CHAIN/IRIS ALERT**

The room parents will develop a telephone chain to notify parents/guardians if school will be closed or dismissed early due to an emergency. Only a parent or legal guardian can pick up their student under these circumstances. It is imperative that the school office has the home and/or office phone numbers to call, as well as the telephone number of another party that can be notified in case of an emergency, and current email addresses. It is imperative that phone number or email address changes be reported to the office immediately. The IRIS alert system may be used to give parents information regarding school changes.

## **23 LUNCH**

Students may bring their lunch from home or purchase lunch from the school's lunch vendor. Parents pre-order and prepay for lunches through FACTS. The lunch vendor, Sami's Catering, sets the lunch prices.

**Students who bring their lunch do not have access to cold storage or microwaves/heating appliances.** Foods that are packed for lunches should be in containers that allow students to be self-sufficient. Age levels and capabilities should be considered when sending lunches to school. Large cooler type lunch boxes are not permitted due to the limited space in classrooms for storage. Students bringing lunch and snacks must furnish utensils and condiments.

Please help your child pack lunches low in fat, sodium, caffeine, sugar, and dyes. Students should bring no more than one sweet each day. This sweet may not include large candy/chocolates, ice cream shakes/malts, oversized desserts. Carbonated drinks and gum are prohibited. For safety purposes glass containers should not be used to pack lunches or drinks. Due to food allergies students are not permitted to share or exchange food during snack or lunch times.

A lunch will be provided for students who forget to bring their lunch to school. **Parents will be billed for any lunches provided by the school.**

Lunchtime is an opportunity for students to develop friendships and independence. Our goal is to create a situation where children can socialize and enjoy their meal in an orderly environment.

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"><li>• Include others</li><li>• Use quiet voices</li><li>• Use good table manners</li><li>• Respect cafeteria staff</li><li>• Respect others' food &amp; space</li><li>• Follow adult directions</li><li>• Take turns &amp; wait patiently</li></ul>	<ul style="list-style-type: none"><li>• Eat your own food</li><li>• Sit in assigned area</li><li>• Use signals to leave seat</li><li>• Use your time wisely</li><li>• Clean your area, table &amp; floor</li><li>• Throw trash away when told to by an adult</li></ul>	<ul style="list-style-type: none"><li>• Walk at all times</li><li>• Stay in line with hands, feet &amp; objects to self</li><li>• Lights off – voices off</li><li>• Report &amp; clean up spills &amp; messes</li></ul>

### 23.1 SNACKS

Students are encouraged to bring a healthy snack to school each day. Please help your child pack snacks low in fat, sodium, caffeine, sugar, and dyes. Due to food allergies, students are not permitted to share or exchange food during snack or lunch.

### 23.2 LUNCH VISITATION POLICY

Parents/guardians are welcome to join students for birthday lunch during scheduled lunch times. Safe Environment compliance is required to join students for birthday lunches. Visitors and students enjoy lunch together at designated guest tables. This should be a rare occasion and not a regular practice. Parents shall not leave campus with their child to have lunch. Other students remain with their classes. With the exception of birthday lunches, we ask that parents not have lunch at school during the month of August so that school staff and students can establish lunchtime procedures and routines. **Advance notice in writing to the homeroom teacher is required.**

We ask that you assist us by following procedures and implementing cafeteria expectations below while in the cafeteria and at guest tables. Visitors should refrain from interacting with or redirecting students other than their own, unless requested by school personnel.

### 23.3 FORGOTTEN LUNCHES

Students who forget their lunch will receive a lunchable and water from the school office. Parents will be billed \$5.00 for forgotten lunches. **Parents are able to drop off lunches prior to 10:30.** Parents must drop off lunches at the school office.

## **24 USE OF SCHOOL GROUNDS AND FACILITIES**

Use of the school facilities, including the gym, field, cafeteria, environmental study area and La Escuelita is monitored by the school and parish staff. All activities involving these facilities must be approved by the principal. Outside of school hours, all use of the school's grounds and facilities is at the discretion of the Pastor.

## **25 VISITORS**

### **GENERAL VISITOR AND VOLUNTEER CAMPUS GUIDELINES**

All visitors entering the campus must enter through the main entrance. Please do not attempt to gain initial access through other campus doors. All visitors to the school are required to register at the front desk and must present their driver's license or ID in order to enter the building. This includes parents and any guests who may be touring the facilities. No parent or visitor may go directly to any classroom or offices for any reason.

#### **Visitors will be asked the purpose for their visit.**

- Visitors will be viewed by both exterior and interior cameras. Cameras are also in use at every entry/exit, in the hallways/stairways and parking lots to monitor for safety.
- To ensure the safety of all children, staff, visitors, and volunteers of OLGCS, all visitors must check in through the Raptor system at the receptionist's desk. Everyone must state their purpose for visiting at the security buzzer and then check in with the receptionist.
- Again, NO ONE IS ALLOWED TO ENTER BEYOND THE SCHOOL OFFICE/LOBBY WITHOUT FIRST GETTING A VISITOR PASS FROM THE RECEPTIONIST, which requires Raptor screening prior to receiving a pass. You will be asked to provide a picture ID prior to receiving a visitor's pass through Raptor. Raptor is a picture ID system used to screen ALL visitors. The Raptor system runs your picture ID through its system and checks the Department of Public Safety's and state police forces' databases for active charges of sexual abuse or for outstanding warrants.
- All visitors who wish to be volunteers MUST have completed an initial SAFE HAVEN/VIRTUS training course prior to working with any of our students. Volunteers must sign in, and their SAFE
- HAVEN/VIRTUS status will be checked prior to working with children. After following procedures to check in, a visitor's pass must be worn and be visible at all times while on campus. The staff has been instructed to send anyone without a

visitor's pass to the Receptionist's office to obtain a pass. This is a safety issue that must be observed for the sake of our students and staff.

- Visitors will not be permitted to deliver items to their children during drop-off times or during the school day. Deliveries cause too much disruption for class instruction; the office will not deliver items to students. Students in grades K-8 will need to check with the receptionist for needed items.
- Visitors will not be permitted to check student lockers or look for books during the school day. Prior to the 3:30 P.M. office closure, visitors may check in with the receptionist and be granted permission to check lockers, lost and found, etc.
- Visitors may bring children to campus if they are attending parties, pep rallies, and programs ("the 3 P's"). These are the only events in which siblings are allowed. This holds true UNLESS a visitor is working as a volunteer. NO SIBLINGS are permitted when visitors are working as volunteers (Field Trips).
- **Visitors are expected to dress appropriately. Extremely low-cut and revealing clothing and short-shorts or skirts should not be worn to campus as they pose a distraction to the learning process. Additionally, spandex and other clothing that allow undergarments to be seen are not appropriate for visitors or volunteers. In general, volunteers and visitors should follow the dress guidelines cues established by staff.**
- Visitors should NOT use the students' restrooms. Please request to use the restrooms by the gym.
- Visitors should be SAFE HAVEN/VIRTUS trained in order to videotape or record students. Taking a picture of a single student or small classroom group is permitted, if the student(s) is/are engaged in an activity related to classwork. However, due to confidentiality issues and privacy requests of many students, videotapes and recordings are not permitted by non-SAFE HAVEN/VIRTUS trained visitors.
- At no time should visitors or volunteers post pictures, recordings, video, etc. of students who are not their children on public social media sites.
- Visitors are expected to comply with fire/safety drills and follow the evacuation procedures of the campus. We respectfully request your cooperation with all of our safety procedures while on campus.
- Of course, everyone is welcome, but it is important that we keep track of all individuals on our campus. A forgotten item, such as a lunch, PE uniform, or book, should be left with the receptionist.
- Parents/guardians are welcome to eat lunch and attend Mass with their children though we ask you to reserve lunch visits to special occasions. **All parents/visitors must register in the school office and pick up a visitor's badge before going to the cafeteria.** The badge must be turned in at the end of the visit and the parent/visitor must sign out in the school office.

- Classroom visits during school hours by parents/guardians are prohibited. In the event of an emergency, parents/guardians must check-in at the school office before students are contacted.
- **Parents who wish to visit a classroom must make these arrangements ahead of time with a note to the teacher. Please do not make unexpected classroom visits, as this disrupts the learning environment.**
- Parents attending meetings during the school day or after school hours must keep their children with them at all times. Adult supervision is required on the playgrounds.

## **26 CO-CURRICULAR ACTIVITIES**

These activities supplement and enhance the academic program by challenging students' abilities and gifts outside the typical classroom setting. Co-curricular activities include:

- |                       |                  |
|-----------------------|------------------|
| ● Art Contests        | ● Poetry Contest |
| ● Battle of the Books | ● Science Fair   |
| ● Essay Contests      | ● Spelling Bee   |
| ● History Alive Fair  | ● Talent Show    |

### **26.1 STUDENT GOVERNING COUNCIL**

The Associated Students of Our Lady of Guadalupe Catholic School Student Governing Council (ASOLG SGC) is an elected body of Middle School student officers and leaders promoting unity and solidarity within the entire student body of Our Lady of Guadalupe Catholic School. These officers will be the voice of the students and will serve as advisors to the Administration in the area of student life. In addition to its representative and advisory role, ASOLG SGC will promote and coordinate apostolic activities for students.

### **26.2 NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society chapter of Our Lady of Guadalupe Catholic School is a duly chartered and affiliated chapter of this prestigious national organization. The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. These characteristics have been associated with membership in the organization since their beginnings in 1929.

Students selected for membership are sixth, seventh, and eighth grade students whose scholastic average for the first two quarters of the school year is 3.5 or better with no grade lower than a B. Students must demonstrate an above average attitude and behavior toward all staff members and classmates alike. Also, students must be active in school, church, clubs, activities, and community.

Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a Faculty Council, appointed by the Principal.

### **26.3 STUDENT SERVICE HOURS**

Responding to our Baptismal commitment to serve others, we have incorporated a service requirement into religion class in Middle School. The service hour requirements are 6<sup>th</sup> grade, 10 hours; 7<sup>th</sup> grade, 12 hours; 8<sup>th</sup> grade, 14 hours. Students complete their service hours through the school year. They are given a log in which they record the date, service performed, the number of hours, and signature of the supervisor. Half of the required hours must be submitted in December. This counts as a major grade in religion in the second quarter. The second half of the required hours are submitted to the religion teacher at the end of the school year and is a major religion grade for the fourth quarter.

Students in the National Junior Honor Society serve fifteen (15) hours to the school during their 8<sup>th</sup> grade year. **This is a graduation requirement.**

## **27 EXTRA-CURRICULAR ACTIVITIES**

OLGCS offers extracurricular programs and activities to meet the interests of students. Attendance at school is required on the day of an extracurricular activity in order to participate. Competitions such as Spelling Bee, Saints Trivia Bee, and the Houston Livestock Show & Rodeo Art Contest challenge students. Students can serve the school community through activities such as Altar Servers. Cultural celebrations such as Go Texan Day, International Day, and on campus performances are student favorites. Students share their musical and theater abilities through activities such as the Christmas Program, Spring Program, and as choir, cantors or instrumentalists at Mass. Students in 4<sup>th</sup> through 8<sup>th</sup> may participate in Chess Club and Choir. Students in 6<sup>th</sup>–8<sup>th</sup> grade may participate in the athletic program. Extracurricular activities can be offered before, during, or after the school day. Additional programs and activities are added as interests develop and resources become available. Participation is subject to academic and behavioral requirements.

## **28 RESPONSIBILITY OF SCHOOL PARENTS**

### **28.1 CHRISTIAN CHARITY**

Christian charity and respect shall be observed during any verbal and non-verbal communication at all levels (personnel, students and families) within the school community. The following actions will be deemed in violation of Christian charity and may result in dismissal from school:

1. Public criticism of school personnel, policies, or procedures including social networking.
2. Threats of any nature toward personnel or families.



3. Verbal/non-verbal acts of aggression including yelling, screaming, pushing, etc. in person, via emails, or notes to the staff are not appropriate forms of communication.
4. Public discussion of student and/or family matters based upon confidential information obtained as a result of volunteer duties, etc.
5. Engaging in gossip.
6. Christ-like interactions build relationships needed for the best interest of all concerned.

## **28.2 SCHOOL RESPONSIBILITY**

When enrolling your child in a Catholic school, the School accepts certain important responsibilities:

1. to have children receive an academically sound education in a Catholic environment;
2. to communicate with school personnel and parents, and requests for meetings answered in a timely manner;
3. to have students supervised in a safe and appropriate manner;
4. to nurture the spiritual growth of students through Catholic traditions and rituals;
5. to develop the social/emotional growth of students through various activities and learning opportunities.

## **28.3 PARENTAL RESPONSIBILITIES**

When enrolling your child in a Catholic school, you agree to certain important responsibilities:

1. to be a partner with the school in the education of your child; to support teacher and/or administrative decisions;
2. to understand and support the religious nature of the school;
3. to read all communication, (newsletters (E-Blasts, ParentWeb, emails, Monday folder notes, etc..), from the school and request clarification when necessary;
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings;
5. to discuss concerns and problems with the person(s) most directly involved before contacting higher authorities; (Contact with teachers should be during school hours and not at home on their personal time.)
6. to be as actively involved in the life of the school and volunteer assistance as possible;
7. to promote your school and speak well of it to others including social networking;
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school;
9. to support the Annual Fund Drive and Fundraising efforts of the school;
10. to appreciate that Catholic education is a privilege that many people do not have.

## 28.4 PARENT INVOLVEMENT

Parents are the primary educators of their children and Our Lady of Guadalupe Catholic School makes every effort to include the parents in the education and formation of their children. Every volunteer is required to sign a Our Lady of Guadalupe Catholic School Volunteer Agreement.

Parent Involvement in school activities: Parent involvement is integral to the mission of Our Lady of Guadalupe Catholic School. Parents have a number of opportunities to become involved in the school. Among these are the PTO and Booster Club. The primary objective of parent involvement is to develop united efforts between parents and staff that will secure the highest advantages in spiritual, academic, physical and social education for every child.

In accordance with Archdiocesan guidelines, **all volunteers on campus must attend Safe Environment Safe Haven training (previously VIRTUS)**. Once the school has received documentation of Safe Environment Safe Haven training you are “**Volunteer Approved**” and will receive a permanent badge to wear while on campus. All volunteers must sign-in and out at the front desk.

Catholic Schools depend on parent/guardian participation and donated time to keep tuition low. This participation also offers parents/guardians an opportunity to share in their students’ education. Mothers, fathers, and grandparents are welcome. Volunteers are required by the Archdiocese to sign the volunteer ethics form.

Every family is required to commit to 20 hours of volunteer work for the school during the year. If the volunteer time commitment is not fulfilled, you will be charged \$200.00 at the end of the school year. Please contact the office any time during school hours to inquire about volunteering or the parent room coordinators, Ashley Herrera or Michelle Rodriguez.

Before entering the school campus or joining the students in the cafeteria, all visitors are required to check into the office and receive a visitor’s badge. Visitors must return to the office and sign out before leaving the campus. Lunch time visitors must go to and from the lunchroom only.

- The school is dedicated to providing maximum classroom instruction time to our students. All requests for classroom visits must be arranged with the school office. Visits are restricted to 30 minutes, with the exception of invited guests. Siblings and younger students are not permitted in the classrooms during visits.
- Parents/guardians may not interfere with the teacher’s performance of his or her duties. Parents/guardians are welcome to have lunch with their children. However, lunchtime is not an appropriate time to conference with the teacher. Please schedule a conference with the teacher if needed.

- Archdiocesan policy stipulates that all persons who have ongoing and continuing contact with children must be Safe Environment Safe Haven trained and verified.
- Participation in field trips is contingent on the permission of the principal and sponsoring teacher.

## **29 THE ROLE OF SCHOOL ORGANIZATIONS**

### **29.1 ORGANIZATIONS**

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

### **29.2 OUR LADY OF GUADALUPE AND THE PTO (PARENT/TEACHER ORGANIZATION)**

The Parent-Teacher Organization of Our Lady of Guadalupe Catholic School was created as a joint effort between parents and staff to give our students the best physical, mental, social and spiritual education possible. The PTO is committed to the mission of Our Lady of Guadalupe Catholic School. We do so by striving to develop a united effort between the educators and all of the families of Our Lady of Guadalupe Catholic School.

All families of the school are members, and we encourage others to join. This includes parishioners, alumni, and grandparents. The Pastor, the Principal and all faculty are automatically members. The PTO does not control policies of the school or direct the administrative activities or financial accounts. This organization provides educational and fundraising events for the benefit of the school and helps the Pastor and Principal in coordinating school events and projects.

The PTO's primary function is to administer parent volunteer programs within the school as well as promote the spiritual, educational, physical, and cultural welfare of the Our Lady of Guadalupe student body in conjunction with the Principal. The PTO at Our Lady of Guadalupe serves as a vital part in providing many benefits to the children, parents, and teachers. They strive to build a stronger community and enrich experiences for the students.

Parent Teacher Organizations (PTO) is composed of organizations such as Room Parents, Booster Club, and other fundraising Committees. There are numerous committees in which parents are encouraged to lend their time and talents. For more information contact our Advancement Director, Catie Watso [cwatso@olgschoolhouston.org](mailto:cwatso@olgschoolhouston.org). General PTO meetings are held monthly and will be

announced in the Constant Contact newsletter. Parent volunteers are necessary for the success of our programs. *The principal must approve all fund disbursements.*

### **29.3 BOOSTER CLUB ORGANIZATIONS**

Booster Club Organizations under the leadership of the principal assist schools in providing appropriate athletic competition for students. The principal must approve all fund disbursements. Families who have children involved in interscholastic sports support the program through the Booster Club. The Booster Club oversees the operation of concession stands during home games and sponsors other fundraising activities as necessary. Funds raised will be used to offset the costs of uniforms, awards, league fees, referee fees, and sports banquet. These are funds which could not be obtained through the yearly school budget. Members are parents of OLG students and anyone vitally interested in promotion of the athletic department and the welfare of the school.

### **29.4 ROOM PARENTS**

are volunteers whose duties are to assist the principal, teachers and students in a variety of ways. Please contact the classroom teacher or a member of the PTO board to volunteer to aid as a Room Parent.

## **30 SERVICE REQUIREMENTS**

### **30.1 VOLUNTEER HOURS**

Each family is required to **provide 20 hours of service to the school per year**. These hours help the school tremendously and are a witness to our students of the importance of working together to help the school run efficiently and smoothly. Service hours may be given during or after regular school hours. Opportunities for service hours are made available throughout the year. A statement listing remaining service hours needed, will be sent home each quarter. A fee of \$10.00 per service hour may be assessed to those who do not fulfill the service requirement. Volunteers are expected to conduct themselves in a way that will positively reflect on Our Lady of Guadalupe Catholic School in regard to conduct, dress and other displays of behavior. Volunteers should dress modestly, including no spandex, yoga pants, or tank tops.

### **30.2 PARENT/GUARDIAN VOLUNTEERS**

1. Safe Environment Safe Haven Training (formally VIRTUS) - All persons who have ongoing and continuing contact with students must be Safe Environment Safe Haven trained and verified. The Safe Environment Safe Haven website is <https://galvestonhouston.cmgconnect.org/>. For Safe Environment Safe Haven status questions, contact the Parish Office.
2. Parent volunteer opportunities include, but are not limited to:
  - Help with special class programs or projects

- Read orally to the class
- Lecture and speak as guests in the classrooms
- Attend lunch with the children and help the teacher supervise
- Assist in the library/Book Fair
- Assist in the computer lab
- Serve as chaperones on field trips
- Help supervise students during weekly Mass & Lunchroom
- Support extra-curricular activities
- Assist with field day

Post all volunteer hours on Track it Forward. Located under Volunteers on the school website.

### **30.3 PARENTAL SUPERVISION OF STUDENTS**

1. After School Hours - When visiting the school after regular school hours, it is the responsibility of the parents to supervise their children everywhere on campus, including the playground and in the gym. This includes Girl Scouts, athletic events, conference days, etc.
2. Release of Student to Parent - No child will be released to a parent, guardian, or parent designee if the school personnel believe the person to be impaired (such as inebriated) and therefore unable to care for the child. Another person from the student's emergency contact list will be called.