

# PARENT/STUDENT HANDBOOK

## 2023-2024



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## **WELCOME**

Our Lady of Grace Catholic School is a Texas Catholic Conference of Bishops-Education Department (TCCB-ED) Accredited Regional School governed by the Archdiocese of San Antonio. Our Lady of Grace Catholic School is committed to faithful adherence to the Holy Magisterium of the Roman Catholic Church and obedience to the Pope. Our Lady of Grace Catholic School is open to all students, regardless of race, sex, or national origin.

Our Lady of Grace Catholic School is a Christ-centered school where the daily life of the teachers and students revolves around and is permeated by the teachings of Jesus Christ. Our primary goal is the mission of the Church: to save souls. The traditional teachings of the Catholic Church, as contained in Scripture and Tradition, defined by the councils and presented in the Catechism of the Catholic Church, are incorporated into the curriculum of the Catholic School.

### **Vision Statement**

“Educating the Whole Person to Live in Jesus Christ”

### **Mission Statement**

The mission of Our Lady of Grace Catholic School is to provide an academically superior education in a secure environment focused on Catholic identity for creating educated, spiritual leaders for the future.

### **Goals for Our Lady of Grace Catholic School**

#### **Faith Community Goal:**

To develop a faith filled community among Faculty, Staff, Students and Parents by promoting and modeling Gospel Values.

#### **Academic Goal:**

To develop a sound curriculum in all core subjects by making use of up-to-date technology and teaching techniques.

#### **Spiritual Goal:**

To form our students in Christian values through daily experiences of God’s love, compassion and concern for others.

#### **Personal Goal:**

To form students who will recognize their own self-worth and potential by continuously challenging them to set goals for themselves.

#### **Social Goal:**

To develop students who will be respectful and compassionate towards others by challenging them to respect individual differences and grow in love and tolerance.

#### **Physical Goal:**

To develop life-long habits of good health and wellness through daily physical exercise and instructions in healthy nutrition.



## **Our Lady of Grace Catholic School History**

In 2005, six people came together to create, with God's help, a Holy Catholic learning environment. It was dedicated to Our Lady of Grace, for children with the hope that Our Lady would always look over and guide whatever was pursued. These six people met for a year of praying and planning. The group consisted of an optometrist, a retired kindergarten teacher, a pilot, a car salesman, and two home schooling mothers. "Our Lady of Grace Academy" opened its doors in 2006, in a little house located one block behind St. Matthew's Catholic Church in Jourdanton, Texas. The house was owned by Damon and Molly Decker.

There were five students in kindergarten, six students in elementary, five in junior high and one part-time home-schooled student. Margie Coleman was instrumental as a consultant to the school. Father Kazimierz Oleksy was their first Spiritual Director.

At the dedication of the new St. Ignatius Catholic Church in Christine, the students were invited to sing. Archbishop Gomez heard the students of Our Lady of Grace sing during Mass in Latin. Later that year Archbishop Gomez sanctioned the school as a Catholic School.

Our Lady of Grace held classes in the CCD classrooms of St. Andrew's Church in Pleasanton and Father Gilberto Vallejo served as their Spiritual Director.

In the years to follow, OLGCS would go through changes in administration. Ms. Coleman was principal for 4 years, followed by Mr. Rudy Gonzales for a couple of years and by Mr. Moczygemba for a year and a half.

In January of 2016, Mrs. Jeanette Geyer graciously assumed the responsibility of interim-principal and played a key role in moving the school towards TCCB-ED accreditation. That summer, June 2016, the school was awarded provisional accreditation. In July 1, 2016, Mrs. Jeanette Geyer signed on as the Principal of Our Lady of Grace Catholic School. By August 2018, she began spearheading a yearlong self-study for an in-depth look at OLGCS and its operational vitality. Since the time of the last accreditation visit (2016), the school has identified goals in various aspects of the operation of the school such as curricula areas, campus improvements, long-range planning and other facets of the school. This process provided the Texas Catholic Conference of Bishops Accreditation of Commission with enough information to determine the school had fulfilled the requirements for full accreditation. The accreditation team visited the school in April of 2019 and in May 2019, Our Lady of Grace received full accreditation from the TCCBED. She continued to serve as their administrative leader playing a major role in the school's operational vitality. In July 2018, Father Prasanna Mese joined the school community as their Spiritual Director. He remained focused and involved in the development of the school as we continued to grow in enrollment, educating our students academically and spiritual. July 2021, Father Ian Robbins became our Spiritual Director. He remains focused in communicating the benefits of faith formation received in the Catholic School environment. In July of 2022, Jeanette Geyer retired to spend more time with her family. The reigns were passed on to Tammy Ducote to begin her journey as the principal of Our Lady of Grace Catholic School beginning in August 1, 2022. Mrs. Tammy Ducote brings many attributes in leadership to continue the tradition of OLGCS in "educating the whole person to live in Jesus Christ".

# Our Lady of Grace Academy History – 2015

## Catholic School July 2016 – Present

| School Year | Campus Location                                  | Principal   | Grades              | Enrollment | Board Chair          | Spiritual Director   |
|-------------|--|---|---------------------|------------|----------------------|----------------------|
| 2006-2009   | Home in Jourdanton, TX                           | Tisha Darrow                                      | PK3-2 <sup>nd</sup> | 12, 19, 30 | Dr. Stephen Planchet | Fr. Kazimierz Oleksy |
| 2009-2010   | St. Andrew Catechetical Building, Pleasanton, TX | Margie Coleman                                    | PK3-2 <sup>nd</sup> | 34         | Dr. Stephen Planchet | Fr. Gilberto Vallejo |
| 2010-2011   | St. Andrew Catechetical Building, Pleasanton, TX | Margie Coleman                                    | PK3-2 <sup>nd</sup> | 39         | Dr. Stephen Planchet | Fr. Gilberto Vallejo |
| 2011-2012   | St. Andrew Catechetical Building, Pleasanton, TX | Margie Coleman                                    | PK3-3 <sup>rd</sup> | 48         | Dr. Stephen Planchet | Fr. Gilberto Vallejo |
| 2012-2013   | St. Andrew Catechetical Building, Pleasanton, TX | Rudy Gonzales                                     | PK3-3 <sup>rd</sup> | 44         | Dr. Stephen Planchet | Fr. Gilberto Vallejo |
| 2013-2014   | Leming ISD, Leming, TX                           | Rudy Gonzales                                     | PK3-3 <sup>rd</sup> | 51         | Chris Jenschke       | Fr. Gilberto Vallejo |
| 2014-2015   | Leming ISD, Leming, TX                           | Joey Moczygemba                                   | PK3-4 <sup>th</sup> | 72         | Chris Jenschke       | Fr. Gilberto Vallejo |
| 2015-2016   | St. Andrew Catechetical Building, Pleasanton, TX | Fall – Joey Moczygemba<br>Spring – Jeanette Geyer | PK3-5 <sup>th</sup> | 61         | Chris Jenschke       | Fr. Gilberto Vallejo |
| 2016-2017   | St. Andrew Catechetical Building, Pleasanton, TX | Jeanette Geyer                                    | PK3-5 <sup>th</sup> | 60         | Chris Jenschke       | Fr. Gilberto Vallejo |
| 2017-2018   | St. Andrew Catechetical Building, Pleasanton, TX | Jeanette Geyer                                    | PK3-5 <sup>th</sup> | 55         | Jason Trial          | Fr. Gilberto Vallejo |
| 2018-2019   | St. Andrew Catechetical Building, Pleasanton, TX | Jeanette Geyer                                    | PK3-5 <sup>th</sup> | 74         | Jason Trial          | Fr. Prasanna Mese    |
| 2019-2020   | St. Andrew Catechetical Building, Pleasanton, TX | Jeanette Geyer                                    | PK3-5 <sup>th</sup> | 78         | Jason Trial          | Fr. Prasanna Mese    |
| 2020-2021   | St. Andrew Catechetical Building, Pleasanton, TX | Jeanette Geyer                                    | PK3-5 <sup>th</sup> | 52         | Jason Trial          | Fr. Prasanna Mese    |
| 2021-2022   | St. Andrew Catechetical Building, Pleasanton, TX | Jeanette Geyer                                    | PK3-5 <sup>th</sup> | 62         | Jason Trial          | Fr. Ian Robbins      |
| 2022-2023   | St. Andrew Catechetical Building, Pleasanton, TX | Tammy Ducote                                      | PK3-5 <sup>th</sup> | 83         | Chris Jenschke       | Fr. Ian Robbins      |

## PHILOSOPHY OF EDUCATION

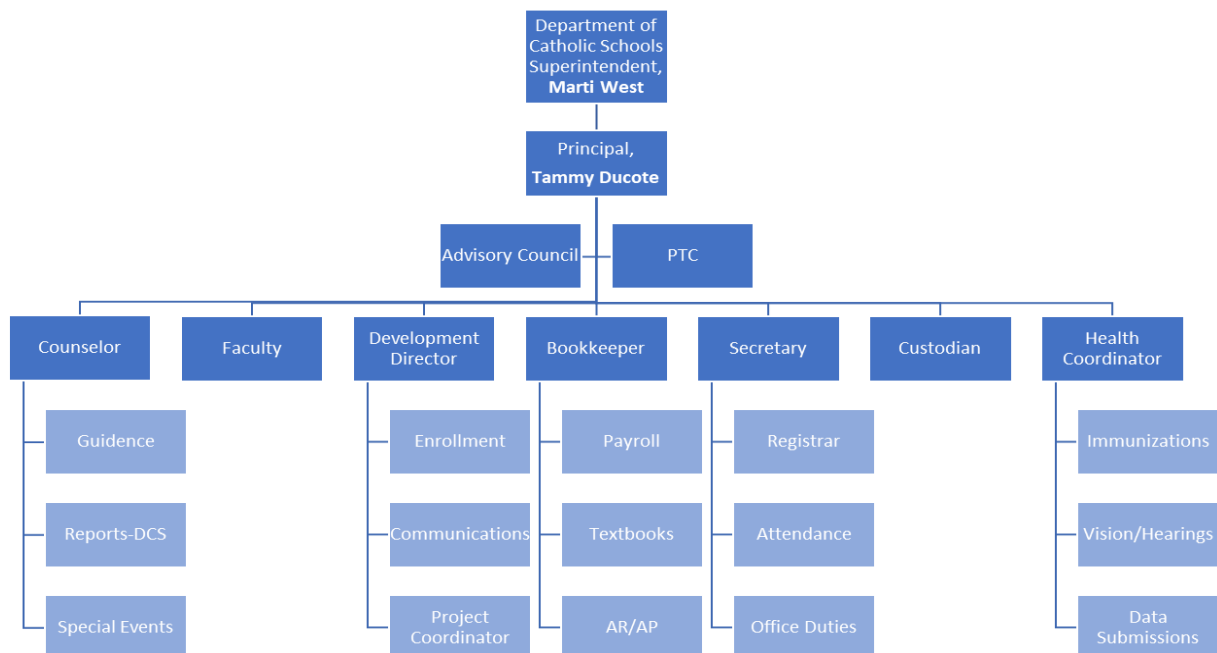
We, at Our Lady of Grace Catholic School, assist the church in its mission of developing committed Catholic Christians. All children, regardless of race, sex or national origin are accepted and welcomed. We collaborate with parents and guardians in their role as primary educators of their children. Students are encouraged to take responsibility for their learning both in academics and in the living of religious values. We guide our students to recognize the love of God in our midst and challenge them to extend this love to those in need, following the example of Jesus.

## ACCREDITATION

Our Lady of Grace Catholic School has received full accreditation by the Texas Catholic Conference (TCC). The Texas Catholic Conference is a publication for all Roman Catholic dioceses with cities located in the state of Texas. The superintendent's Department of the Division of Education of the TCC is directly concerned with the schools. The superintendents meet periodically to discuss common issues and make recommendations to the Bishops. They are assisted by the Education Director of the Texas Catholic Conference of Bishops -Education Department (TCCB-ED) who is also the official representative of the dioceses in their relations with the Texas Education Agency (TEA). The TCCB-ED coordinates and supervises the accreditation of all Catholic Schools in Texas by the Texas Catholic Conference Accreditation Commission.

## SCHOOL ORGANIZATION

### ORG CHART



## **ARCHDIOCESAN SCHOOLS**

### **Our Lady of Grace is a Regional Archdiocesan School:**

An archdiocesan school is one that has no parochial connectedness. The school is operated under the terms of agreement between the Archdiocese and Our Lady of Grace Catholic School. The Archbishop, as defined by Canon Law, is the ultimate authority in the school and is represented by the Superintendent of Catholic Schools.

A president and/or principal is recommended through a search process outlined by the Department of Catholic Schools and is appointed by the Archbishop. Our Lady of Grace Catholic School has a principal as their chief administrator.

### **Archbishop, Ordinary of the Archdiocese**

The Archbishop, as Chief School Board of the Archdiocese, has responsibility not only for the spiritual formation of the people, but also for every other factor which contributes to the development of the Catholic community. With respect to schools, he shares his regulatory responsibilities with the Director of Educational and Formational Services, the superintendent, and the Catholic Schools Council of the Archdiocese of San Antonio; and shares his supervisory responsibilities with the superintendent. Under Texas law, the Archbishop is equivalent to a corporation sole. The parishes, schools and Catholic agencies are part of the Archdiocese and must deal through the Archbishop on all legal matters. The status of the Archbishop and the Archdiocese under Texas law are consistent with Canon Law.

### **Pastor**

The priest from St. Andrew's parish is the Spiritual Director for Our Lady of Grace Catholic School, a regional archdiocesan school. He also serves as Chairperson for our parishes in our deanery.

### **Principal**

The principal is the chief administrator and spiritual leader of the school. The principal administers policies set by the Archdiocesan Catholic Schools Council. Responsibilities include but are not limited to the hiring and evaluation of staff; the supervision of instructional techniques and curriculum development; and the professional development of the staff through in-service programs. The principal is available for conferences and consultations with parents by appointment. All school personnel report to the principal.

### **Teachers**

The teachers are responsible for the academic instruction of the students, the evaluation and grading of scholastic achievement, and the maintenance of discipline under the guidance of the administration and accordance with the requirements of the school's accrediting agencies, the San Antonio Archdiocesan School Office and the policies of Our Lady of Grace Catholic School.

## **SCHOOL ADVISORY COUNCIL**

Our Lady of Grace School Advisory Council is derived from the Archdiocese of San Antonio Department of Catholic School, is called into being by the Superintendent of Schools and given its mission to advise the principal in areas of school enhancement, policy, development and strategic planning.

A school council shall be established to serve as a consultative body to the principal. Our council is composed of elected, appointed, and ex-officio members as set forth in its constitution.

The blueprint constitution and by-laws of the Archdiocese shall be used for all school councils. Any addendum to the constitution and/or by-laws must be submitted to the president of the Catholic Schools Council of the Archdiocese of San Antonio (CSCASA), who in consultation with the Council will approve the changes before

implementation.

## **PARENT-TEACHER CLUB (PTC)**

Our Lady of Grace Catholic School has a Parent-Teacher Club which fosters a partnership between the home and school. The PTC aids the principal with the Calendar of Events throughout the year. They provide fundraising events to help with the financial status of the school providing funding for educational materials and the operational vitality of the school.

The blueprint constitution and by-laws of the Federation of the Catholic Parent-Teacher Club shall be used for all Parent-Teacher Clubs. Any addendum to the constitution and/or by-laws must be submitted to the Superintendent of Catholic Schools for approval of changes prior to implementation.

## **GENERAL INFORMATION**

### **Office Hours**

The office will be open from 7:30 a.m. to 4:30 p.m.

### **Arrival/Departure Procedures**

Parents are asked to observe traffic laws and drive safely around school premises. Proceed cautiously on Highway 97. Entrance to the school will be from Crocket Street into the Parish street- 4<sup>th</sup> street. Please do not block church driveways or use their parking lots to drive through. Students must be dropped off and picked up in front of the Parish Hall on 4<sup>th</sup> street. Once students are seated in your vehicle, proceed to Market Street to exit right/left towards 5<sup>th</sup> street or out on Hwy 97. The school traffic plan must always be followed by adults.

### **School Day Hours**

**7:30 a.m.– 7:55 a.m. Supervision**

**7:55 a.m.– First Bell**

**8:00 a.m.– Tardy Bell / Morning Prayer and Announcements**

**Classes Begin**

**3:10 p.m.– Afternoon Prayer and Announcements**

**3:15 p.m.– Dismissal**

**3:15-3:30 p.m. – Carpool Pick-up**

**3:30 p.m.– Students remaining will be taken to the after-school care attendant**

### **For the Safety and Security of the Children and Staff**

- Drivers are always asked to follow drop-off and pick-up procedures.
- Parents are asked to remain in their cars and to proceed through the regular carpool process.
- Students are not allowed to walk to a parked car without a teacher or administrator escort.
- Cell phone usage is prohibited in a school zone.
- It is the responsibility of the parent to contact the front office, no later than 2:00pm when arrangements need to be made for after school care or when another carpool member will be picking up their child. Students will not be released to someone who is not on the emergency card.
- Always use caution.

## **Spiritual Development**

### **Religion Program & Liturgy**

The religion program at Our Lady of Grace Catholic School provides each student an opportunity to develop a closer relationship with God. Our vision is “Educating the Whole Person to Live in Jesus Christ”. Experiences of faith, sharing, worship through liturgy and prayer, opportunities to be of service and formal instruction help build a strong Christian community at Our Lady of Grace Catholic School.

Every Friday the students will be assembled in the church for Mass. Parents are invited to these services which are held at 8:30 a.m. Students participate fully in Mass. Each class has an opportunity to prepare/participate in the Mass on a rotation basis.

Students in Grade 5 take the ARK (Assessment of Religious Knowledge) Test in May.

### **Sacramental Preparation**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Our Lady of Grace Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 during their religion course. Parents are required to be active partners in the preparation of their children for these sacraments. The sacrament of Reconciliation and Eucharist are conferred to students after verification of their baptism.

### **Prayer**

Our school community begins with prayer daily at the start of the day, during the day and at the end of the day. Students in grades 1<sup>st</sup> -5<sup>th</sup> may attend the Adoration chapel for silent prayer during their religion time or during scheduled visits led by their teacher. This may happen several times throughout the year. Students in grades 3<sup>rd</sup> – 5<sup>th</sup> may receive the sacrament of confession if needed at any time in collaboration with their parents and our spiritual director.

### **Service Projects**

Our Lady of Grace Catholic School strives to teach students to build a Christian community by helping others. Along with their teachers, students participate in service projects throughout the year. They may include food or toy drives, keeping service journals, collection of clothing to help the less fortunate or a fund drive to help a local non-profit organization. Students are encouraged to give freely with a joyful heart and learn the joy of helping others. We strive to teach the concept of giving of oneself of time, talent or treasure. As adult educators, we practice the 3Ws: Give your time in wisdom, wealth or work ethic for the betterment of our community! We ask parents to contribute 24 hours of service throughout the year and contribute at least \$500 dollars in fundraising to reinforce the commitment to our Christian community as an act of selflessness and devotion to our school.

## **Academic Program Expectations**

### **Expectations and Responsibilities for Students**

It is the expectation and responsibility of each student enrolled at Our Lady of Grace Catholic School to use his/her God-given talents to enhance spiritual, personal and academic growth through prayer and Christ-like service, as stated in our mission statement.

### **Curriculum Guidelines**

Curriculum implementation for Our Lady of Grace Catholic School follows the curriculum guides of the Archdiocese of San Antonio. They are developed using the Texas Essential Knowledge and Skills (TEKS) with the integration of Gospel values and the teachings of the Catholic Church.

### **Curriculum**

The primary goal of the curriculum is to provide a wide spectrum of learning for the child to fully develop to his or her potential.

### **Preschool (PreK3 & K4)**

Our Lady of Grace Catholic School preschool curriculum teaches eight key skill areas that include literacy, mathematics, science, religion, creative arts, fine motor skills, physical health and develops social/emotional skills for 3 and 4 year olds. Preschoolers work on these key skill areas using developmentally appropriate small and whole group lessons, hands on activities and centers.

### **Kindergarten**

The kindergarten follows a structured program emphasizing religious development, social structure, and beginning development in Religion, Language Arts, Science, Math, P.E., Health, Art, Music and Computer.

### **Grades 1-5**

The curriculum includes: Religion, Mathematics, Language Arts (including English, Reading, Spelling, Writing, Penmanship and Vocabulary), Science, Social Studies, Art, Computer Science, Health, P.E. and Music.

### **Religion**

Religion is the integrating factor for the school. It provides a common thread on which spirituality is interwoven throughout the curriculum. Our Lady of Grace Catholic School endeavors to put into practice the key concepts of **Message, Community and Service** as outlined in the American Bishop's School Board Message on Catholic Education (To Teach as Jesus Did, 1972). Religion and all that it implies in the life of the child is of great importance. An integral part of the school's religious education program is participation in the sacramental life of the church through attendance in Mass and the opportunity to celebrate the Sacrament of Reconciliation, retreats, prayer services, traditional activities, and celebrations of the liturgical year. All students in grades PK3 to 5th attend Mass weekly and on Holy Days. The Liturgy is adapted to the level of the students and they are given an opportunity to participate in its preparation.

All Catholic second grade students are prepared for the reception of Penance and Eucharist. Parents/Guardians of children from Our Lady of Grace Catholic School are required to be active partners in the preparation of their children for these sacraments. Children who have attended religious education in first grade will be preparing for First Reconciliation in second grade. Children who have attended second grade, and made their first reconciliation, will be preparing for First Holy Communion in 2nd grade. Older children needing these sacraments will go through RCIA for children. Parents will contact the parish office for more instructions. If

the parent is absent, the child will be considered absent. RCIA for children are classes designed to bring sacraments to children wanting to become Catholic or are 7 years or older and have not been baptized.

The Archdiocese of San Antonio Guidance Curriculum strives to give the classroom teacher and counselor resources that can be used at various age levels from pre-school through fifth grade to consciously assist each child to develop socially, intellectually, physically, emotionally, educationally and spiritually. This curriculum guide can be an integral part of a teacher's classroom management and discipline procedures. It is intended to be a springboard of creatively assessing the needs of each child and assisting him/her to a higher level of self-awareness and preparedness for living within families and society.

### **Language Arts**

Incorporated in the content of the Language Arts program are reading, spelling, vocabulary, grammar, writing, and penmanship. The main goal is to teach the child to develop self-expression in both oral and written form and to read critically.

### **Mathematics**

The students learn mathematical facts and operations appropriate for their grade level. Problem solving is also practiced using the skills taught in each grade level.

### **Science**

This helps provide the student with an awareness of the physical world, life forms of our planet and knowledge of the earth. "Hands On" techniques make the content relevant to the students.

### **Social Studies**

Students become aware and develop the responsibilities of citizenship within the family, church, school, community, country and the world.

### **Physical Education (P.E.)**

Participation in physical education is mandatory for all students in accordance with the Texas Education Agency requirements. Students are expected to enter these classes with the same seriousness as other classes. **Exemption from a class is given only to students who present a note signed by a doctor.**

### **Fine Arts**

Art is part of the curriculum in grades PreK3-5. The students are instructed in techniques and styles of self-expression.

### **Music**

Music is part of the curriculum in grades PreK3-5. Liturgical as well as contemporary music is taught.

### **Health**

Health will be offered to assist students in leading healthy and clean lifestyles.



## Grading Key/Report Cards

The following grading key is used for

### **PreK3-1<sup>st</sup> Grade**

**E** Excellent

**S** Satisfactory

**P** Progress

**N** Needs Improvement

**NA** Not Applicable

The following grading key is used for

### **2nd-5th Grade**

**94-100 (A)** Exceptional High Achievement

**85-93 (B)** High Achievement

**75-84 (C)** Average Achievement

**70-74 (D)** Low Achievement

**0-69 (F)** Failure to Master Material

## Conduct Scale

The Following indicators are used on report cards and progress reports to report the conduct of students and electives.

**O** - Outstanding Effort

**S** - Satisfactory Effort

**I** - Improvement Needed

**U** - Unsatisfactory Effort

**N** - Not Observed

If a student receives disciplinary notices, the conduct grade may be lowered. Conduct marks of “**I**”, “**U**”, or “**N**” should be questioned by the parent/guardian. It is recommended that parents/guardians contact the teacher for a conference.

## Grading Policy

The student’s quarter performance is reported as an overall average with varying assessments throughout the nine-week period. The following weight system applies to each grade level.

### **PK3 – 1<sup>st</sup> Grade**

Students’ report card will show academic areas that are undertaken at the respective levels. Parents are informed of areas of work that have been introduced that are in the developing stage, and/or have reached mastery.

### **2<sup>nd</sup> – 5<sup>th</sup> Grade**

All student’s work is based on an equal distribution and averages equally. Teachers are required to have daily work and various formal assessments throughout the quarter. Most of the grades collected in a nine-week period must be independent work. Project based learning is encouraged and the application of the 4Cs (Collaboration, Creativity, Communication and Critical thinking) for our 21<sup>st</sup> century learners is expected.

## Report Cards/Progress Reports

The academic progress of each student is an important goal of Our Lady of Grace Catholic School. Report cards are issued on a quarterly (9 weeks) grading period to students in PK3 through 5<sup>th</sup> grade.

Progress reports are sent out at the midway point of each quarter to students in grades K-5. Parent/Guardian/Teacher/Student conferences may be held at the end of the first quarter at which time the parents receive the report cards.

## Promotion Policy

There are no social promotions in the schools in the Archdiocese. Students are promoted to the next grade level based on their academic achievement. The following are the specific regulations for promotion for various grade levels:

PreK3-1<sup>st</sup> A student must have a least a “P” final average in Reading and Mathematics in order to advance to the next grade level.

2<sup>nd</sup> -5<sup>th</sup> A student must have at least a “70” in Religion, Language Arts (English, Reading, Spelling, Writing, Penmanship, and Vocabulary), and Mathematics, and an overall “70” average.

By State Law a student who fails more than 2 major subjects is not promoted.

For each major subject below “70” a student must make up the work in summer school. If summer school is not available, work will be assigned, and the student will be tested prior to advancement to the next grade level.

## **Retention**

Retention will be recommended when the parent/guardian, teacher, or principal deems it necessary. This recommendation will not be made lightly. If a parent/guardian insists that a child is to be passed to the next grade over the recommendation for retention, and if the principal agrees to this, a written notation of the retention recommendation by the teacher or principal will be placed in the student's cumulative file.

## **Homework**

Home assignments are an extension of class work and are an opportunity to extend knowledge and to develop needed skills and study habits. The amount of homework depends up the child's grade level, subject, and the needs of the student.

Assignments are to be completed the night they are given.

Suggested homework time guideline:    Kindergarten – 20 minutes  
    Grade 1 – 30 minutes  
    Grade 2, 3, 4, 5 – 45 minutes

Keep in mind that written homework is not the only kind of homework. All students are encouraged to read 20 minutes a night.

## **Copyright**

All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials followed by:

1. copyright law
2. fair use guidelines
3. specific licenses or contractual agreements
4. other types of permission

## **Achievement Testing**

NWEA is a research-based, not-for-profit organization that supports students and educators worldwide by creating assessment solutions that precisely measure growth and proficiency—and provide insights to help tailor instruction. Our Lady of Grace Catholic School will be using this assessment tool to guide instruction. Testing schedule will run at the beginning of the year, middle of the year, and end of the year. This is used only to provide a tool for progress monitoring of students and help tailor instruction.

A Readiness Test is administered in grades Pre-K4 & Kinder at the end of the school year or at the beginning of the new school year.

## **Honor Roll**

An honor roll student is one who not only performs academically but also illustrates strong work habits and character. Students need to have good attendance (excessive absences/tardiness may keep a student off the

honor roll); good work habits and attitude, no conduct marks on their progress reports, report cards or conduct referrals filed in the office. Honor Roll is determined per nine weeks and is the average of each class.

2<sup>nd</sup> – 5<sup>th</sup>

94+ A Honor Roll

85+ A/B Honor Roll

## **INTERNET**

### **Computer Literacy**

Our Lady of Grace Catholic School is equipped with computers. Students in each grade are being prepared for an increasingly technological society in regular classes.

#### ***Internet Appropriate Usage Policy***

“Technology is one of the most marvelous expressions of the human spirit in history, but it is not an unmixed blessing. It can enrich life immeasurably or make a tragedy of life. The choice is yours, and education has a powerful role in shaping that choice (National Council of Catholic Bishops, 1972, #33).”

Our Lady of Grace Catholic School is pleased to offer employees and students access to a computer for Internet access. To gain access to the Internet, all students must obtain parental permission as verified by the parent signature on the appendix form. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing, however; it will mean that in some instances the student will need to be removed from the computer lab/class while Internet is going on.

#### ***What is possible?***

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of Our Lady of Grace Catholic School is to use the Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to student from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. We support and respect each family’s rights to decide whether to apply for access.

#### ***How will the school protect the student?***

Our Lady of Grace Catholic School is making every effort to ensure safe access and usage of the Internet. The following preventative measures are used:

- Use of Internet filtering technology to restrict access to pictures that are obscene, pornographic or harmful to minors.
- Provide for monitoring of student’s online activities to prevent access to inappropriate material on the Internet.
- Caution students on safe techniques to use when accessing information on the Internet.
- Use of child friendly Internet search engines to ensure safe Internet searches.
- Use of supervision by instructional personnel when students access the Internet.
- Promote the safety and security of electronic communication.
- Prevent unauthorized access and distribution of activities by students online.
- Prevent disclosure of student’s personal information online.
- Ensure students adhere to the rules and regulations of the Acceptable Use Policy.

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

Students are responsible for appropriate behavior on the Internet just as they are in a classroom or on a school playground. Communications on the Internet are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school policy as referenced in the

Parent/Student Handbook and the specific rules set forth below. The use of the Internet is 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 computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

***What are the rules?***

**Limited Access** - Student may access only those Web sites to which, according to school policy, they have been given permission. They may also access Web sites that have been specified by the teacher for a specific class activity. Unauthorized and inappropriate sites are prohibited whether the sites were accessed accidentally or intentionally. If any students wander outside of the boundaries of the site specified by the teacher or by school policy, this will be considered a severe clause infraction and entered into the discipline program. Consequences will include but not limited to: parental notification and the immediate suspension of Internet privileges for a period of no less than two weeks. If the behavior is repeated, Internet privileges will be suspended for the rest of the scholastic year.

**Electronic communications** - students are prohibited from accessing, creating or posting material or communication that jeopardizes the safe environment of the school or is contrary to our Gospel values. Students can be subject to the full range of disciplinary consequences, including expulsion for any communication about another student, the school, or the school community that is:

- Illegal
- Damaging
- Abusive
- Obscene, offensive, indecent, sexually explicit or pornographic
- Threatening or demeaning to another person (whether communication occurs through the use the school's equipment or privately-owned equipment)
- In violation of the school's rules on harassment and/or bullying

The use of portable wireless devices to send and/or receive communication is also prohibited. Portable wireless devices include cell phone, pagers, blackberries and palm pilots. Electronic communication can be conducted on these devices using Internet services such as e-mail, Instant Messaging, Text Messaging, Chat rooms, blogs, Message boards, and Web site postings. Electronic communication is a means of communication instantly with others in both a positive and negative way. Students should not participate in any on-line communication that is not for educational purposes. Using any of the above forms of communication to access or distribute inappropriate material through pictures, text, forwards, attachments, and other forms of information is prohibited. Consequences will range from suspension or possible expulsion, depending on the severity of the offense.

**Privacy** - computer storage areas may be treated like school lockers. Administrators and/or teachers may review activity to maintain system integrity and ensure that employees and students are using the system responsibly.

**Storage Capacity** - Employees and students are to store all materials as specified by the computer or classroom teacher.

**Illegal copying** - Student should never download or install any commercial software, shareware or freeware onto a school computer unless they have written permission from the teacher. Nor should students copy other people's work or intrude into other people's files.

**Damage** - Students may not physically or electronically tamper with or damage computer hardware, software or other technology resources.

**Online Services** - Students may not access their personal subscriber online services using school computers.

**Unauthorized downloading** - Students should never download music files, Internet games or load CD-ROM software on school computers.

### **Photo/Video Release Policy**

We, at Our Lady of Grace Catholic School, are immensely proud of the success and achievement of our students. We frequently photograph students and their accomplishments and publish in the local newspaper, social media, and the school webpage. Photographs are also used in our school yearbook. Occasionally, the school will prepare a marketing or informational brochure, an ad or flyer.

Additionally, someone from the media may contact the school about a feature story. It is important that we know before the media arrives if you have any objection to your child(ren) being included in these stories.

The Student Media Release form found in the registration packet, must be completed prior to the first day of school.

## **INTERNET/USE OF ELECTRONIC COMMUNICATION**

### **Use/Misuse of Electronic Communication**

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

This policy applies to communications or depictions through email, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication, which:

1. Are of sexual nature
2. Threaten, libel, slander, malign, disparage, harass or embarrass members of the school community
3. Cause harm to the school community.

## **ATTENDANCE**

Our Lady of Grace Catholic School attendance policies will follow Archdiocesan policy #3101 and the State of Texas policy.

### **State and School Policy**

The State Compulsory Attendance Law requires students to be in attendance 90% of the instructional days. Therefore, students who incur more than 18 absences (excused or unexcused) per year may be required to make up the missed time, hour for hour and in some cases may be required to repeat the grade. Every instance of absence or tardiness is a loss to the pupil. The principal's discretion shall determine when absences or tardiness are to be excused. Acceptable reasons for granting excused absences include personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other cause acceptable to school administration. A student not physically present at school, excused or unexcused, is marked absent. The first bell of the school day rings at 7:55 a. m. When the bell rings at 8:00 a. m., all students are to be in the assembly area and ready to begin morning prayer.

### **Absences**

If a student is absent, the parents are to call the school office by 9:00 a. m. In all cases, absences must be explained in writing by the parent/guardian upon the student's return to school. An absence will be recorded as excused/unexcused dependent on documentation returned to the school.

### **Attendance Committee**

When a student fails to meet the attendance requirement and attends less than 90 percent of the days a class is offered OLGCS will convene with an attendance committee to review the circumstances surrounding the student's excessive absences, excused and unexcused. The attendance committee shall be comprised of the principal and/or his or her designee, the school counselor and the classroom teacher.

The committee may decide to award class credit due to extenuating circumstances or establish ways for the student to make up work or regain credit loss due to their excessive absences.

### **Half Day Absence**

Students arriving after 10:00 a.m. will be counted as a ½ day absence. Anyone picked up before 1:30 p.m. will also be marked as a half day absence.

### **Perfect Attendance**

At the end of the school year, Perfect Attendance distinction is awarded to those students who have not been tardy or absent for the entire year.

### **Tardiness**

A student is considered tardy after 8:00 a.m. Six times of being tardy in a nine-week period will result in a disciplinary slip with time being made up after school ends and an appointment with the principal for both the parent and the student. Standard makeup time will be 15 minutes for each tardy past the limit. A student will be marked **TARDY** when arriving to school after the 8:00 a. m. bell. Tardies will be recorded as unexcused unless the student returns to school with a doctor's note stating the tardy is due to a doctor's appointment.

### **Early Dismissal**

Early dismissal days are noted on the yearly and monthly calendars. Early dismissal time will be at 12:30 p.m. Students need to be picked up by that time. On early dismissal days there will be after school care which will be charged as extra service to monthly rates, apart from the last day of school and Fridays before long holidays: no after school care.

### **Reporting Absences and Tardies by Parents**

Written reasons for absences are required on the day the student returns to school. Absences will be excused with:

1. a doctor's note
2. notice of death of family member
3. events approved by administration

Please submit these to school administration who will keep it in the student's personal file for appropriate documentation. If a student is absent 3 or more days and returns without a doctor's note, the parent/guardian must consult with administration before the student is allowed to enter class.

### **Releasing of Students during School Hours-Custodial/Non-Custodial**

A student may be released from school during hours into the custody only of those persons listed on the Student's Emergency Information Card. Early pick-ups must be made through the school office before 2:45 pm. Identification of the person to whom the student is released must be verified. Parents or guardians will be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reasons. Documentation of this notification is kept in school office.

### **Release of Students to a Law Enforcement Officer**

Police and other government officials are required to directly deal with the principal in requesting an interview with a child.

Generally, no police should be given access to a child without parental permission unless, (a) there is an arrest

warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm. No police officer will be allowed to come into Our Lady of Grace Catholic School and question a student about a prior, off-campus event.

### **After School Care (ASC)**

After School Care (ASC) documentation will be kept on students in ASC. Persons must sign out students when being picked up.

### **Field Trips**

Field trips are not a right but a privilege. Field trips should be related to the curriculum.

Such trips are permissible for all grades when advanced planning, location and the experience insure a successful learning opportunity. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. The school or anyone connected with the activity is not responsible if any misfortune should occur. Our Lady of Grace Catholic School must provide adequate transportation and supervision. The student must have a signed and dated release form from the parent/guardian for each field trip.

**No siblings will be allowed to attend.**

Any school sponsored student outings must be approved by the principal. Approval of such trips will be based on:

1. Appropriateness of the trip for age and maturity level of students.
2. Ability of parents/guardians to pay for trip while meeting all other school financial obligations.

**Before chaperones (parents) can attend a field trip or volunteer in the school, Archdiocesan Policy must be followed.**

**No parent/volunteer may attend a field trip until a clearance is issued.**

### **Textbooks**

Textbooks, library books and workbooks are provided to students free of charge to use throughout the school year. If a student loses or damages a textbook, library book or workbook, the parent must pay to replace the book.

Students who maintain outstanding debts due to lost or damaged books will not receive Progress Reports or Report Cards until fees for lost or damaged books are paid for.

Any student unwilling to return a book in an acceptable condition loses the right to free textbooks, library books and workbooks until the item is returned or paid for by the parent; however, the student will be provided with textbooks and workbooks for use at school during the school day.

## **ADMISSION POLICY**

### **Archdiocese of San Antonio Catholic Schools**

#### **Non-discrimination Certification**

This certifies that Our Lady of Grace Catholic School admits qualified students of any race or national origin to programs and activities of the school with all rights and privileges. Equal opportunity and access are provided to persons without regard to race, national origin or gender in the implementation of employment policies and procedures.

#### **Archdiocesan Requirements**

1. A child must be three (3) years of age on or before September 1<sup>st</sup> to be admitted into the Pre-program and

also must be fully toilet trained.

2. A child must be four (4) years of age on or before September 1<sup>st</sup> to be admitted into the Pre-program and also must be fully toilet trained.
3. A child must be five (5) years of age on or before September 1<sup>st</sup> to be admitted into kindergarten.
4. A child must be six (6) years of age on or before September 1<sup>st</sup> to be admitted into the First Grade.
5. For students not exhibiting proper readiness, an interview with the parents is recommended to determine proper admission procedures.

### **Pre-Registration**

Pre-Registration for the upcoming school year for students of Our Lady of Grace Catholic School takes place in February. The non-refundable application fee is due in full with the completed application paperwork. Students with past due accounts, including unpaid fundraisers, after school care, etc. will not be permitted to register.

### **Registration of New Students**

Registration for new students at Our Lady of Grace Catholic School opens in January. Openings in all classes are available at that time to new students. Classes will be closed when registration limits for each class are met.

### **Transfer of Student (s) within the Archdiocese**

The transfer of a student from one Catholic School to another within the Archdiocese can occur only after consultation between the principals of the two schools involved.

### **Admission Procedures for New Students**

The admission process for PK3, PK4 and Kindergarten may include meeting with school administration. The admission process for students in Grades 1 through 5, enrolling in Our Lady of Grace Catholic School for the first time may include: an assessment of the student's academic level, a check on the student's conduct grades, and an interview with the prospective student and the parents/guardians.

New families must supply the following documents to Our Lady of Grace Catholic School at the time of registration.

1. Birth Certificate (original certified document or certified copy)
2. Baptismal Certificate (only if Catholic Baptism)
3. Current immunization record
4. Current report card and most recent standardized test scores
5. Dates of First Communion and First Reconciliation (if appropriate)

Schools shall consider the gender of all students as being consistent with their biological sex. All students are expected to conduct themselves and participate at school in a manner consistent with their biological sex. This should include, but is not limited to participation in school sponsored events, bathrooms, titles, names, pronouns and official school documents. If a student's expression of gender identification should cause disruption, the matter will first be discussed with the student and his or her parents. If the issue is not resolved to the satisfaction of the school administration, it shall be addressed further to see if the school is the right fit for the student and the family.

### **Order of Acceptance of New Students**

1. Members of families with students presently enrolled at Our Lady of Grace Catholic School
2. Registered members of Atascosa County Parishes
3. Families coming from a Catholic School in San Antonio that is closing
4. Catholics from other parishes not registered in Atascosa County Parishes
5. Families of other religious denominations



### **Admission of Students from Public and other Non-public State Approved Schools**

Admission of students transferred from other state approved public and non-public schools are the decision of the principal based on testing, observation and other assessments. This decision is made if it is deemed in the best interest of the student and the placement is agreeable to both parents and the principal.

### **Admission of Students from Home Schooling and Non-Accredited Schools**

Our Lady of Grace Catholic School uses a process based on observations, assessments and an interview with parents and child for admitting students who transfer from non-accredited schools or home schooling. The principal and teachers of Our Lady of Grace Catholic School make a decision based on the results of this process for admitting a student from home schooling and non-accredited schools.

### **Admission of Students from Foreign Schools**

The principal of the school in which the student is enrolling must determine admission of students transferring from foreign schools. All government required document must be completed by the school and parent/guardian; copies must be kept on file at the school and Department of Catholic Schools.

### **Admission of Students with Special Needs**

Our Lady of Grace Catholic School, if able, will provide students with special needs an opportunity for admission. However, if students with special needs apply to a school that is not capable of offering the necessary programs and facilities, they will be referred to other schools and programs that have the ability to effectively serve their needs.

Our Lady of Grace Catholic School strives to provide the accommodations and/or modifications within the scope of their school's resources for students who are identified as having special learning needs. Our Lady of Grace Catholic School will collaborate with parent(s), the public school, and appropriate agency and/or professional when providing school's services for the child. Accommodations and modifications should be communicated to parents and reviewed, at a minimum, on a yearly basis.

## **STUDENT RECORDS**

### **Emergency Information Forms**

Each student will have on file family emergency information that is completely current. When a student becomes ill or has an accident the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, other persons listed on the emergency care will be contacted. It is necessary that forms be kept up to date. Any new information must be given to the office as soon as possible.

### **Publication of Addresses/Photo/Interview**

Our Lady of Grace Catholic School will not publish the addresses, phone numbers, photographs, or interviews of any parent/guardian, or employee without their written consent.

### **Permanent Records**

A permanent record will be maintained for each student according to a system approved by the Superintendent. The student's official file will contain the following: academic transcripts, academic testing, and health records (unless kept in a separate health office) and emergency information. Only the contents of the official file will be forwarded to a new school. Our Lady of Grace Catholic School retains permanent records when a student

transfers or graduates.

### **Access to Records**

Parents and student are afforded the right of access to records and the right to request that statements be changed or deleted. If the school refuses to change or delete records, statements made by parents or students should be included in the record.

In the absence of a court order to the contrary, Our Lady of Grace Catholic School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Our Lady of Grace Catholic School will state in writing the procedures that are to be followed if a parent or student wishes to view a record and/or receive copies. The school can ask for twenty-four hours' notice and can require the parent to make the request in writing.

### **Release of Records**

Parents have the right of access to their child's educational records. All materials in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, the parents/legal guardian and to the student after his/her eighteenth birthday. Parents are to be made aware that they have the right to this information.

Our Lady of Grace Catholic School shall allow full access to a student's records to either parent unless the school has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes such rights.

Upon reaching the age of 18, a former student gains the same rights as granted to the parent concerning access rights to his/her student records.

### **Request for and Transfer of Student Records**

Permanent record cards and health records will be released to a receiving school when that school applies directly by mail to Our Lady of Grace Catholic School. A release form signed by the parent or legal guardian must be obtained by the requesting school.

If the student is transferring to a Catholic school within the Archdiocese, the original permanent record and health records shall be transferred. A copy should be retained for the originating school's records.

If the student is transferring to a school that is not recognized as a school within the Archdiocese, a copy of the student's permanent record card and the original health records shall be transferred.

All special education or psychological test results, which are to be released to a receiving school, must include a parent's signed release specific to that information. The student's original permanent record card or a copy is then placed in the inactive file with a notation made indicating to which school the student has transferred, the date and the reason for the transfer.

### **Withholding School Records**

Our Lady of Grace Catholic School shall not withhold transcripts or grades because of delinquent tuition. Parents have an absolute right to access any and all student records related to their children. Consequently, in no

case shall the withholding of transcripts, report cards or other records of student's work be used for the enforcement of collection.

Parents have absolute right to access any or all students' records related to their children. Should a family transfer to another school, it is necessary that the parents/guardians notify the school office as soon as possible in order that the necessary papers may be completed.

## CONDUCT and DISCIPLINE

### Code of Conduct/Rules

Our Lady of Grace Catholic School strives to provide an environment in which each child can learn, develop, and be prepared to accept responsibility for his or her actions. Children are guided toward this goal with a strong emphasis on spiritual and moral growth. **All students are expected to comply with directives and all school policies.** Parents should be actively involved in the disciplinary process and are asked to cooperate fully with school policies and to support the faculty and administration in these endeavors.

A consistent effort will be made at every grade level to establish and practice reinforcement. Respect and self-esteem will be nurtured as part of a "conflict resolution" to be practiced in every classroom. Students will be given opportunities to correct any behavior that disrupts others in the classroom. Responsibility, reconciliation, and restitution will also be at the core of all disciplinary actions.

Six rules to "Live like Mary"

1. Show respect for yourself, adults, others, and all property.
2. Be prepared for school and all activities.
3. Allow others to work undisturbed in the classrooms.
4. Follow directions.
5. Keep your hands to yourself.
6. Be honest.

### Discipline

*Disciplinary action will be taken in the form of the following:*

**Disciplinary Notice:** Communication between school and home.

**Disciplinary Referral:** Notification regarding child being sent to the office.

**Disciplinary Notices** have a two-fold purpose. The notice is a communication tool after several warnings, and a favorable response from the student has not been seen. Secondly, a disciplinary notice may be given outright for a more serious discipline matter. Disciplinary notices may be issued by teachers, after school care personnel, instructional assistants, or administrative personnel.

**Disciplinary Referrals** will only be issued by the principal or assistant principal. Discipline referrals will be issued upon receipt of the third disciplinary notice in a nine weeks period or immediately following a more serious disciplinary matter. The principal will contact the parents/guardians for a conference and assignment of after school detention.

After school detention is held on Wednesday afternoons from 3:25-4:00 pm under the supervision of a faculty member. Students in detention must be picked up from school at 4:00 pm. After school care program is unavailable for students after detention.

Any type of the above-mentioned disciplinary notices will be sent home for parent's/guardian's signature.

**Considering that all infractions cannot possibly be enumerated, disciplinary action of some type will be**

**taken when violations to the following occur:**

- Breaking any of the six rules of conduct
- Inappropriate behavior at Mass
- Disrespect towards adults or any others
- Repeatedly disrupting in class or cafeteria
- Failure to wear proper uniform or any part of the uniform
- Leaving the classroom or grounds without permission
- Inappropriate language or materials in classroom or school grounds
- Cheating in any form
- Misbehavior in restrooms or hallways
- Possession of electronic games, cell phones, or other equipment without permission
- Writing or possessing notes
- Inappropriate behavior unbecoming a Christian student
- Threats of any kind to an individual
- Misuse of electronic communication or electronic devices

**Suspension**

Three detentions in a nine-week grading period or a serious infraction (decided by a principal) may result in a suspension. Two suspensions in a school year could lead to an expulsion.

Offenses include, but are not limited to:

- Three detentions
- Assault, endangerment or threats of teachers, staff, or students
- Possession, use or being under the influence of alcohol, tobacco products, illicit drugs
- Possession or use of illegal weapons
- Inappropriate items
- Habitual disregard of school discipline policy

Suspensions will be handled through the office. A child could be detained at the school and assigned work. If this course of action is taken a fee of \$20 will be charged.

Suspension could be handled on an out of school basis. If so, work missed may not be made up. The child will be on **probation** following a suspension.

**Expulsion**

Expulsion is a serious matter and will be invoked only as a last resort. Serious infractions may warrant a conference with the principal.

**Care of School Property**

The cost of replacement/repair of school property damaged by the student will be charged to the student or parents of the student in addition to any punitive action which may be warranted. Students who damage other students' property are required to make restitution.

**Substance Abuse**

A student cannot attempt to possess, use, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage
3. Any abusive glue, aerosol paint or any other volatile chemical substance for inhalation.

#### 4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug

Students who violate this policy shall be subject to disciplinary action including expulsion. A student, who uses in the proper manner, a drug authorized by a licensed physician through a prescription shall not be considered to have violated this policy. Authorized school personnel must administer any prescribed medication.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy. Students involved in such action shall be expelled from school.

In cases where there is suspicion that there are illegal substances in a student's possession, the principal and/or her designee may search the student, his/her desk, locker and belongings including, but not limited to handbags, purses, briefcases, backpacks, and other items belonging to the student.

### **Violence and Weapons**

OLGCS is concerned with providing a safe and productive work environment for all employees. We prohibit any and all acts or threats of violence by any employee, parishioner, vendor, or visitor. We are a weapon free zone. It is a crime for any person, student, or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus, or at school-sponsored social or extracurricular activities. If a violation occurs, the principal will notify local law enforcement and notify the parents/guardians if a police report is made in violation of this statute. *18 U.S. Code 922 (q)(2)(A)*.

### **Search and Seizure**

In cases where there is suspicion that there is a weapon in a student's possession, the principal and/or her designee may search the student, his/her desk, locker and belongings including, but not limited to, handbags, purses, briefcases, backpacks, and other items belonging to the student. If a student is arrested for violation of this statute, the principal will immediately notify the parents of the student. Violation of this statute is grounds for immediate expulsion from Our Lady of Grace Catholic School.

### **Harassment-Free Environment**

The schools of the Archdiocese do not condone harassment of any kind. All students of the Archdiocese are to be treated with dignity and respect. Harassment in any form (sexual, verbal, or physical) is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants.

It is the responsibility of the school to:

1. Implement this policy through regular meetings with all administrators, including the School Council in the case of a parish school, ensuring that they understand the policy and its importance.
2. Make all staff members, students, and parents aware of this policy and the commitment of the school towards its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive environment.
4. Establish practices designed to create an environment free from discrimination, intimidation, or harassment.

It is the responsibility of the student to:

1. Conduct him or her-self in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. A student should report all incidents of discrimination or harassment to the principal. If he/she is not available, report incidents to other school personnel.
5. If informed that he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

### **Electronic Behavior**

Any of the behaviors listed above that are communicated and/or distributed electronically are subject to the same consequences as described above. Since bystander support or harassment of bullying can support bullying behaviors, Our Lady of Grace Catholic School prohibits both active and passive support for acts of harassment or bullying. The staff will encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

## **Bully-Proofing Policy**

### **Our Policy to Promote a Caring Community**

#### **Safe and Caring Schools**

Our Lady of Grace Catholic School is committed to creating a safe, comfortable and respectful learning environment for all students following the example of Jesus Christ. Bullying, harassment and intimidation have a negative impact on the school climate and can be a major distraction from learning. It is the responsibility of all stakeholders to ensure the rights of all within the school boundary. Bullying behavior by anyone is prohibited and bullying by a student will constitute a violation of the School Rules and Discipline Code set forth in the school handbook.

### **Definitions of Bullying and Cyberbullying**

**Bullying** means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by the Archdiocese of San Antonio or the school, which includes a privately owned vehicle being used for school purposes, and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property;
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom, school, school-sponsored or school-related activity; or
4. Includes cyberbullying.

**Cyberbullying** means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

### **Administration Responsibilities**

The success of the Bully-Proofing Program is the responsibility of all members of the school community. For the school to be a safe place, all stakeholders must do their part. The following outlines the responsibilities of each group. Prevention of bullying is through the promotion of kindness, respect, empathy, and acceptance.

- ❖ Ensures the yearly in-service occurs by a knowledgeable individual(s) to provide all school personnel with the necessary information to recognize bullying and the procedures to respond to it.
- ❖ Raise awareness around the school community about bullying.
- ❖ Encourages cooperation and positive interactions.

### **Parent Rights and Responsibilities**

#### **Parent Rights**

- ❖ To be given a copy of the Harassment Policy.
- ❖ To contact teachers or administration with questions regarding the policy.
- ❖ To expect that their child will be taught in a safe and respectful classroom.
- ❖ To be contacted when their child is receiving discipline under this policy.

### **Parents Responsibilities**

- ❖ Review Rules and Student Code of Conduct with their child on a regular basis
- ❖ Inform administration of events that affect their child's wellbeing
- ❖ Teach child socially acceptable standard of behavior
- ❖ Teach child to be responsible for their actions.
- ❖ Teach child to express their concerns that affect their well-being to appropriate school personnel
- ❖ To support the school in sustaining a welcoming, caring and safe environment.

### **Teacher Rights and Responsibilities**

#### **Teacher Rights**

- ❖ To be treated with respect by parents and students
- ❖ To be able to teach without disruption from students

#### **Teacher Responsibilities**

- ❖ Communicate classroom expectations/consequences to parents and students
- ❖ Demonstrate respect and care for students
- ❖ Contact parents when student fail to meet expectations with regards to any school policy
- ❖ Follow Our Lady of Grace Catholic School harassment discipline policy

### **Student Responsibilities**

- ❖ Follows the Bully-Proofing rules as set by the school.
- ❖ Verbally tells the bully to STOP but does not retaliate.
- ❖ Accepts responsibility for his/her own actions.
- ❖ Contributes toward making the school a safe and caring community.

*Examples:* Harassment can be experienced in many forms.

(This is intended as a sample of areas of potential harassment and is not all inclusive)

| <b>Type</b>  | <b>Direct</b>  | <b>Indirect</b>  |
|--|--|--|
| <b>Physical</b>  | <ul style="list-style-type: none"> <li>• Hitting</li> <li>• Kicking</li> <li>• Pushing</li> <li>• Spitting, biting</li> <li>• Pinching, scratching</li> <li>• Throwing things at people</li> </ul> | <ul style="list-style-type: none"> <li>• Getting another person to harm someone</li> </ul>   |
| <b>Verbal</b>  | <ul style="list-style-type: none"> <li>• Mean and hurtful name calling</li> <li>• Hurtful teasing</li> <li>• Demanding money or possessions</li> <li>• Obscene language</li> </ul>                 | <ul style="list-style-type: none"> <li>• Spreading nasty rumors</li> <li>• Trying to get other students to dislike another student</li> </ul>                    |
| <b>Social intimidation</b>                               | <ul style="list-style-type: none"> <li>• Threatening gestures</li> <li>• Obscene gestures</li> <li>• Racist or sexist remarks</li> </ul>   | <ul style="list-style-type: none"> <li>• Deliberate exclusion from a group or activity</li> <li>• Removing, hiding and/or damaging another's property</li> </ul> |
| <b>Cyber</b> (email, texting, phone, internet messaging, | <ul style="list-style-type: none"> <li>• Mean, belittling and hurtful name calling</li> </ul>  | <ul style="list-style-type: none"> <li>• Spreading nasty rumors</li> <li>• Trying to get another student</li> </ul>  |

|   |   |   |
|---|---|---|
| electronic media and other internet mediums) i.e. You Tube and Facebook | <ul style="list-style-type: none"> <li>• Threatening and/or obscene language</li> <li>• Offensive images</li> <li>• Repeated unwanted messages</li> </ul> | <ul style="list-style-type: none"> <li>• to dislike another student</li> <li>• Using another student's password or phone to communicate obscene language</li> </ul> |
|---|---|---|

### Consequences for Bullying or other acts of Harassment

Our Lady of Grace Catholic School staff and administrators shall implement the school's Discipline Policy when administering disciplinary action for reported bullying and harassment behavior or actions. The following factors will be taken into consideration when determining appropriate consequences: age, development, degree of harm, surrounding circumstances, nature and severity of the behavior, incidences of past or continuing patterns of behavior, relationship between involved parties, and the context in which the alleged incident has occurred. In addition, the following rubric applies.

#### Reporting

Anyone associated with OLGCS including students, school staff, administrators, parents and community members are asked to report any bullying incident to the principal through the on-line portal found on the school's webpage. School staff is expected to immediately intervene when they see a bullying incident occur.

### A RUBRIC FOR POSSIBLE CONSEQUENCES OF BULLYING BEHAVIORS

*The administration retains absolute discretion to punish students on a case-by-case basis in conformity with the nature and degree of particularized conduct.*

| BULLY BEHAVIOR CODE       | BEHAVIOR   | BEHAVIOR FIRST INCIDENT   | BEHAVIOR SECOND INCIDENT  | BEHAVIOR THIRD INCIDENT   |
|---------------------------|--|---|---|---|
| RIDICULE                  | Called names, made fun of, spread rumors about, told lies or teased about looks or clothes | <ul style="list-style-type: none"> <li>•Conference with Student</li> <li>•Bullying Contract discussion</li> <li>•Loss of Privileges</li> <li>•Parent Contact</li> <li>•DN (Disciplinary Notice) sent home</li> <li>•LD (Lunch Detention)</li> </ul> | <ul style="list-style-type: none"> <li>•Conference with Student</li> <li>•Bullying Contract Issued</li> <li>•Parent/Guardian Contacted</li> </ul>   | <ul style="list-style-type: none"> <li>•Student/Parent Conference</li> <li>•ISS (In School Suspension)</li> <li>•Behavior Contract Issued</li> <li>•Meeting with a member of the clergy</li> </ul>  |
| EXCLUSION                 | Shunning, gave dirty looks, spread rumors about a student                                  | <ul style="list-style-type: none"> <li>•Conference with student</li> <li>•Bullying Contract discussion</li> <li>•Loss of Privileges</li> <li>•Parent Contact</li> <li>•DN (Disciplinary Notice) sent home</li> <li>•LD (Lunch Detention)</li> </ul> | <ul style="list-style-type: none"> <li>•Conference with Student</li> <li>•Bullying Contract Issued</li> <li>•Parent/Guardian Contacted</li> </ul>   | <ul style="list-style-type: none"> <li>•Student/Parent Conference</li> <li>•Behavior Contract Issued</li> <li>•Counselor meetings required</li> <li>•Meeting with a member of the clergy</li> </ul> |
| PHYSICAL CONTACT          | Offensive Physical Contact (Hit, kicked, pushed, shoved around, spit at)                   | <ul style="list-style-type: none"> <li>•Conference with student</li> <li>•Bullying Contract discussion</li> <li>•Loss of Privileges</li> <li>•Parent Contact</li> <li>•ISS (In School Suspension)</li> </ul>  | <ul style="list-style-type: none"> <li>•Conference with Student</li> <li>•Bullying Contract Issued</li> <li>•Parent/Guardian Contacted</li> <li>•LD (Lunch Detention)</li> <li>•ISS (In School Suspension)</li> </ul>     | <ul style="list-style-type: none"> <li>•Student/Parent Conference</li> <li>•ISS (In School Suspension)</li> <li>•Behavior Contract Issued</li> <li>•Meeting with a member of the clergy</li> </ul>  |
| OFFENSES AGAINST PROPERTY | Stole another student's money, damaged or destroyed personal property                      | <ul style="list-style-type: none"> <li>•Conference with student</li> <li>•Bullying Contract discussion</li> <li>•Loss of Privileges</li> <li>•Parent Contact</li> <li>•Restitution for the loss</li> <li>•ISS (In School Suspension)</li> </ul>     | <ul style="list-style-type: none"> <li>•Conference with Student</li> <li>•Bullying Contract Issued</li> <li>•Parent/Guardian Contacted</li> <li>•Restitution for the loss</li> <li>•ISS (In School Suspension)</li> </ul> | <ul style="list-style-type: none"> <li>•Student/Parent Conference</li> <li>•ISS (In School Suspension)</li> <li>•Behavior Contract Issued</li> <li>•Meeting with a member of the clergy</li> </ul>  |
|                           | Forced another student to do something he/she did not want to do or                        | <ul style="list-style-type: none"> <li>•Conference with student</li> <li>•Bullying Contract discussion</li> </ul>   | <ul style="list-style-type: none"> <li>•Conference with Student</li> <li>•Bullying Contract Issued</li> </ul>   | <ul style="list-style-type: none"> <li>•Student/Parent Conference</li> <li>•ISS (In School)</li> </ul>  |



| <b>BULLY BEHAVIOR CODE</b> | <b>BEHAVIOR</b>  | <b>BEHAVIOR FIRST INCIDENT</b>   | <b>BEHAVIOR SECOND INCIDENT</b>  | <b>BEHAVIOR THIRD INCIDENT</b>   |
|----------------------------|--|--|--|--|
| <b>THREATS</b>             | threatening the person to maintain silence   | <ul style="list-style-type: none"> <li>•Loss of Privileges</li> <li>•Parent Contact</li> <li>•ISS (In School Suspension)</li> </ul>  | <ul style="list-style-type: none"> <li>•Parent/Guardian Contacted</li> <li>• LD (Lunch Detention)</li> <li>•ISS (In School Suspension)</li> </ul>  | <ul style="list-style-type: none"> <li>•Suspension)</li> <li>•Behavior Contract Issued</li> <li>•Meeting with a member of the clergy</li> </ul>  |
| <b>DISCRIMINATION BIAS</b> | Called names, harassed or made comments about (or actions) toward another student because of their race, religion, ethnicity, disability, sexual orientation or family | <ul style="list-style-type: none"> <li>•Conference with student</li> <li>• Bullying Contract discussion</li> <li>•Loss of Privileges</li> <li>•Parent Contact</li> <li>• LD (Lunch Detention)</li> <li>•ISS (In School Suspension)</li> </ul>            | <ul style="list-style-type: none"> <li>•Conference with Student</li> <li>•Bullying Contract Issued</li> <li>•Parent/Guardian Contacted</li> <li>• LD (Lunch Detention)</li> <li>•ISS (In School Suspension)</li> </ul> | <ul style="list-style-type: none"> <li>•Student/Parent Conference</li> <li>•ISS (In School Suspension)</li> <li>•Behavior Contract Issued</li> <li>•Restitution for the loss</li> <li>•Meeting with a member of the clergy</li> </ul>                            |
| <b>HUMILIATION</b>         | Humiliated publicly through words or actions, Internet, cell phone or electronic communication, or posting slander in public places                                    | <ul style="list-style-type: none"> <li>•Conference with student</li> <li>• Bullying Contract discussion</li> <li>•Loss of Privileges</li> <li>•Conference with Counselor</li> <li>• LD (Lunch Detention)</li> <li>•ISS (In School Suspension)</li> </ul> | <ul style="list-style-type: none"> <li>•Conference with student</li> <li>• Bullying Contract discussion</li> <li>•Loss of Privileges</li> <li>•Conference with Counselor</li> </ul>                                    | <ul style="list-style-type: none"> <li>•Student/Parent Conference</li> <li>•Multiple ASDs</li> <li>•ISS (In School Suspension)</li> <li>•Behavior Contract Issued</li> <li>•Counselor meetings required</li> <li>•Meeting with a member of the clergy</li> </ul> |

NOTE: EXPULSION CAN/WILL OCCUR BASED ON THE SEVERITY OF THE ACT OR BEHAVIOR AND IS NOT LIMITED TO ANY NUMBERED INCIDENT OR INFRACTION.

## **Response and Intervention Protocol – See Policy**

### **Dress Code**

The school uniform is a symbol of a student's pride in herself/himself and their school. Students are in full uniform daily. Staff members are expected to enforce the uniform code and parents will be called to remedy the situation when a child is out of uniform. Child will be given a dress code violation slip. Students are expected to follow the dress code expectations of their biological gender throughout the school day and during all school events.

### **FRIDAY: CHURCH UNIFORM**

#### **BOYS**

White buttoned-down shirt (*long or short sleeve*)  
Blue plaid tie  
Black belt (*grades Kinder through 5th*)  
Black socks (*above ankle – crew socks*)  
Black dress shoes (*boots are not permitted*)  
Solid khaki pants (*Pk3-Pk4 elastic waist*)  
Navy Blazer (*1<sup>st</sup> – 5<sup>th</sup>*)

#### **GIRLS**

Peter Pan Blouse (*long or short sleeve*)  
White socks (*knee high or tights*)  
Black dress shoes – no heels  
Blue plaid drop waist jumper (*PK3-3<sup>rd</sup> grade*)  
Blue plaid cross tie (*4<sup>th</sup> & 5<sup>th</sup>*)  
Blue plaid 2-pleat skirt (*4th & 5th*)  
Navy Blazer (*4<sup>th</sup> & 5th*)

## MONDAY – THURSDAY UNIFORM

### BOYS (PK3-5<sup>th</sup> Grade)

Khaki Pants or Shorts (*Pk3-Pk4 elastic waist*)  
Navy blue polo shirts with emblem  
White socks (*above ankle*)  
White shoes (*no flashing light or décor*)  
Black or Brown belt with simple buckle (*if belt loops*)

### GIRLS (PK3-5<sup>th</sup> Grade)

Khaki pants, shorts, skirts or jumpers  
Navy blue polo shirts with emblem  
White socks above the ankle; no ankle socks  
White shoes, no flashing light or décor, solid bow/no glitter or sparkles  
Black or Brown belt with simple buckle (*if belt loops*)  
Hair Bows – navy, white or khaki – Solid colors only, no glitter (*optional*)  
**\*NOTE:** *Girls should wear black or navy modesty shorts under skirts and jumpers.*

- ❖ **Thursday is school spirit day.** Students may wear the OLGCS Spirit Shirt with khakis.
- ❖ If the regular uniform does not fit, the 3 & 4 year olds may substitute these items for the pants:
  - 3 & 4 -Year-Old Boys: Pants – elastic if needed or pull-up khaki shorts.
  - 3 & 4 -Year-Old Girls: Pull-up khaki pants or pull-up khaki shorts.

Students are not permitted to wear oversized or undersized clothing. Pants must always be worn to the waist. Uniform shirts must always be tucked in. Plaid Uniforms, polo shirts with emblem and spirit shirts must be purchased through Flynn O’Hara Uniforms, [www.flynnohara.com](http://www.flynnohara.com). The store is located at 2108 NW Military Hwy San Antonio 78214. 210-247-4180.

## Seasonal Requirements

Coats and sweaters may be worn on cooler days. They must follow school dress code and be navy blue. Flynn O’Hara has a selection of school approved sweaters.

## Exceptions to Uniform Requirements

In special cases or emergencies when a student must be out of uniform, the student must have a note from a parent/guardian stating the reasons.

## Field Trip School Shirt

School Spirit shirt will be worn on Field Trips approved by school administration.

## Uniform Free Days

Uniform free days are earned. Students earning this privilege must come to school dressed appropriately and in a respectful manner. Students not earning this privilege must wear uniform as usual. Students will be sent home with unexcused absence or parents must bring a uniform to change into if they violate the privilege of others.

## Inappropriate Items

- Long or large earrings on girls
- Earrings of any kind on boys
- T-shirts or clothing with inappropriate logos or in disrepair
- Caps or Hats (unless specified with approval of principal) or bandanas
- Cowboy Boots or Open toed shoes
- Frayed Jeans or jeans with holes
- Sleeveless or strappy shirts or dresses

## **Grooming/Personal Appearance**

High standards of grooming are very important at Our Lady of Grace Catholic School.

Cleanliness is expected of each student.

Make-up: No make-up is to be worn on school days or school sponsored events.

No nail polish is allowed.

Jewelry: Minimal jewelry, one pair of earrings (girls only), one watch (no gaming watches are allowed) one religious necklace and bracelet (religious charm). No rings for boys and girls. Students will be instructed to remove excess jewelry. Earrings must be worn on earlobe only (one earring in each lobe).

No loop earrings allowed, only studs. **Boys are not to wear earrings.** Tattoos and piercings are strictly prohibited, as are teeth grills and ear gauges.

**Hair accessories:** No accessories are to be excessive in size and must be in Our Lady of Grace Catholic School colors navy, khaki and white. (Solid bows only) A plaid bow made of the same material of the jumper is acceptable as well.

**These items will be picked up and returned to parents. They may not be brought back to school. Regarding acceptable uniform dress, personal appearance and grooming the principal is the final arbitrator of what is acceptable, and decisions may not be appealed.**

Hair: **No fad hairstyles are allowed (such as mohawks, patterns); a spike can be no longer than a half inch. Hair may not be artificially streaked, highlighted or colored.** Haircuts, hairstyles or hair color that is deemed inappropriate by administration will be subject to an immediate required change. Hair must always be kept neatly combed and away from the face. Boy's hair must be above the eyebrow and not over the ear and not touching the collar. Boy's hairstyles are to be moderate, avoiding extreme fashions. Hairstyles will be conservative and well-trimmed.

## **Dress Code Violation Slip**

Staff will check student's dress daily. Parents are required to make sure students come to school dressed appropriately according to our regulations. Dress code violation slips will be issued to students violating regulations set by the dress code. After three violations in a nine-week period, a disciplinary notice will be issued .

## **DUE PROCESS/APPEALS**

### **Grievance Policy for Student**

Our Lady of Grace Catholic School wishes to provide an opportunity for individuals to be heard. The administration of the school has established and maintains procedures through which the parents of students may seek redress from a policy, regulation, or decision that is perceived to work hardship on an individual or group. Students in the presence of their parents or legal guardian may present student's grievances. The primary aim of this procedure is to set forth a guide to establish procedures for any grievance, that is, to provide fair notice and fair hearing of the matter.

Grievances may be heard from individuals, parents and parent organization, but in all cases the opportunity to be heard shall be forfeited if the procedures outlined below are not followed precisely. As used in this process, a "grievance" shall mean a complaint regarding any action taken by a teacher or administrator toward a student in the enforcement of discipline, policies, and/or regulations. This policy and procedure shall apply only to instances of student expulsion or employee termination.

## **Appeal Process for Issues Other Than Expulsion**

Prior to the initiation of a formal grievance and parents who seek redress for their expelled child must first confer directly with the principal (“conference”) for resolution of the situation. If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint to initiate grievance, including a brief summary of the initial conference must be prepared and filed with the school secretary within (3) school days of the conference, or decision resulting there from, whichever is later. The date and time of filing will be recorded on the original of the complaint.
2. The school secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council (“LGC”), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within (7) school days of its receipt of the grievance. The LGC will render a decision within (10) school days of its receipt of the grievance.
3. If the aggrieved party is still not satisfied with the decision of the Grievance Council, an appeal may be made to the principal within three (3) school days of the decision of the Grievance Council. The principal will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the Council’s receipt of such an appeal. The principal will then render his decision within five (5) school days.
4. If the aggrieved party remains unsatisfied with the decision of the principal, the avenue of further appeal would be the Archdiocesan Council of Conciliation. Such an appeal must be sent in writing within five (5) school days.
5. Pending outcome of the formal grievance, only the principal or Archdiocese of San Antonio may, with or without condition, abate the expulsion or termination.

## **Local Grievance Council – Composition**

1. The Local Grievance Council shall be composed of three members appointed by the local principal.
2. Individuals appointed to this Council should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One member may be a present or former School Council member. The other two members should have no direct relationship to the school.
4. The appointment to the local Grievance Council is for one year and is renewable.

## **Local Grievance Council – Duties and Process**

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The Council will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the principal.
2. If the decision of the council is to uphold the principal’s decision, then the process moves to No. 8.
3. If the decision of the council is such that it feels that additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.
4. One other individual who is not an attorney and who will act as an observer/advisor may accompany each party to the grievance. This individual is prohibited from addressing the Grievance Council.
5. Both parties will appear before the Grievance Council together and make an oral presentation of the written statements presented to the council. The aggrieved party will make the first presentation. At no time is there to be cross-examination or direct discussion between parties to the grievance.
6. After both presentations have been completed, the Council will enter into closed session to consider the oral and written presentations.
7. The Council may recall, together, both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements.
8. The Grievance Council will render its decision in writing according to the prescribed Grievance

Procedure.

### **Grievance Policy (Non-Expulsion – Non-Termination)**

All complaints that do not result in expulsion or termination will be resolved at the local school level. Neither the local grievance council nor the Archdiocesan Council of Conciliation will hear these matters.

Our Lady of Grace Catholic School is to provide an opportunity for individuals to be heard in redress from a policy, regulation, or decision that is perceived to work hardship on an individual group. The students in the presence of their parent/guardians will present student complaints. The primary aim of any local procedure is to establish and publish the procedure to be followed and to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents, parent organizations and employees. Schools are encouraged to devise creative ways of addressing and resolving these situations, while at the same time, providing a consistent forum for redress of perceived wrongs.

## **Student Services/Activities**

### **Counseling**

Our Lady of Grace Catholic School may provide a counselor for our students in group and individual settings. Individual counseling may be provided for academic and behavioral reasons as needed with parent permission.

### **Guidance Program**

Our Lady of Grace Catholic School has a certified counselor on campus who schedules time to visit and counsel the students. The counselor is available to provide individual sessions, group sessions, and whole class presentations. The use of the guidance curriculum, “Growing in Love” will be used to support the health and well-being of student, mind, body and soul.

### **Building Strong Foundations - Student Academic Assistance**

Our Lady of Grace uses a pre-referral intervention guide (Building Strong Foundations) to individualize the student’s academic plan to meet their potential and address any areas of concern in their academic progress.

### **ESSA**

Title IV funds are utilized by Our Lady of Grace Catholic School to address the 21<sup>st</sup> century learner as applied by Every Student Succeed Act from our local education agencies.

## **EXTRA CURRICULAR ACTIVITIES**

### **Classroom parties**

Classroom parties may be planned for holidays or occasions. Room parents will work with the principal, teachers and PTC in planning these parties. All classroom parties are under the direct supervision of the teacher in agreement with the health and wellness policy.

### **Birthdays**

Birthdays are celebrated as a school during morning announcements and weekly during Mass. The birthday students will be recognized with a special prayer and religious memento. Special treats or goodie bags are not permitted.

Invitations to off-campus birthday parties may *not* be distributed in school unless the entire class of student is invited.

## **Other Parties**

Halloween parties or Halloween candy bags are not permitted.  
Gum is not permitted as part of any party treat.

**School Clubs** – will meet after school or at events pre-announced.

**Cheerleading** – will be regulated by the sponsor(s) and administration. All decisions are final. This is a privilege and not a right. Students may be placed or removed at any time.

## **ENRICHMENT PROGRAMS**

### **Catholic Academic and Arts Competition (CAAC)**

The Archdiocese Office of Catholic Schools runs these competitions. Catholic schools throughout the Archdiocese compete in areas of academics, fine arts, and cheerleading. These competitions are limited to 1<sup>st</sup> grade on up (with some exceptions). These contests are privileges and not rights. Students will be selected to represent Our Lady of Grace Catholic School based on skills and behavior. Misbehavior at the contest may result in elimination from future contest participation. In addition, supplemental activities both related to the standard curriculum and appropriate to the student's needs shall be integrated into the school day, before, and after school.

## **HEALTH AND SAFETY**

Our Lady of Grace Catholic School keeps a health record on each child in the school. All pertinent information, including immunizations, is checked periodically, and must be reported to Texas Health Department officials once a year. Information on “boosters” must be submitted to the school office so that proper records may be maintained.

### **Immunization**

Every student enrolled in Our Lady of Grace Catholic School 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. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas, including the physicians license number.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic Schools in Texas. (Atty. Gen. Op. GA-0420)

This policy was adopted by Texas Catholic Conference Education Department, December 2008.

### **Exemption from Immunization**

If a parent/guardian strongly objects to the required school immunizations, a written request must be submitted to the school principal with the appropriate affidavit obtained from the Texas Department of Health, Immunization Division. The principal, in consultation with local school administration, will make the final decision.

Objections may be based on medical reasons. A written statement from a physician must state that the vaccines would be injurious to the health of the child and be submitted to the principal.

## **Medication Policy**

Students are not allowed to carry medication, including non-prescription medication, on their person. At the direction of the student's physician, an exception may be made in the cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector.

Only medication that is necessary for a student to remain in school and prescribed by a licensed physician, physician assistant, nurse practitioner or dentist will be administered during school hours.

The Medication Permission Request Form (Form 3502A) must be completed by the parent/guardian and the health care provider in order for any medication, including "over-the-counter" medication (including, but not limited to, acetaminophen, ointments, cold tablets, cough drops), to be given by school personnel. The signing health care provider and the parent/guardian cannot be the same person.

Medication is to be brought to the office by the parent/guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it. Expired medication will not be given.

Prescription medication must be in its original container and clearly labeled with the following information:

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions/Route of administration
7. Duration of administration

Over-the-counter medications must be accompanied by a signed Medication Permission Request Form, in their original, unopened container and display the student's name. Over-the-counter medications must be the smallest available size to meet the student's medical needs.

A designee of the principal will dispense medication. Medication will be returned only to the parent/responsible party or destroyed at the end of the school year.

## **Emergency Medical Release Form**

Our Lady of Grace Catholic School must keep an emergency information card for each student enrolled in the school. These cards must contain pertinent information in case of accident or illness.

Our Lady of Grace Catholic School must arrange for parents to update emergency information each year. Parents must send emergency card information changes throughout the school year as they occur.

## **Child Abuse**

Link: Texas Department of Family and Protective Services (DFPS)  
<http://www.tdprs.state.tx.us> ; <http://www.txabusehotline.org>

The Catholic schools in the Archdiocese of San Antonio will pursue all reasonable measures to assist maltreated children and their families. The Archdiocesan Department of Catholic Schools will:

1. Require that all Catholic schools comply with the requirements of *Texas Statutes Family Code Chapter 261*—Investigation of Report of Child Abuse or Neglect.
2. Cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect.
3. Cooperate with official child protective agencies if officials seek to interview a child at school.
4. Provide child abuse awareness in-service education, including legal requirements, for school personnel.
5. Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.

#### REPORTING ABUSE OR NEGLECT

A person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law. *Family Code 261.101*. The report must be made no later than 48 hours after the hour that the person first suspects that the child has been or may be abused or neglected.

The report shall contain name and address of the child, the name and address of the person responsible for the care, custody, or welfare of the child, and any other pertinent information concerning the alleged or suspected abuse or neglect.

Reports shall be made to any local or state law enforcement agency, and in addition shall be made to the Texas Department of Family and Protective Services (DFPS) at the San Antonio phone number 53-ABUSE or by their toll-free number 1-800-252-5400. More information on reporting can be found on the DFPS website: ([www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)). On-line reporting can be done at [www.txabusehotline.org](http://www.txabusehotline.org).

If the allegation of abuse is being made against a school employee, the Superintendent must also be notified immediately.

#### REPORTING SEXUAL ABUSE

Any allegation of sexual abuse that involves a school employee, volunteer, or student must be reported to the Superintendent of Catholic Schools as well as the Office of Victim Assistance and Safe Environment (OVASE).

Catholic schools are required to comply with the Texas law concerning child abuse. Those persons who must report any suspected child abuse or neglect include teachers, the principal or a designee, or other persons or agencies having responsibility for the care of the children who have reasonable cause to believe such abuse or neglect exists.

### **Insurance**

Student accident insurance is provided for all students, as required by Archdiocesan policy. This insurance provides basic coverage, and payment is part of your fees. Student accident insurance covers students at all school related or sponsored activities and for travel to and from all school related activities. This insurance is considered secondary to any other coverage you carry on the student. This means that payments will be made after your primary coverage has paid its portion. This is a provision of the policy.

### **Student Transportation**

The principal must approve any school sponsored student trip/ activity. Unless the school specifically approves a trip/activity, the school will not be held liable, nor may the school's name be used. Trips/activities that involve students, and are not sponsored by the school, will not be prompted or organized within the school. Transportation fees will be collected on each child before the trip occurs.



## **School Wellness Policy Program and Policy**

“The Catholic Schools of the Archdiocese of San Antonio are committed to providing school environments that promote the development of lifelong wellness practices.” (Archdiocese of San Antonio Wellness Policy)

Our Lady of Grace Catholic School supports this policy by striving to protect and support the well-being of the students committed to our care. We do this by creating a healthy school environment that promotes healthy eating choices, good nutrition practices, and increased physical exercise at all levels.

To aid in this effort we commit ourselves to the following goals:

1. The school, classroom and all school related activities will provide clear and consistent messages that will encourage healthy eating habits and good nutritional choices.
2. We will provide opportunities for purposeful physical exercises that will be of value to students throughout their lives.
3. We will involve students, parents, and teachers in developing and implementing school nutrition and physical activity goals.
4. We will appoint a school Wellness Committee to evaluate our Diocesan and local goals.

### **Guidelines for Implementation:**

1. Our Lady of Grace Catholic School will promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products as the primary choice to be served at any event on campus.
2. Students will be encouraged to start each day with a healthy breakfast.
3. The school will encourage parents to teach their children about good health and nutrition practices.
4. Teachers will provide short physical activity breaks when P.E. is not scheduled.
5. All P.E. classes will begin with 10 minutes of physical exercises.

Ideas for healthy snacks to be served:

Fresh fruit, fruit cups, apple slices, orange segments, bananas, grapes, popcorn, animal crackers, low fat vanilla wafers, Rice Krispie bars, seeds, raisins, nuts, fresh vegetables, i.e. baby carrots, zucchini, cucumbers and tomatoes, reduced fat cheese, small amount of peanut butter on celery or whole wheat cracker, low-fat milk, orange juice, non-flavored water. Water, milk and orange juice will be the primary choices of beverages.

Limited and unhealthy foods:

Cupcakes, candy, candy-coated popcorn, sodas, sugary fruit drinks, punch, pizza, chips, cookies, all fried foods, ice cream, popsicles and sugar-coated cereal.

## **HEALTH POLICIES AND SAFETY**

### **Role of School Health Coordinator**

The health coordinator is appointed by the principal and is responsible for insuring that required health screenings are performed, followed-up and documented according to state regulations by certified screeners. Additionally, they may monitor immunizations, maintain health records, complete state and archdiocesan statistical reports and perform other health service-related duties as designated. The Health Coordinator may perform nursing functions only under the supervision and standing orders of a licensed physician and only with a current Texas license.

### **Blood-borne Pathogens**

All schools follow the Blood-borne Pathogens Exposure Control Plan approved by the Superintendents of the Texas Catholic Conference Education Department in 1993, with the following modifications:

All schools are to have a designated waste receptacle within the desk area of the health coordinator. The receptacle should be of heavy-duty plastic. It should have a fitted lid which opens in and not out. The receptacle should always be lined with a plastic bag. Whenever handling waste material, the staff person

should always wear latex gloves, or something comparable in the case of latex allergies.

Schools are not viewed by the Texas Department of Health or the Texas Natural Resource Conservation Commission as being generators of “regulated medical waste” and are therefore not required to use red bags or biohazard labels for trash disposal. The school nurse or health coordinator may dispose of waste in the regular dumpster.

If red sharps containers are used, the TNRCC does not recommend dumpster disposal. Options for disposal include working with the current waste services provider, partnering with a local health department clinic, hospital, physician’s office, or other health care provider, or utilizing an approved medical waste transport service.

### **Pediculosis (Head Lice)**

Students found to have head lice shall be excluded from the school immediately. Students shall be free of live lice and nits before re-admittance to school. A parent/guardian shall accompany the student to school following exclusion. The student must be checked by school personnel before re-admittance to school and found to be lice and nit free. A notification will be sent to the parent/guardian of the student with lice and their classmates.

### **School Records for Documentation**

Each school is to maintain a daily log of health-related incidents, illnesses, or complaints, as well as a daily medication log.

### **Health Screenings**

Certified individuals administer all yearly health screenings. Vision and hearing are administered to students in grades Pre-K3 through 8<sup>th</sup> grade. Scoliosis tests are administered to students in grades 5 through 8<sup>th</sup> grade. A screening test for diabetes is also administered. Parents are notified if any irregularities are detected. Dates for various screenings are published in the monthly school calendar. These screenings are important. By pinpointing problems, steps can be taken to ensure that each student has every chance to do his/her best.

### **Medical Appointments**

Dental and medical appointments scheduled during class hours **are discouraged**. If such appointments are necessary, a written note from the parent is required for a student to be released from class. This note is to be sent to the school office. A student may incur a ½ day absence.

### **Student Illness**

In case of student illness or similar emergency, the school office will notify the parent/guardian and plan for the child to be picked up. Parents/Guardians must come to take the child home when notified.

### **Guidelines for Sending/Keeping Students Home from School**

- Temperature of 99.9°F or above (must be 24-hour fever free to return)
- Vomiting, nausea or severe abdominal pain (must be symptom free to return)
- Sore throat, acute cold, or persistent cough (must be symptom free to return)
- Red, inflamed or discharging eyes (written Doctor’s release to return)
- Acute rash or eruptions, any skin lesion in weeping stage (written Doctor’s release diagnosed as non-infectious and covered to return)
- Earache (symptom free to return)
- Head lice (nit free to return)
- Other symptoms suggestive of acute illness (written physician release)

## **Weather**

During inclement weather, the practice of Pleasanton ISD will be followed. Information will be broadcast on all local TV and radio stations. This information is generally available by 6:00 a.m. In the case of inclement weather if Pleasanton Elementary ISD begins at a later hour in the morning Our Lady of Grace Catholic School will do the same. Notifications will be sent via parent alert text message and parent communication groups.

## **School Lunch**

Children work harder and achieve better academically when they eat regularly. Students are encouraged to bring a nutritious sack lunch from home. Carbonated beverages and full-size candy are not permitted. Fast food may not be delivered to school for student lunches.

Our Lady of Grace Catholic School will have hot lunches provided through outsourcing five days a week. School lunches are paid through the FACTS Management system and account must be kept funded to receive school lunches.

Our Lady of Grace does not provide any means of heating student lunches. (Microwave, oven, etc.)

Our Lady of Grace Catholic School does not participate in Federal Lunch or Milk Program.

Lunch is a time for each student to develop their social skills and table manners. Students are well supervised.

## **ASBESTOS NOTIFICATION (AHERA)**

In compliance with U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), Our Lady of Grace Catholic School has an annual inspection of buildings for asbestos containing materials. The Our Lady of Grace Catholic School/Saint Andrew's Catechetical building was built in 1995-1996, after the Texas Asbestos Health Protection Rules of 1992 were approved by the State of Texas. This building is free of asbestos. The ASBESTOS Plan is in the front office. The Management Plan is available each year in May for parent review. Each year, Our Lady of Grace will notify you of all inspections, re-inspections and activities being conducted to control asbestos exposure, including periodic surveillance and asbestos removal that are planned or are in progress.

## **Building Safety Procedures**

Schools must meet all safety standards according to city ordinance and Archdiocesan Risk Management Programs. It shall be incumbent on the principal to make inspection reports known to the pastor/authorized agent and school council so that the recommendation of such inspectors can be implemented.

Safety Drills are important and must be taken seriously. Students are taught proper procedures and are given the opportunity to practice so they are prepared in the case of a real emergency. During drills and real emergencies, visitors/parents that are on campus must follow the instructions of the teacher and staff in the area.

OLGCS will conduct drills throughout the year. Standard response protocol posters and evacuation routes are to be posted in every classroom.

## **SCHOOL CRISIS RESPONSE PLAN**

Our Lady of Grace Catholic School's crisis response plan is designed to provide immediate assistance and relief in the case of an emergency. The crisis response plan addresses concerns regarding safety, dissemination of accurate information, and a long-term plan to minimize the effects of a crisis. Our Lady of Grace Catholic

School implements the Archdiocesan policy yearly during its in-service training. A copy of the crisis plan is distributed during in-service to teachers and staff.

## FINANCIAL POLICIES

Families are responsible for the following fees:

### Registration Fee

This fee is due in full submitted with the completed registration paperwork. The registration fee is non-refundable.

### Fee Payment

- ◆ All beginning-of-year fees must be paid in full on or before August 1<sup>st</sup>.
- ◆ There is a \$25.00 handling fee for a returned check, assessed in addition to any charges made by the bank. NOTE: Facts Management charges \$30 fee for insufficient funds.
- ◆ Payments not received by the 10<sup>th</sup> of the month will be subject to \$25.00 late fee.
- ◆ FACTS Agreements must be created by every family registered at Our Lady of Grace Catholic School.

### Monthly Tuition

Tuition is determined annually and is based on the needs of the school. The annual tuition is \$4800.

Tuition can be paid in three ways:

- \_\_\_ **Twelve (12) monthly payments** (starting July and payable by the 10<sup>th</sup> of each month)
  - \_\_\_ **Eleven (11) monthly payments** (starting June and payable by the 10<sup>th</sup> of each month)
  - \_\_\_ **Ten (10) monthly payments** (starting August and payable by the 10<sup>th</sup> of each month)
  - \_\_\_ **Annual payment** - A 5% discount will be given to families who pay full tuition (fees and mandatory fund raisers excluded) by August 1st. Any scholarships are excluded from this discount.
  - \_\_\_ **Two (2) equal semester payments** - 1<sup>st</sup> payment is due no later than August 10<sup>th</sup> and 2<sup>nd</sup> payment is due no later than January 10<sup>th</sup>.
- ◆ Payments not received by the due date will be subject to **\$25.00 late fee**. There will be a **\$25.00 fee for any NSF checks** and the checks must be replaced with cash or money order. **NOTE: Facts Management charges \$30 fee for insufficient funds.**

Families who leave the school before the end of the school year, or any part of any month of the school year, pro-rating may be considered, but not always granted.

### Past Due/Delinquent Tuition

The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter.

The school understands that unexpected situations can and do arise and the school strives to work with families. If unforeseen financial circumstances arise, families are responsible for contacting the school's business manager and/or principal as soon as possible to review the financial hardship and seek a mutually agreeable alternative tuition payment plan.

When payments are not made in accordance with the tuition agreement, the following steps will take place:

1-30 days past due:

- When an account becomes 1-30 days past due under the established tuition agreement, the financially responsible party will receive written notification by email requesting that tuition be brought current or that they contact the school to create an alternative tuition payment plan.
- It is the responsibility of the family and/or financially responsible party to contact the school's business manager to bring the account up to date or to create an alternative tuition payment plan with the school.

31-60 days past due:

- When an account becomes 31-60 days past due, the school's principal will issue the financially responsible party a written notice by email and certified letter. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter.
- In addition to this notification, student(s) will not be permitted to pre-register for the following academic year or to return after the current semester until the balance is paid in full or an alternative plan has been approved.

61-90+ days past due:

- When an account becomes 61-90+ days past due, the school's principal will issue the financially responsible party a written notice by email and certified letter. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter.
- In addition to this notification, student(s) will not be permitted to pre-register for the following academic year or return after the current semester until the balance is paid in full.

Exclusion Policy:

- Non-payment of a prior year's tuition will result in non-admission for the following school year.
- All tuition and fees must be current the first day of class or the student(s) will not be seated.

## **TUITION DISCOUNTS FOR EMPLOYEES**

Tuition discount for full-time employees is 50% of the employee's total tuition payment after any available tuition assistance. The employee discount for a part-time employee shall be 25% of the employee's total tuition payment after any available tuition assistance. Discounts are for children of faculty and staff only.

## **BEFORE/AFTER SCHOOL CARE PROGRAM**

The goal of this program is to provide a safe, Christian environment for the students. The After-School Care Program provides supervision for students between the hours of 3:30 p.m. and 6:00 p.m. After school care will also be available on scheduled early release days for professional development. The exceptions to this are the days before Thanksgiving and Christmas holidays, Spring Break, and the last day of school. On these days, children must be picked up at dismissal.

**The cost for the After-School Care Program is listed below:**

| <b>Before School Care</b> | <b>After School Care</b> | <b>Drop-ins</b>             |
|---------------------------|--------------------------|-----------------------------|
| 7:00 a.m. - 7:30 a.m.     | 3:30 p.m. - 6:00 p.m.    | \$10.00 an hour or          |
| \$25.00 a month/student   | \$80.00 a month/student  | any part of an hour/student |

Our Lady of Grace Catholic School reserves the right to suspend the use of after school care if two months of payments are delinquent.

Students are not left unsupervised while on the school grounds. At 3:30 p.m., any child still waiting for parents/guardians to pick them up from school go to the After-School Care Program. Parents are charged a prorated fee for the amount of time the student spends in After School Care. If classes have been dismissed for the day, and a student is waiting for his/her ride home, the student will be taken to After School Care.

Dismissal to other parents is not allowed without written permission. Students will be logged in by staff and signed out by person picking up child.

**Refund Policy** - Application fee is non-refundable. The registration fee may not be transferred from a Catholic School to another unless the principals of the two Catholic Schools involved in the transfer agree to special arrangements because of financial need of the family involved.

**Registration fee** is \$325 for returning students and \$350.00 for new students. The registration fee is non-refundable and must be paid by August 1<sup>st</sup> of the school year.

**Break of Contract Agreement** of tuition, all refunds will depend on circumstances for withdrawal and termination of contract and must have principal approval.

### **Tuition Assistance**

If a family experiences financial difficulty, the Archdiocese of San Antonio has established the Hope for the Future Scholarship Fund to assist families with the cost of school tuition. For information on eligibility and application process, please visit [www.hopeforfuture.org](http://www.hopeforfuture.org). This may fund students in grades K-5 only.

OLGCS is fortunate to have the Memorial Scholarship Fund to assist families with tuition. The scholarship is for returning students, grades 1<sup>st</sup> – 5<sup>th</sup>. Application for the Memorial Scholarship Fund is made by applying for Hope for the Future Tuition Assistance.

### **Fundraising Activities**

There will be several fundraisers throughout the school year. Every family is responsible for \$500.00 in fundraising. Our Lady of Grace Catholic School uses fundraising proceeds for daily operational expenses, not for extra projects. These proceeds are a supplement to tuition and can properly be considered part of the monthly tuition expense. The amount for each fundraiser is included each year in the registration information. Deadlines for turning in fundraiser money will be announced at the beginning of the school year.

### **Money**

Parents/guardians or students, without the authorization of the principal, may not collect money. Parents/Guardians may not have school-related fundraisers without authorization from the principal. Students are not to bring large amounts of money to school. All large amounts of money are to be turned into the bookkeeper by parents/adults.

## **PARENTS AND COMMUNITY RELATIONS**

**Visitors and/or Unauthorized Personnel** – During school hours, **all visitors must report to the school office immediately upon arrival to sign in and receive a Visitor's Badge**. All teachers will require parents to check in at the office before releasing a child. Unauthorized persons will be asked to leave campus immediately. Police intervention will be used when necessary. Parents eating lunch with their child are required to obtain a

Visitor's Badge. Schools must meet all safety standards according to city ordinance and Archdiocesan Risk Management Programs.

**Cell Phones** - Students **may not** bring cell phones to school. Any cell phone that is found will be taken from the student and kept in the school office. Phones will not be returned to students. A parent/guardian must come to the school office to pick up the phone. Disciplinary action may take place. **Any student found with a cell phone during the day will face a disciplinary action.**

### **Parent/Teacher Community**

All parents/guardians of Our Lady of Grace Catholic School students are members of the Parent Teacher Community (PTC). The purpose of this organization is to promote the spiritual, educational, and physical welfare of the students, and to bring the home and school into a closer relationship. All parents/guardians are urged to attend the meetings held four times a year. Notification of such meetings will appear in the monthly calendar and bulletins. Dues are set by the PTC Executive Council and are included in your registration fees. The PTC organization is responsible for scheduling the annual fundraising events needed to meet the financial needs of the school budget each year.

### **Room Parents**

The main role of the parent(s) is to provide support to the teacher. Room parents are responsible for coordinating PTC activities for the class they sponsor. They assist the homeroom teacher with field trips and parties if needed. **Room parents confer with homeroom teachers before making any plans that involve the class.** The principal will approve all selections of room parents.

### **Volunteers**

Parent involvement is crucial to successful formation of your children. Twenty-four (24) hours of service time (volunteer work) per family will be required. Please reference "Service Hour Program" below for details.

### **Background Investigations**

Our Lady of Grace Catholic School follows the Archdiocese requirement for Criminal Background Checks. The Archdiocese retains the right to conduct background investigations on current parents/volunteers for all positions in order to obtain criminal records and credit reports.

Employees or volunteers may not begin work until a clearance is issued. All employees and volunteers are screened every three years. Contact school secretary for further information.

### **Sexual Misconduct Training**

The Safety environment (VIRTUS) can be accessed online. All employees and volunteers are required to receive orientation on the Archdiocesan Policy on Sexual Misconduct (OVASE). Both employees and volunteers will receive a copy of the policy and must have the official certificate of completion in the school office.

### **Service Hour Program**

Service is vital to the success of Our Lady of Grace Catholic School community. **Therefore, each family is required to donate 24 hours of service or compensate the school monetarily as mandated in the student handbook.** Many volunteer activities are acceptable. Examples include, but are not limited to, participation in organized events. Service opportunities will be announced in the school weekly newsletter. It is up to the parent/guardian to respond. Volunteer credit will also be awarded to families who attend PTC fundraising planning meetings. Each family is responsible for documenting his or her service times on a regular basis. The PTC is responsible for monitoring the service hours.

Failure to accumulate 24 hours of service per family will result in an additional \$20.00 fee per hour payable to

the school no later than May 13<sup>th</sup>.

### **Fundraising Requirements**

OLGCS's cost to educate each child runs approximately from \$8,000 to \$10,000 yearly. To minimize the tuition rate as much as possible, OLGCS requires each family to fundraise \$500 towards maintaining minimal tuition increases each year. Therefore, if the \$500 requirement is not met, the family will be responsible for any balance not meeting the required \$500. This balance, if applicable to the family, will be due by the last day of school.

### **Parent's Role in Education**

We at Our Lady of Grace Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children.

As Partners in the Educational process Our Lady of Grace Catholic School parents are asked:

- To set rules, times, and limits so that your child
  - ✓ Gets to bed early on school nights
  - ✓ Arrives at school on time and is picked up on time at the end of the day
  - ✓ Is dressed according to the school dress code
  - ✓ Completes class assignments on time
- To support the religious and academic goals of the school.
- To meet all financial obligations to the school.
- To support and cooperate with the discipline policy of the school
- To treat faculty and staff with respect and courtesy in discussing student concerns.
- To actively participate in school activities such as Parent Teacher Club, Parent-Teacher Conferences, and Fundraising.
- To read school notes and newsletters, keep current contact information with the office, and send notes for tardiness or absences.
- To keep email addresses current.
- To keep contact information (phone and addresses) current.

### **Use of School Grounds and Buildings**

Individuals and organizations wishing to use campus grounds and or buildings must acquire permission from the office. For additional information and or questions please call the school at 830-569-8073.

### **Lost and Found**

Students are asked to inquire in the office about articles lost on the school grounds as soon as the item is discovered to be missing.

### **School Publications**

School publications serve not only to foster the creative talents of students but also to assist and support the school in its public relations. Such publications shall be available to students, parents, pastor, and the parish community at large. All publications must be approved and reviewed by the Administration. All fundraiser notices and bulletins are included in this policy. The school website is [www.olgcstx.org](http://www.olgcstx.org) and is regularly maintained to have an updated calendar, events, and information on the school.

### **Media**

Members of the media will not be allowed on school property unless authorized by school administration after presenting appropriate valid information.

School Administration shall notify the Superintendent if members of the media come onto school property.



The school administration shall approve communication with the media prior to any information being released.

## **COMMUNICATION – BETWEEN PARENTS, TEACHER, ADMINISTRATION**

### **Confidentiality of Information**

Our Lady of Grace Catholic School follows policies and procedures on the confidentiality of information consistent with Family Education Rights and Privacy Act. The parents/guardians of a child who is now or will be enrolled at Our Lady of Grace Catholic School shall be afforded, in accordance with this policy, an opportunity to inspect and review all education records concerning that child. Confidentiality procedures are assurances that personally identifiable data shall be used for the purpose for which it is collected and be released only in the manner provided by law.

### **Parent/Guardian/Teacher/Student Conferences**

Discussions between parents/guardians and teachers are encouraged. **Requested conferences are to be scheduled in advance and are not permitted during a teacher's class time or supervision responsibilities.**

### **Parent/Teacher Communication**

A conference will facilitate communication between teachers and parents for the benefit of the students. In the event parents would like a conference, they are to call the school office and request a conference with the individual teacher through the school secretary, email the teacher or by written note to the teacher or school office.

**No unscheduled** conferences will be held before, during, or after school in order that teachers may use this time for their assigned duties.

All matters of complaints involving student must be followed in the following order:

Teachers first, if issue is not resolved then ask to speak to the Administrator.

### **Communication between Home and School**

Good communication between home and school is essential for the student to make the most of educational opportunities provided to him/her. School communication includes information documents, progress reports, report cards, letters, homework assignments, telephone calls and parent/teacher/student conferences. Any parent who wishes to schedule a conference may do so by calling the school's office for an appointment. Student planners are used by each student for written communication with parents.

### **Principal's Right to Amend Handbook**

The principal has the right to amend this handbook at any time and it will be modified as necessary in order to comply with Archdiocesan and local School Council policy. When a conflict is discovered, the Archdiocesan policy supersedes. The contents are considered binding. Deviations and /or revisions will be considered on a one-to one basis.

