

Our Lady of Grace Elementary School

Welcome

PARENT-STUDENT HANDBOOK

Welcome to the Parent Student Handbook. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent Student Handbook at any time.

Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

Chapter-1

INTRODUCTION TO THE HANDBOOK

Sections of this Parent-Student Handbook are particular to Our Lady of Grace School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the ADLA Administrative Handbook at <http://handbook.la-archdiocese.org/>

Section-2-01

Mission Statement and Philosophy

Mission Statement

Our Lady of Grace Parish School is committed to educating the whole child, nourishing each student's God-given gifts to learn, love, and build God's Kingdom.

Philosophy

At Our Lady of Grace School we believe that each person is made in God's image and that our life task is to come to know God and to grow in love and respect for God, self, and others. At Our Lady of Grace, this learning occurs in a context of Christian community where our parents and teachers work together to model basic values of our Catholic faith and encourage a love of learning, help students develop their God-given potential, and teach them the life skills necessary to take their places in Church and society. Parents, as the primary educators of their children, cooperate with the school staff, with whom they share responsibility for the holistic development of the children. The school encourages and requires parental involvement in the integration of academic skills, faith, attitudes, the practice of prayer, Sunday worship, and Christian outreach. In this safe, supportive, and consistent environment, where home and school work together, the students internalize and act upon the values of the Catholic faith, grow in self-discipline, and learn the life-coping, academic, and social skills necessary to do their part in building God's kingdom here on earth.

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

SCHOOLWIDE LEARNING EXPECTATIONS

We use the phrase "GO LIONS" to help our students and community remember our SLEs that encapsulate who we are at OLG.

God Is First

- *I will love God and follow His will.*

Others Count

I will show respect to everyone.

Learn All I Can

- *I will do my best in school.*

I am Special

- *I will use my talents in a positive way.*

Open to Art and Music

- *I will appreciate and participate in the arts.*

Nourish Friendships

- *I will be kind and include others.*

Stay Fit

- *I will take care of my body and be a good sport.*

Section-2-03

History of the School

HISTORY OF THE SCHOOL

Located in Encino, California, Our Lady of Grace School is a Catholic elementary and middle school for transitional kindergarten through eighth grade. The Sisters of St. Joseph of Cleveland formally opened the doors of Our Lady of Grace School in 1947. Seven years later, the bishop recalled these diocesan sisters, and six sisters of the Immaculate Heart of Mary arrived to staff the school. The school flourished under the administration of the Sisters of the Immaculate Heart of Mary, and a new eight- room building was constructed in 1955 in response to an ever-increasing student enrollment. Eleven Sisters of the Immaculate Heart of Mary taught in the ensuing years, and during the 1960's the school enrollment climbed to over 1,000 students in grades one through eight.

In 1969 an Archdiocesan mandate addressed the need for smaller schools, and gradually, the class sizes were

reduced. By 1976 our target enrollment was optimized at 300 students, staffed by three sisters and eight lay teachers. Four years later a kindergarten was established, and in 1994 a pre- kindergarten was opened with sixteen students.

In 1985 a sister from the Sisters of St. Louis was appointed principal, and ten years later a sister from the Sisters of St. Joseph of Carondelet became the principal of the school. Currently, there is a lay principal.

An after- school day care program was opened in 1985 under the auspices of the Archdiocese Adeste program, sponsored by Catholic Charities. Four years later the day care program was restructured as a school- administered program, and coverage extended to include the half- hour before school. To meet the needs of increasing day care enrollment, the school acquired a 2100- square foot portable building. The day care program now utilizes a large remodeled classroom as well as the playground for its centers of activity. OLG day care has an average daily attendance of ninety students. Our Lady of Grace School celebrated its Golden Jubilee year in 1997–1998, with special events and activities for all to enjoy.

Our Lady of Grace School is committed to the effective integration of technology within the curriculum. Towards that end we have established a one- to- one iPad program. Every student in Kindergarten through 8th grade has been assigned an iPad with take home privileges. We have carefully studied the effective use of educational technology and are excited by its ability to challenge, support, and engage our students at all grade levels and across all content areas. As we look to the very near future, we see that tablet computing, digital textbooks, and on- line curriculum will play an increasingly important part in shaping the educational experience and success of our students. We seek to prepare them to become competent, creative, and caring citizens of the 21st Century.

Section-2-04

Accreditation

ACCREDITATION

Our Lady of Grace School is authorized as a Catholic Elementary School by the Los Angeles Archdiocese and is under the direction and guidelines of the Department of Catholic Schools. Our school is fully accredited by the Western Association of Schools and Colleges and by the Western Catholic Educational Association.

Section-2-06

School Personnel Lists

SCHOOL ORGANIZATION

Our Lady of Grace School is a Transitional Kindergarten through Grade 8 School. Transitional Kindergarten through Grade 5 are self- contained classrooms. Grades 6 through 8 are departmental. The functions of the pastor, staff, and board, with limits of responsibility and authority of these groups, as well as the relationship and communication among these groups, are defined in the following chart. We are one of several ministries within the parish and are responsible to the pastor.

ADMINISTRATION, FACULTY, AND SUPPORTIVE STAFF

Fr. Marinelo Saguin	Pastor
Mr. Thomas Ambriz	Principal
Mrs. Pat Baker	Vice Principal-Student Affairs & Development Director
Ms. Laura Arceneaux	Vice Principal-Academics/STEM Coordinator
Ms. Maria Reynoso	Office Manager & Bookkeeper
Mrs. Jocelyn Patrick	School Secretary
Mrs. Michelle Roberson	STEP Program Coordinator
Mrs. Janet Eisenreich	Preschool Lead Teacher
Mrs. Michelle Trejo	Preschool Teacher
Mrs. MaryAnn Irvine	Transitional Kindergarten
Mrs. Lisette Romero	Kindergarten
Ms. Cathleen Flores	Grade 1 Homeroom
Ms. Johanna Smith	Grade 2 Homeroom
Mrs. Catherine Batarse	Grade 3 Homeroom
Ms. Jessica Reveles	Grade 4 Homeroom
Mrs. Tina Smith	Grade 5 Homeroom
Ms. Eva Cheer	Grade 6 Homeroom (English & Literature)
Dr. John Roberts	Grade 7 Homeroom (Literature & Religion)
Mrs. Karen Dzyak	Grade 8 Homeroom/Decathlon Coordinator (Math)
Mr. Katherine Gasser	Middle School Science & Social Studies
Mrs. Marissa Franchino	Assistant Development Director
Mrs. Ellison Custodio	Writing Coordinator
Ms. Catherine Mendez	Spanish Teacher
Mr. Chris Leslie	Music Teacher

Mrs. Andrea Fisher	PE/Athletic Director/After-School Director
Mrs. Linda Jackson	Librarian
Mrs. Vanessa Tartaro	Art Teacher
Ms. Angella Alfaro	Health Office
Mrs. Dianne Couzell	Instructional Aide—Grade TK
Mrs. Rosie Garcia	Instructional Aide—Grade K
Mrs. Sue Herbert	Instructional Aide—Grade 1
Mrs. Maria Quinones	Instructional Aide—Grade 2
Mrs. Renata Dobrucki	Instructional Aide—Grade 3
Ms. Emma Fortun	Instructional Aide—Grade 4
Mr. Simitrio Lopez	Facilities Manager
Mr. Jose Jimenez	Evening Custodian
Mrs. Virginia Reveles	Morning Custodian/After-School Care Assistant
Ms. Angela Alfaro	After-School Care Assistant
Ms. Roslyn Fuentes	After-School Care Assistant
Ms. Itzel Quinones	After-School Care Assistant
Ms. Rebecca Lopez	After-School Care Assistant
Ms. Citlaly Quinones	After-School Care Assistant
Mrs. Ellie Rodriguez	After-School Care Assistant

Section-2-07

School Schedule and Calendar

SCHOOL SCHEDULE

Monday – Thursday Schedule

6:30 - 8:00am Morning Care (for an additional charge)

8:00am Courtyard gates open for drop off

8:15am First bell rings (students wash hands and enter buildings)

8:30am Tardy bell rings

Morning late bell (**a charge of \$10 per student will apply per tardy on the fourth and following tardies each trimester**): 8:30 a.m.

Students should be in their classroom/homeroom by 8:30am to avoid being tardy

9:00 - 9:30am Recess for Preschool

9:30 – 10:00am Recess for Transitional Kindergarten

10 – 10:20am Recess for Grades Kindergarten through Grade 4

10:28 – 10:48am Recess for Grades 5 – 8

11:15 - 11:45am Lunch for Preschool

11:30am – 12:00pm Lunch for Transitional Kindergarten

12:00 – 12:30pm Lunch for Kindergarten through Grade 4

12:35 – 1:05pm Lunch for Grades 5 – 8

3:00pm Dismissal for all grades

3:15 - 6:00pm After-School Care (for an additional charge)

Friday Schedule

6:30 - 8:00am Morning Care (for an additional charge)

8:00am Courtyard gates open for drop off

8:15am First bell rings (students wash hands and enter buildings)

8:30am Tardy bell rings

Morning late bell (**a charge of \$10 per student will apply per tardy on the fourth and following tardies each trimester**): 8:30am

Students should be in their classroom/homeroom by 8:30am to avoid being tardy

9:00 - 9:30am	Recess for Preschool
9:30 – 10:00am	Recess for Transitional Kindergarten
10 – 10:20am	Recess for Grades Kindergarten through Grade 4
10:28 – 10:48am	Recess for Grades 5 – 8
11:15 - 11:45am	Lunch for Preschool
11:30am – 12:00pm	Lunch for Transitional Kindergarten
12:30pm	Dismissal for all grades
12:45 - 6:00pm	After-School Care (for an additional charge)

Mass days are on Fridays. The Mass time is 9am. **All students in Kindergarten – grade 8 will need to wear Mass uniforms to school starting on the first Friday of the school year.** Preschool and TK do not attend Mass. Fridays will alternate between Mass and Eucharistic adoration to introduce students to various prayer devotions. K – eighth grade students will be required to wear Mass uniforms each Friday except when noted in the Family Bulletin. See the enclosed “uniform code” flyer with this summer mailing for more detail.

No children are permitted to be on the school property before 8:00am unless they are enrolled in Morning Care. A student dropped off and left unattended on school property prior to 8am will be automatically enrolled in Morning Care and drop-in charges for Morning Care services will be assessed to that parent's FACTS account.

For the safety of our students and the security of our campus, the pedestrian gates will be locked promptly at 8:30am. Any students arriving after the 8:30am bell rings must report directly to the school office where they will be signed in as tardy.

In-Service Training/Friday Schedule

To allow for the ongoing education and formation of our faculty, opportunities for faculty meetings, curriculum study, and articulation among teachers, our students will be dismissed each Friday at 12:30pm.

Dismissal is at 3:00pm Mondays through Thursdays and at 12:30pm on Fridays. Children should be picked up from school within 15 minutes after dismissal to avoid After-School Care charges. If a child is not picked up within fifteen (15) minutes of dismissal, he or she will be placed in After-School Care, and charges will apply.

School Office Hours

The school office is open from 7:30am to 4:00pm, Monday through Friday. Please leave a message on the school voice mail or send an e-mail if you require assistance after 4:00pm. Appointments with the principal or vice principals can be made after 4:00pm, but they must be scheduled in advance. Special office hours may apply during periods of vacation.

Calendar

The school administration maintains a digital calendar to inform the school community of the varied activities and programs that are available. The calendar may be accessed at

<https://www.ourladyofgrace.co/apps/events/2022/9/calendar/?id=0>

Section-2-08

School Map



Section-2-09

School website and social media

Our Lady of Grace School seeks to ensure a robust online presence for our community and prospective parents. We work hard to ensure that our website, www.ourladyofgrace.co, is as user-friendly, content-rich, and accessible as possible. We may also be found on Facebook @OurLadyofGraceSchool and Instagram @OLGLIONS.

Section-2-14

Dress/Uniform Code

Students are best prepared for school when they are properly dressed and groomed. They are expected to follow standards of cleanliness, neatness, and modesty in everything they wear. Students wear a uniform in order to promote a feeling of equality for all children while discouraging competition in dress. We take pride in our school and the uniform provides a means of identity for the students with our school. For this reason, we sincerely hope that you respect the uniform policy, which will be strictly enforced.

Emphasis should be placed on good taste, neatness, cleanliness, and modesty. If a student frequently offends against published standards of dress, grooming, or hygiene, and has been corrected in this regard, the cooperation of parents should be sought to correct the problem.

A student out of uniform will be issued a "conduct referral" which must be signed by the student and parent and returned to the teacher/faculty member. **After three "conduct referrals," the student will receive a detention.**

Students who need a haircut or who need to lengthen their skirts will be issued a formal warning. Students will have until the following Monday to be in compliance. A detention will be issued if the problem was not resolved following the weekend. A student's conduct grade will be lowered by repeated uniform notice violations. **The school reserves the right to have students out of dress code change into a school-supplied uniform item. The school does not guarantee that the supplied uniform items will be to size and/or coordinate with dress code or free dress outfits. School-supplied uniform items that are not returned by the end of the week in which they were issued will be subject to a replacement-cost charge.**

Required Uniform: All uniform clothing must be purchased from [Dennis Uniform](#), [Hello Nella](#), and the online [OLG Store](#).

Uniform Code for Boys (Items Available at *Dennis Uniforms & Hello Nella*)

Regular Uniform for Preschool – Grade 5

- School polo shirts in either royal blue, light blue, or white (long or short sleeves).
 - If polo shirt is longer than hip length, it must be tucked inside pants or shorts.
 - Long-sleeved shirts under short-sleeved shirts may not be worn.
- Navy-blue uniform pants or shorts that are not oversized, undersized, or baggy.

Regular Uniform for Middle School

- School polo shirts in navy-blue or white (long or short sleeve). No other colors allowed.
- Gray uniform pants or shorts that are not oversized, undersized, or baggy.
- OLG letterman sweater.

Additional Uniform for Preschool – 8 Boys

- Belts are not required but should be a solid, dark color if worn.
- Socks in solid white or black only must be worn during school hours.
 - Socks should not have any stripes. Small logos such as a Nike swish are acceptable. **No Elite brand socks are allowed.** *The principal has final approval.*
 - Socks do not have to be visible.
- School shoes must be blue, black, and/or white. Logo/brand accents may be a different color.
- Navy-blue sweaters, cardigans, and non-hoodie sweatshirts with school logos may be worn.
- **Non-uniform jackets and coats are NOT allowed in cold or rainy weather.**

Required Formal Uniform for K – Grade 8 (for Mass & Other Formal Days as per the School Calendar)

- Navy-blue school V-neck sweater vest (long sleeve or sleeveless) over a *white school polo shirt*
 - Navy-blue uniform pants or shorts that are not oversized, undersized, or baggy.
 - *Middle school boys only:*
 - uniform gray shorts or pants;
 - may wear the OLG letterman sweater instead of the navy-blue school V-neck sweater/vest.

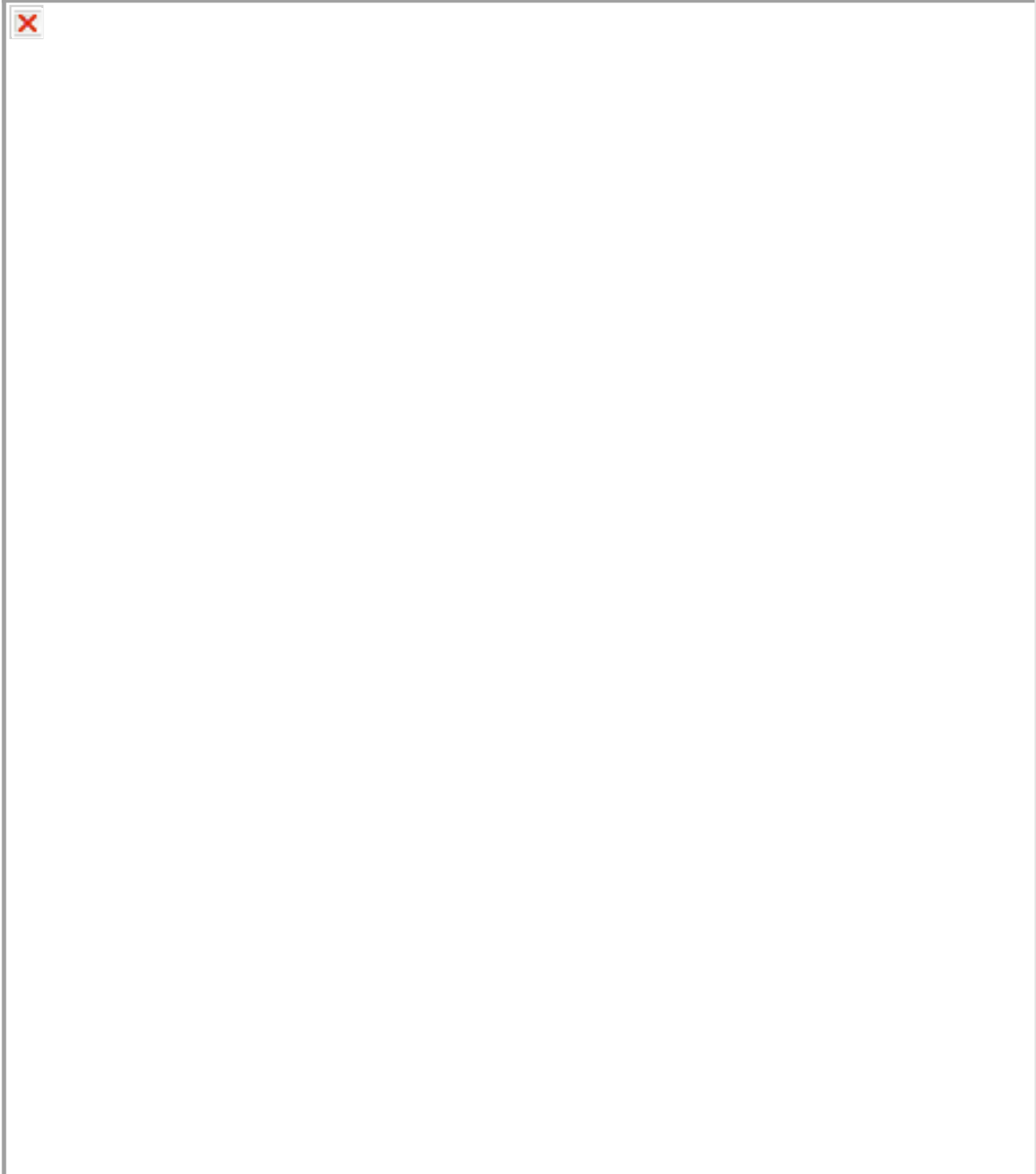
P.E. Uniform for Grades 1 – 8

- Asn gray I-shirt with school logo
- Navy-blue nylon mesh gym shorts or sweats with school logo
- Athletic shoes with Velcro and/or laces
- OLG event T-shirts for the **current school** year may be worn in place of the uniform PE shirts

Required Cool Weather Uniform

- Polartec jacket with school logo

All uniforms must be properly laundered and not excessively worn. Additionally, families should consult the Parent-Student Handbook for expectations on general appearance, hairstyles, use of accessories, and non-uniform dress codes.



Uniform Code for Girls (Items Available at *Dennis Uniforms & Hello Nella*)

Regular Uniform for Preschool – Grade 5

- School polo shirts in either royal blue, light blue, or white (long or short sleeves).
 - If polo shirt is longer than hip length, it must be tucked inside pants, shorts, or skorts.
 - Long-sleeved shirts under short-sleeved shirts may not be worn.
- Uniform plaid jumper **set no higher than the top of the knee.**
- Uniform plaid or solid navy skort **that falls no higher than the mid-thigh.**

Regular Uniform for Middle School

- School polo shirts in navy blue or white (long or short sleeves). No other polo colors allowed.
 - Uniform gray shorts (**that fall no higher than the mid-thigh**), pants, or skirts (**set no higher than the top of the knee**).
- OLG letterman sweater.

Additional Uniform for Preschool – 8 Girls

- Leggings (worn under clothing), tights, and knee socks must be solid white, navy-blue, or black.
- Socks in solid white, navy, or black must be worn during school hours.
 - Socks should not have any stripes or logos. Small logos such as a Nike swish are acceptable.
 - Socks do not have to be visible.
- School shoes must be blue, black, and/or white. Logo/brand accents may be a different color.
 - Leather Mary Jane style shoes in solid black are permitted; white/black saddle shoes permitted; no slip-on loafers or slip-on shoes of any kind are permitted.
- Navy-blue sweaters, cardigans, and non-hoodie sweatshirts with school logos.
- **Non-uniform jackets and coats are NOT allowed in cold or rainy weather.**

Required Formal Uniform for K – Grade 8 (for Mass & Other Formal Days as per the School Calendar)

- Navy-blue school V-neck sweater vest (long sleeve or sleeveless) over a *white school polo shirt*.
 - Uniform pants, skorts (**that fall no higher than the mid-thigh**), or jumpers (**set no higher than the top of the knee**).
 - *Middle school girls only:*
 - Uniform gray shorts (**that fall no higher than the mid-thigh**), pants, or skirts (**set no higher than the top of the knee**);
 - may wear the OLG letterman sweater instead of the navy-blue school V-neck sweater/vest.

P.E. Uniform for Grades 1 – 8

- Ash gray T-shirt with school logo
- Navy-blue nylon mesh gym shorts or sweats with school logo
- Athletic shoes with Velcro and/or laces

- OLG event T-shirts for the **current school** year may be worn in place of the uniform PE shirts

Required Cool Weather Uniform

- Polartec jacket with school logo

All uniforms must be properly laundered and not excessively worn. Additionally, families should consult the Parent-Student Handbook for expectations on general appearance, hairstyles, use of accessories, and non-uniform dress codes.

General Appearance

Make Up / Body Art

- Make-up may not be worn to school.
- Only clear nail polish may be worn to school.
- No acrylic nails.
- No tattoos or other body art, including students' writing/ drawing on each other.
- Students wearing makeup will be directed to wash it off.

Hairstyles

- Hair must be neat, clean, and not interfere with vision.
- Hair must be a natural hair color.
- Boys' hair must be above the collar and ear lobes, and above the eyebrows; may not be unruly or shaggy.
- No spiked hair or shaved head (partial or entire). Trimmed hair must be long enough to grasp with fingers.
- Middle school boys are to be clean-shaven at all times.
- Only moderate hair accessories are acceptable. Head coverings such as hats or scarves are not allowed. Feathers are not allowed.
- Hair bands, bows, and barrettes must be modest in nature and size and match uniform colors of navy blue, white, black, and/or gray.
- Students may be asked to get a haircut at the discretion of the school. Students who need a haircut will be issued a formal warning. Students will have until the following Monday to be in compliance. A detention will be issued if the problem was not resolved following the weekend.

Jewelry

- A watch may be worn; "Smart" watches such as Apple watches, FitBits, etc. are not permitted.
- Girls may wear one pair of small stud earrings on the lower ear lobes. No dangling or hoop earrings are permitted. *Only one earring per lobe may be worn.*
- Boys may not wear earrings to school.
- Body piercing other than ears is not permitted.
- Students are allowed one modest necklace and one bracelet. Oversized, inappropriate, or excessive amounts of jewelry (oversized necklaces, neck chains) are not allowed. Anklets are not allowed.

Non-Uniform Days

There are days when students are allowed to wear clothing other than the school uniform. On these days, the

following guidelines should be followed:

- Girls' skirts or dresses must be modest in length and **set no higher than the top of the knee.**
- Pants/Shorts: Pants and shorts of any color may be worn. They must be clean and neat with no holes or ragged edges. They cannot be oversized, sag, or revealing.
- Girls shorts/skorts: Length of shorts should be modest and **fall no higher than the mid-thigh. Short-shorts are not permitted.**
- Students may not wear pajamas except when approved for Spirit Days.
- Shoes: Athletic type leather, suede, or canvas shoes are permitted. UGG Boots or boots in the UGG style, sandals, slip-on style, platform soles, lighted soles, shoes with zippers or wheels, or backless mule style shoes are NOT permitted. No crocs.
- Tank tops, cropped or tube tops, spaghetti straps, low-cut tops, and exposed midriffs are not allowed.
- Shirts should not have inappropriate writing or logos on them.
- Leggings/yoga pants are **not** allowed.
- All dress code/uniform questions are resolved at the discretion of the administration.

Students who fail to comply with these non-uniform dress regulations may be required to change, and may lose the privilege of "free dress" for the duration of the school year for continued non-compliance.

Topic-2-16-4

School Boards

The general responsibilities of the Consultative School Board are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management, and reporting; marketing of the school; and evaluation of the board's goals and activities.

The membership of the Consultative School Board should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Board.

Topic-2-16-5

Parent or Parent-Teacher Organizations

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability. but they have very

different functions.

Parent Organizations

The main functions of the Parent Teacher Organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization bylaws.

OLG Parent-Teacher Organization

We are blessed with a dedicated and active Parent-Teacher Organization at Our Lady of Grace School. The purpose of this group is to promote a parent-teacher relationship that enhances the principles of the Catholic education process, to support general school activities, to organize and direct fundraising events for the school, and to act as liaisons between parents and school. We encourage you to contact our PTO board members if they can be of help to you in any of these areas.

PTO Meetings Schedule

PTO general meetings for all parents/guardians are held each year. One parent/guardian per family is expected to attend these meetings. Meetings are held approximately once per trimester: Back to School Night (September), Information Night (February), and End of Year Meeting (May). Additional meetings may be scheduled if necessary.

PTO Board meetings are held monthly. Each PTO board member is expected to attend these meetings. Parents/guardians who are not currently board members but would like to attend any of these meetings are asked to contact the PTO board president and the principal three days ahead of a scheduled board meeting.

Room Parents

Room parents volunteer time to their children's classes to collaborate with the homeroom teacher. The room parents update their class webpage, organize social events and fundraising activities, and help with other duties as they may arise. Room parents for a new school year are selected during the summer months. If you would like to become a room parent for the following school year, please express your interest to the Room Parent Coordinator on the PTO board before the end of the current school year.

Our Lady of Grace School PTO Board 2019-2020

President:	Martha Rivera
Treasurer:	Ashley Howard
Secretary:	Audra Walczak
V.P. Volunteers/Recruiting	Cathy Salas
V.P. Volunteers/Reporting	Chandra Gallo
V.P. Fundraising/Planning	Jocelyn Patrick
Hospitality Coordinator:	Ana Grey
Room Parent Coordinator:	Desiree Navarro Dadag
Faculty Representative:	Lisette Romero

PARENTAL OBLIGATIONS

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- To attend Mass with your children on Sundays and on Holy Days of Obligation;
- To financially support Our Lady of Grace Parish through the use of family offering envelopes
- To maintain a Catholic atmosphere in your home to help your child grow in his/her faith
- To act in a Christian manner at all school and parish activities
- To attend sacramental preparation meetings, where applicable
- To carefully read the school's weekly family bulletins (and their attachments)
- To attend all required Parent-Teacher Organization meetings
- To attend a Parent-Teacher Conference in October or November
- To make a commitment of thirty (30) hours of school volunteer work
- To financially support our School Improvement Drive
- To fulfill the Family Fundraising Obligation Contract by designated due date
- To pay tuition through FACTS Tuition Management Co. (or pre-pay for the school year in advance)
- To support the annual school-parish fundraiser as designated each year
- To attend a VIRTUS training session within the first year of joining the school community

Topic-3-1-3

Additional Practices

Through forming a personal relationship with Jesus Christ, elementary school-age children build a strong

foundation for lifelong discipleship.

It is essential that parish and school programs for elementary school-age children create a nurturing community for households to grow in faith, providing opportunities for conversion and formation not only for the child but for the entire household.

As children mature, ongoing catechesis is needed to help them observe, explore, interpret, and judge their experiences; ascribe Christian meaning to their lives; and act according to the norms of faith and love. The truths of our faith should be presented at every age to allow for an ever-deepening understanding and growth in lived faith.

Experiential learning includes recognition that the entire faith community is an important part of children's experiences: households, parishes, schools, and the faith community all have essential roles in the catechesis of the young.

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

17. Sacramental Preparation for Reconciliation and the Eucharist

Sacramental preparation for baptized children assumes that the children have begun a journey of discipleship: coming to know, believe, and become the person of Jesus in the world. This relationship is strengthened by celebrating God's mercy and forgiveness and the gift of Jesus in the Eucharist.

With a strong belief in lifelong faith formation, a minimum of two consecutive years of catechetical formation is required for the reception of the sacraments of reconciliation and the Eucharist. Although the sacraments of reconciliation and the Eucharist usually occur during elementary school faith formation, readiness, not chronological age or school grade, will determine a child's preparedness to encounter Christ in a sacramental celebration. This decision of readiness rests with the parents/guardians and the child in dialogue with the catechist, the parish priest, and the catechetical leadership of the parish. This process affirms the fact that the child celebrating the sacraments is involved communally as well as individually.

Parents/guardians have a right and duty to be intimately involved in the preparation of their children for the sacraments. It is the role of the parish and the school to help parents/guardians grow in their understanding and appreciation of the sacraments in order to be able to participate readily in catechizing their children.

The Church must affirm the role of parents/guardians as primary religious educators and include the whole parish and school community in the initiation of members into the fullness of the Catholic tradition. The Church must meet people where they are and provide opportunities for conversation and conversion and thus make connections between life and faith. All sacraments are parish-centered celebrations.

Preparation Specific to the Sacrament of Reconciliation

Christ's healing and reconciling ministry is carried on in the church. God's unconditional love and mercy is offered through the sacrament of reconciliation. By the sacrament of reconciliation, the faithful express the desire to be at peace with God and with their brothers and sisters. "Catechesis for the Sacrament of Reconciliation is to precede First Communion and must be kept distinct by a clear and unhurried separation" (National Directory for Catechesis, 36.B.2).

Catechesis for the first reception of the sacrament of reconciliation should help children to:

- Acknowledge God's unconditional love and mercy
- Turn to Christ and the Church for sacramental forgiveness and reconciliation at any time on their faith journey
- Recognize the presence of good and evil in the world, recognize their personal capacity for both, and develop skill for the discernment of good moral choices
- Recognize their need for forgiveness, not only from parents/guardians and others close to them, but from God
- Explore the meaning of the symbols, gestures, prayers, and scriptures of the sacrament of reconciliation
- Understand how to celebrate the sacrament of reconciliation

"Parents and the parish catechetical leader, together with the pastor, are responsible for determining when children are ready to receive First Penance and Reconciliation. Readiness for reception of this sacrament includes knowledge of the person of Jesus and the Gospel message of forgiveness, knowledge of sin and its effect, and understanding and experience of sorrow, forgiveness and conversion....Parents should be involved in the preparation of their children for this sacrament so that they can affirm and reinforce frequent participation in the sacraments. They orient the child toward God and encourage continual growth in the understanding of God's mercy and love....Since conversion is a lifelong process, catechesis for the Sacrament of Penance and Reconciliation is ongoing. Children have a right to a fuller catechesis each year" (National Directory for Catechesis, 36.B.2).

Preparation Specific to the Sacrament of Eucharist

"Since the Eucharist is the source and summit of Christian life, catechesis for the Eucharist recognizes it as the heart of Christian life for the whole church" (National Directory for Catechesis, 36).

Catechesis in preparation for the first reception of the Eucharist should:

- Teach that the Eucharist is the living memorial of Christ's sacrifice for the salvation of all and the commemoration of his last meal with his disciples
- Teach not only the truths of faith regarding the Eucharist but also how from first Communion on, they as full members of Christ's body can take part actively with the people of God in the Eucharist, sharing in the Lord's table and the community of their brothers and sisters
- Ensure that the baptized have been prepared, according to their capacity for the sacrament of penance prior to their first Communion
- Develop in children an understanding of the Father's love, their participation in the sacrifice of Christ, and the gift of the Holy Spirit
- Teach that essential signs of the eucharistic sacrament are bread and wine, on which the power of the Holy Spirit is invoked and over which the priest pronounces the words of consecration spoken first by

Jesus during the Last Supper

- Teach that the Holy Eucharist is the real body and blood of Christ and that what appear to be bread and wine are actually his living body
- Teach the difference between the Eucharist and ordinary bread
- Teach the meaning of reception of the Holy Eucharist under both species of bread and wine
- Help children to participate actively and consciously in the Mass
- Help children to receive Christ's body and blood in an informed and reverent manner

As with the sacrament of reconciliation, parents/guardians and the parish catechetical leader, together with the pastor, are responsible for determining when children have attained the age of reason and are ready to receive first Communion. "Parents have the right and duty to be involved in preparing their children for first Communion. The catechesis offered should help parents grow in their own understanding and appreciation of the Eucharist and enable them to catechize their children more effectively" (National Directory for Catechesis, 36).

Children need to be prepared for first Communion with an understanding that they will eat and drink the body and blood of Christ under the forms of bread and wine.

Section-3-4

Campus Ministry

18. Western Catholic Educational Association Catholic Identity Standards

All schools, whether archdiocesan, parish, or those owned and operated by religious orders, institutes, or governing boards, are required to meet the following Catholic identity standards from the accrediting agency for archdiocesan elementary schools, the Western Catholic Educational Association.

1. The school has a mission statement and philosophy statement that indicates the integration of the Catholic faith in all aspects of the school's life.
2. The school provides regular opportunities for the school community to experience prayer and the sacraments.
3. The school has a religion curriculum and instruction that is faithful to Catholic Church teachings and meets the requirements as set forth by the [U.S. Conference of Catholic Bishops](#).
4. The local ordinary approves those who teach the Catholic faith (Canon 805) and there is ongoing formation for catechetical and instructional competence.
5. The school maintains an active partnership with parents/guardians whose fundamental concern is the spiritual and academic education of their children (Canon 796).
6. The school has a service-oriented outreach to the Church and civic community after the example of Jesus Christ, who said, "I have given you an example so that you may copy what I have done to you" (Jn 13:15).
7. The school uses signs, sacramentals, traditions, and rituals of the Catholic Church.
8. All school personnel are actively engaged in bringing the good news of Jesus into the total educational experience.

18a. Elementary School Curriculum

Implementing these standards and evaluating and setting goals is a yearly task of the elementary school in a manner that is consistent with the curriculum standards set by the [Department of Catholic Schools](#).

Curriculum components include:

- The Profession of Faith
- The Celebration of the Christian Mystery/The Seven Sacraments of the Church
- Life in Christ; Man's/Woman's Vocation: Life in the Spirit
- Christian Prayer; Prayer in the Christian Life

These components are based on the four pillars of the [Catechism of the Catholic Church](#).

Section-3-5

Christian Service Program

Christian Service Program in Middle School

Inspired by the example of Jesus and the saints, all Our Lady of Grace School students are encouraged to share of themselves through heartfelt service to others. A program of Christian Service helps develop a commitment to the Christian way of life by allowing students to engage in Christian service. We encourage each homeroom teacher to engage in a class-level service opportunity that can be performed by their class. Participation in these grade-level activities through the fifth grade are optional and strongly encouraged.

Students in grades 6, 7, and 8 are required to perform 9, 12, and 15 hours of Christian Service respectively over the course of the school year. A minimum number of service hours must be completed at each trimester of the school year as indicated below.

- 6th Grade: 9 hours total (3 hours per trimester)
- 7th Grade: 12 hours total (4 hours per trimester)
- 8th Grade: 15 hours total (5 hours per trimester)

Middle school students are welcome to complete all of the required grade-level service hours at one time and should consult with the middle school Religion teacher for direction on how to appropriately account for that.

All service hours completed will require a [Verification of Christian Service Form](#) (clickable link) in order to receive credit in Religion class. Verification of Christian Service forms must be completed by the end of each trimester with the minimum designated service hours by grade. **Service may not be supervised by parents or other family members, nor may family authorize and sign verification forms.**

Middle school students may fulfill their required hours by engaging in any service opportunity. There is a limit of 1/3 of the total required service hours by grade-level for participation in the School Choir and Altar Serving.

The middle school Religion teacher(s) reserves the right to add additional reflection work onto the Service Hour requirement to gain full or additional credit for service hour work.

Middle school Christian Service Hours will constitute 10% of the Religion grade as its own grading category in Gradelink. In an effort to keep things simple, points within this category will be allocated based on the number of required service hours per trimester. For example, in eighth grade students will be required to complete 5 service hours per trimester. Therefore, the points possible for Christian Service Hours per trimester will be 5 points in eighth grade. Each point earned will reflect one hour of service.

Topic-4-04-1

Absence

Absences

Regular attendance is important to success in school. Absences should be kept to a minimum. However, never send a child to school with a temperature or nausea. Please call the health office and leave a voice message every day that a child is absent. Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences according to the instructions on the Student Attendance Register. When a student is absent, a parent must call the school (818-344-4126) before 8:30 a.m. to give the reason for the absence. Please call each day the student is absent.

In addition, the State of California requires a WRITTEN excuse signed by the parent or legal guardian. The note, which is required for readmission to class, must state the reasons for the absence, as well as the date(s) when the student was not in school. These excuses are kept on file for the remainder of the year. A student absent from school may not participate in a sporting activity or any other extra-curricular activity on the day he/she is absent. Absentee schoolwork and assessments must be made up in an equivalent number of days as missed. Note: If a pupil is absent for a total of twenty (20) days or more during the trimester, report card grades may be withheld.

Please note the additional expectations regarding student absences:

- If a student does not return from their absence with a written note, the student will be sent to the office to call home.
- If a student is absent three or more days, a doctor's note is required.
- Students may not attend school-sponsored events (such as dances or games, etc.) in the same afternoon or evening of a full day of absence from school (an half-absence is acceptable).

Physical Education Excuses

In order for any student to be excused from physical education activities, he/she must have a written note from the parent or guardian. If the excuse is for more than three (3) days, he/she must also have a statement from a medical doctor specifying the need for the absence and the approximate length of the recuperative period.

Middle School Absent Work Policy

Any middle school student who is absent will have as many days as the student was absent to make up any missed assignments for full credit following that student's return to school. For example, a student who is out sick on Monday and Tuesday will have two school days (Wednesday and Thursday) following that student's return to school to complete any missed work for full credit. Middle school teachers will populate Gradelink with an "INC" for any work that was not submitted due to that absence, and will update that "INC" entry once the absent work has been submitted and graded within the allotted timeframe.

ABSENCES FOR ANY REASON OTHER THAN ILLNESS

When a student is going to be absent for several days, for any reason whatsoever, it is mandatory that a note is sent to the principal and the student's homeroom teacher explaining the reason for such an extended absence.

sent to the principal **and** the student's homeroom teacher explaining the reason for such an extended absence. This explanation is to be sent to the school prior to the absence. **OLG strongly discourages extended absences due to vacation. In these instances, work will not be given in advance of the vacation. Students and/or parents are expected to keep abreast of any missed assignments via the school website, and all work will be due within 5 school days upon the return of the student or no credit will be given. Classwork, make-up tests, or other assessments must also be completed within that 5 day window according to each teacher's schedule for make-up tests. The onus for requesting any missed work or assessments rests solely with the parent and/or student. Parents and/or students who fail to request this information within the 5 school day window, will not be given an opportunity to complete that work for credit.**

Topic-4-04-2

Absences with Acceptable Excuse

23.1a Absence with Acceptable Excuse:

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

Topic-4-04-3

Extended Absences

23.1b Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (*e.g.*, 15 or more days), official grades may be withheld. **Work cannot be guaranteed ahead of time. Students must check the website for their daily assignments.**

Topic-4-04-4

Leaving School Early

Leaving School Early

A student may not leave the school before the regular dismissal time without being signed out from the front office. Sign-out forms must include the reason for early dismissal, whether the student will return to school that day, the time of release, and a parent's or authorized pick-up's signature. The student is to be picked up in the office. No student will be dismissed directly from the classroom except for students in preschool and TK where a classroom signature is required. Doctor and dental appointments during school hours should be kept to a minimum. If a student comes after 9am, he/she is marked absent with a morning half absence ("/A"). If a student leaves 30 minutes before the dismissal bell, he/she is marked absent with an afternoon half absence ("A/"). A pupil absent from school because of television or movie contracts is considered as an ordinary absentee and is marked as such in the Pupil Attendance Register.

Leaving the School Grounds

At no time may a student leave the school grounds without adult supervision. Students who must leave the school grounds for any reason after being left in the school's custody, must be signed out at the School Office by a parent or legal guardian, or by someone with written authorization from a parent or legal guardian. We ask that the following policy be adhered to:

1. The student will bring a written note FIRST to the homeroom teacher as soon as he/she arrives at school in the morning. The note should be addressed to the homeroom teacher, dated and signed; it should mention the time the student is to be released and whether he/she will return later in the day. **We ask that early pick-ups be kept to a minimum as they disrupt the entire class and instructional time.**
2. When the student is dismissed, he/she must be signed out in the School Office; if and when the student returns to school, he/she must sign back in to the office before entering class.
3. A parent or legal guardian must be present in the School Office to dismiss a child, as students are never permitted to leave school grounds during school hours unless accompanied by a parent or Guardian. Authorized pick-ups must be listed in the child's ePACT account.
4. Students involved in after-school activities may NEVER leave the school grounds without adult supervision and then return for their scheduled activity.
5. **A phone call or e-mail will not be sufficient to release a student from school.**
6. Students who walk home after school must have written permission from a parent on file in the school office.
7. Students who leave school grounds without permission are subject to disciplinary action.

Topic-4-04-5

Tardiness

23.1d Tardiness

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

Students entering the classroom late cause interruptions to the other students and the teacher who has already begun teaching. It also affects the education and the tone of the day for the child that is late. For these reasons, it is extremely important to begin the school day on time. Developing the habit of punctuality is a good self-discipline and a life skill. If a student is not in the room when the bell rings at 8:20 a.m., he or she is considered tardy. Students who are tardy will need to go directly to the office to get a late slip before being admitted back to class. If a student goes to class without getting a late slip, the student will be sent back to the office for the slip in order to be admitted to class.

A record of all tardiness is kept in the attendance register and permanent records.

Tardies

Each student will be allotted three tardies per trimester without consequence. Parents will be charged \$10 per additional tardy per child beyond three tardies in each trimester. These charges will be added at the close of each month directly to family FACTS accounts.

Middle School Tardies

Middle school teachers will track attendance to their classes throughout the school day to teach punctuality and discipline in preparation for high school. Middle school students who are tardy to class without excuse may receive a conduct referral.

Contracts for Absences and Tardies

Students with excessive tardies will need documentation, or with excessive absences will need a doctor's note to explain the reason for missing classes. Without such documentation, the student will be placed on contract and a plan will be set in place to remedy the situation. Being on contract may result in the loss of extracurricular programs.

Topic-4-04-6

Truancy

23.1e Truancy

Parents and guardians are expected to notify the school health office by 9 am on any day that their child will be out from school. Upon return to school, parents and guardians must either 1) send a written parent note that indicates the reason for the absence with a date and parent signature, or 2) complete the school's online [absence note form](#). Students who are out of compliance with the return to school note will be asked to call home in order to have their parent/guardian complete the online absence note form.

A student who misses 5 school days in a trimester without adequate reason may be subject to a lowered, maximum Work Habits grade of S for that trimester. This lowered work habits grade may impact a student's eligibility for [Honors Awards](#) for students in grades 5 - 8.

A student who misses 10% or more of the school year (i.e., 18 or more school days in a school year) will be considered truant (absent from school without an acceptable excuse). The school administration will contact the

considered **truant** (absent from school without an acceptable excuse). The school administration will contact the parent or guardian once a child has 10 absences from school to ascertain the reasons for the prolonged absences and devise a plan for improved school attendance. Once a student is deemed **truant** and all resources at the school level have been exhausted, the school principal will notify the LAUSD Student Absence Review Board (SARB) and/or the LA County Department of Child and Family Services.

Students who are truant may lose credit on missed assignments and assessments, may be retained in the same grade for the following school year, or asked to leave the school.

Topic-4-05-1

Parent Teacher Conferences

24.4 Parent-Teacher Conferences

Conferences will be held during the month of November. However, parents and teachers should communicate with one another as often as necessary to eliminate difficulties and to encourage student growth and achievement.

Topic-4-05-2

Parent Messages and Phone Calls

24.5 Parent-Teacher E-mail Policy

All teachers can be contacted at the Our Lady of Grace e-mail address. Links to faculty e-mail addresses are available on the school website at <https://www.ourladyofgrace.co/apps/staff/>. The exchange of e-mail between parents and faculty is encouraged to strengthen the avenue of home-school communication. Substantive matters, however, should be discussed in person or in a telephone conversation. Please realize that while we try to respond to parent emails as quickly as possible, it is realistic to expect a 24-36-hour response time (excluding weekends and holidays). If your issue is more "time sensitive," it would be better to leave a note for the teacher or call and leave a message with the school office.

24.6 Parent-Guardian Visits

Parents/Guardians or any other visitors are not to interrupt class for any reason while school is in session. Please do not enter a classroom unannounced, as it may be disruptive for the class. Forgotten lunches, books, book bags, eyeglasses, gym clothes, etc., should be left in the school office.

If you are volunteering in classrooms or the school office, please sign in and obtain a visitor pass BEFORE you go to your area, so we have an accurate account of who is on campus at any point in time.

Parents, guardians, or other visitors may not enter the school buildings to wait for students outside classrooms before school or at dismissal times. Any person visiting the campus during the day must enter through the front

doors of the school, then sign in and obtain a visitor pass at the school office.

Topic-4-05-3

Parent to School Communication

24. COMMUNICATION PROCEDURES

There are five primary means of communication between school and parents:

1. Our Lady of Grace website located at <http://ourladyofgrace.co>
2. E-Alerts: Text and email reminders or notifications of school events or emergency information
3. A digital "Family Bulletin" posted on the website weekly
4. A "Family Packet" that is sent home as warranted
5. ePACT emergency information system

It is essential that every parent:

1. **Register his/her mobile phone number** and e-mail address for Emergency Alerts. (The school will send short, important text message "reminders" about upcoming events and deadlines. You will only receive these text reminders if you are registered for Emergency Alerts.)
2. Regularly review his/her child's teacher/PTO classroom page(s), and the Family Bulletin.
3. Maintain an accurate and up-to-date ePACT account for each student, particularly with information about authorized after-school pick-ups, etc.

Directions on how to perform these tasks are posted on the website and will be reviewed at Back-to-School Night. Parents can also direct their questions to the school's STEM and Technology Coordinator, Ms. Arceneaux at larceneaux@ourladyofgrace.co.

24.1 Family Bulletin and Family Packet

A bulletin from the principal will be posted on the school website each Monday. Parents will receive a text alert with a direct link to the bulletin page when it is posted. It is important to read these weekly bulletins and all attachments (flyers, surveys, response forms, and other administrative forms.)

At least once a month a Family Packet (with the Family Bulletin, flyers, response forms) will be sent home with your oldest child. It's important to read the Family Bulletin on Monday and return any requested forms to school with your child the next day. If you are sending money to school, please put it in a sealed envelope along with the order form. Please put your child's name on the envelope along with a notation (i.e. Yearbook, or Field Trip.) **Parents should always drop cash payments off directly in the school office to obtain a cash receipt. Lost cash payments that are not dropped off in the office and for which no receipt is provided will not be**

credited.

24.2 Parent-School Communication

Parents/guardians have the primary responsibility for the education of their children. The school supports, enhances, and complements this role. The school makes every effort to regularly inform parents about the educational and behavioral progress of their children.

Parents and students are expected to follow the appropriate chain of communication (contact teacher or specific school personnel first; if issue is not resolved, then contact the principal, then the pastor, and then the Archdiocese) in communicating inquiries, concerns, or issues with the school.

24.3 Parent-Teacher Communication

The primary relationship that impacts student academic performance is that between parents and teachers. At Our Lady of Grace School we, therefore, strive to nurture healthy and productive relationships between parents and teachers. This relationship, if it is to be effective and fruitful in the life of our students, must be characterized by the following qualities.

- **Mutual respect** - healthy relationships demand that we recognize our interdependence and mutual, God-given dignity as persons.
- **Always assume positive intentions** - we always do our best to get things right, even when sometimes we miss that mark. Assuming positive intentions means that we each appreciate one another's efforts and trust that we have our students' success and well-being in mind, despite mistakes. We, therefore, look for the good in one another and tackle questions and concerns from this mindset.
- **Communicate with dignity** - we understand that despite our busy lives, we can never take one another for granted. We, therefore, will make extra effort to ensure that our communications are timely and respectful in every way. Questions and/or concerns for any teachers or staff should always be expressed (in person, on the phone, and/or writing) with respect. Parents and guardians may 1) re-state the problem that their child has shared and 2) ask the teacher and/or staff member for help in understanding what is happening. This approach affirms the important relationship between parents and teachers and assumes positive intentions – that there is likely more to the story and our teachers will share that objectively.

Parents who are unable to adopt these important qualities in their communication with teachers and/or staff may have their communication rights revoked. In certain grave situations, families may be asked to leave the school as a result of a parent's continued disregard of these expected communication guidelines.

Parents are welcome to discuss the progress or problems of their child/children with the teacher or the principal. **PARENTS MAY NOT, HOWEVER, DISTURB A TEACHER DURING SCHOOL HOURS OR WHILE ON YARD DUTY**. An appointment to meet with a teacher should be made by e-mail, phone call, or with a note to the instructor prior to the parent's arrival at school. The teacher will contact a parent/guardian to discuss the situation and/or make an appointment to meet. **BEFORE SCHOOL AND DURING DISMISSAL ARE NOT APPROPRIATE TIMES FOR A CONFERENCE UNLESS AN APPOINTMENT HAS BEEN MADE IN ADVANCE.** Teachers should not be called at home. If you see a teacher off campus, it is appropriate to say hello, but not to discuss your child's progress.

Section-4-07

Safety and Security Procedures

27.2 EARTHQUAKE/DISASTER PROCEDURES

Our Lady of Grace School has established emergency procedures in place, prepared in conjunction with Diocesan directives. Our disaster preparedness plan includes:

- Monthly emergency preparedness drills. Our faculty and students participate in monthly drills for fire, earthquake, and major disaster situations.
- Earthquake drills during which all persons on campus practice safe "duck and cover" procedures in conjunction with safe evacuation of building procedures.
- "Lock-down" drills in which all persons on campus secure themselves.
- Purchasing and maintaining disaster preparedness supplies, including, but not limited to: sanitation supplies, first aid supplies, and food and water for up to three days.
- Providing school personnel with first aid and CPR certification courses.

Procedure for Students/Staff in case of Earthquake

- Teachers initiate Drop and Cover Drill. Students are instructed to get under desk/find cover away from windows and to protect the back of their head and neck.
- Students are evacuated to student control center where roll is taken. Students are supervised by assigned teachers for the duration of the emergency event.
- Principal sets up Command Post to communicate with all stations.
- Assigned school staff inspect school plant and shut off electricity, gas, and water as needed.
- Search and rescue sweep of the school campus is performed by assigned staff.
- First aid station is set up by school staff.
- Assigned school staff supervise orderly pick-up of students by parent/responsible adult. In case of emergency, all students must be signed out by parent or responsible adult. No student will be released to an adult who is not listed on their Emergency Card.

Procedure for Parents in Case of Emergency

- Stay calm. Emergency plans are in place and emergency procedures are being followed at Our Lady of Grace School.
- Please do not phone the school. Telephone lines may be needed for emergency communication.
- Listen to the radio. Turn on KNX 1070 AM or KFWB 980 AM for emergency announcements. If students are to be kept at school, radio stations will be notified.
- The school will use its text messaging service, *if it is available*, to advise and update parents.
- All persons on campus will be gathered in the upper middle parking lot. Students will be sitting with their classes under the direct supervision of their assigned teachers.
- If parents are able to get to the school, they should report to school personnel at the front gate near the school office. They will unite you with your children. You must sign your children out on their Emergency Card, so we have a record of their release.
- If you are unable to get to the school, your child(ren) will be released to the responsible adult that you have authorized on your emergency card. They must sign your child's Emergency Card, so we have a record of their release.
- The process of signing out a student during a grave emergency may take time. We will be grateful for

- The process of signing-out a student during a grave emergency may take time. We will be grateful for your patience.
- PLEASE BE ASSURED THAT WE WILL REMAIN ON CAMPUS UNTIL EVERY CHILD HAS BEEN RELEASED TO AN AUTHORIZED ADULT.

27.3 Emergency Supplies

The school purchases a three-day personal emergency supply kit for each student. These individual emergency kits are kept organized by class. Parents may choose to add a personal note or photo to these kits.

Section-4-08

Arrival/Dismissal Procedures



25. ARRIVAL/DISMISSAL PROCEDURES

Students are not to be on the school playground before 8:00 a.m. The school does not provide any playground supervision before this time. Any student dropped off before 7:30 a.m. must be enrolled in the school's morning day care program. The morning day care program operates out of the school library. Parents should walk their students to early morning care. Any student on the school grounds before 8:00 a.m. will be placed in our Before School Care program and the parents will be assessed a fee. Students coming early for study groups, choir, etc. should arrive at the time set by the teacher.

After dismissal, all students should be picked up by 3:15 p.m. unless they are in After-School Care or participating in a supervised after-school activity or after-school sport. Students remaining after 3:15 p.m. on Monday through Thursday or after 12:45 p.m. on Friday will be placed in our After-School Care and parents will be assessed a fee. If an emergency arises and pick-up may be late, please call the school office. **AT NO TIME MAY A STUDENT LEAVE THE SCHOOL GROUNDS WITHOUT ADULT SUPERVISION. THIS IS A SERIOUS OFFENSE.** Students who walk home must have a written authorization on file in the school office. Permission may not be given verbally.

Arrival (Drop-Off) and Departure (Pick-Up) Procedures

For the safety of the children, please follow the directions of those directing traffic.

- Please **do not exceed five miles per hour** while driving in the church or school parking areas.
- Please **do not use cell phones** while driving.
- Please **do not leave your car** while in a drive-through line.

For Morning Drop-Off

Dropping off students in Kindergarten through grade 4 (along with older siblings)

Enter from White Oak Avenue. Follow the directions of the crossing guards. Pull up to the designated drop off area at the school crosswalk before you stop the car to let your children out. Exit through the Alonzo gate.

Dropping off students in grades 5 through 8

Enter from Alonzo Avenue. Follow the direction of the crossing guards. Pull up to the designated drop off area and let your children exit your car. Students must use the crosswalk to enter the school courtyard. Exit through the White Oak gate.

Dropping off Preschool and Transitional Kindergarten students

Preschool and Transitional Kindergarten students **must be walked** into the school courtyard each morning and signed into their PS or TK classroom when it opens. Parents of preschool and transitional kindergarten students should enter the Alonzo Ave. driveway entrance, park in the upper middle parking area, and use the crosswalk to walk their children into the school courtyard. Please wait with your children by the ramp to the PS or TK classroom.

Preschool and Transitional Kindergarten families should park in the designated parking areas (see the map) and use the crosswalk to walk their child to class.

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Please do not park in the church parking lot side during arrival times. In the mornings, the church parking lot (nearest White Oak) is reserved for people attending the 8:00 a.m. Mass. If you wish to park, please use the Alonzo Ave. driveway entrance and park in the upper middle parking area only. See the embedded image for further clarification.

Afternoon Pick-Up

Parents are asked to safely park in either the north or south lot outside of the courtyard gates for pick-up. The courtyard gates open at 3:50 pm Monday – Thursday, and at 12:30 pm on Fridays so that parents and authorized pick-ups may walk into the school courtyard. Students will be assembled with teachers by class in the courtyard until 3:15 pm Monday – Thursday, and until 12:45 pm on Fridays at which time the after school care program begins.

Transitional Kindergarten students must be signed out from their classroom every day. Parents should enter from Alonzo Avenue and park in the south parking lot.

If students have not been picked up by 3:15 p.m., they will be escorted to the day care area where parents will pick them up when they arrive.

The school must be notified in writing if a student is going home with someone other than an authorized person on the Emergency Card. (The "Emergency Care Contact Information" area of the Emergency Card authorizes four people to pick up your child/children from school.) The school must also be notified in writing if a student is attending a game/performance on campus with a person other than his/her parent. All students without such written permission designating a supervising adult, even those with siblings in said events, will be placed in After-School Care and the parents will be assessed a fee.

Parents will be notified of any changes in schedule through the weekly Family Bulletin or a special E-Alert.

Topic-4-11-04

School Procedures for Immunization and Screenings

29 b Examinations and Immunizations

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

29c Illnesses/Injuries/Immunization

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The California Health and Safety Code requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades. Schools may report online at Shots for School. Issued annually by the State of California, all directives regarding immunization shall be implemented.

Up-to-date information on immunization requirements can be found at Shots for School, the County of Los Angeles Department of Public Health, and the California Code of Regulations section on immunization.

School procedures pertaining to the health of students must be communicated in writing to parents/guardians, generally in the parent/student handbook. Students, with the permission of the parents/guardians, may be subject to routine examinations in school, including hearing, vision, dental, head lice, and scoliosis.

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All directives regarding immunization issued annually by the State of California shall be implemented. No student

All directives regarding immunization, issued annually by the state of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering pre-school and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received.

In California, there are two exemptions to the immunization requirements.

Medical Exemptions

- Temporary or permanent medical conditions prevent a child from receiving immunizations.
- Both temporary and permanent medical exemptions require a letter from a doctor that states the medical condition and which immunizations the student cannot receive.
- In the case of a temporary exemption, the doctor must also specify how long the immunization should be postponed.

Personal Belief Exemptions

- Immunization is contrary to the religious or personal beliefs of the parents/guardians.
- Parents/guardians must conform to the requirements of the State of California by providing a [Personal Beliefs Exemption to Required Immunizations](#) that health care practitioners have informed the parents/guardians about the risks and benefits of immunizations.
- See [Shots for School](#) for additional information and to obtain the exemption form in other languages.
- See [Frequently Asked Questions on Personal Belief Exemptions \(AB2109\)](#).

If there is a disease outbreak at school, the exempt student may be excluded from school to protect him or her and prevent others from becoming ill.

Topic-4-11-09

Allergies

29 j Allergies

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Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

Topic-4-11-12

Accident Procedures

29 e Accidents: Accidents occurring on school grounds should be reported to the principal before

2:50 p.m. on the day the accident occurs. If an accident occurs during after-school hours, it should be reported

before 8:15 a.m. the following day. Student accident insurance claim forms may be obtained in the school office and must be submitted within ninety days of injury.

Section-4-14

International Students

32. INTERNATIONAL STUDENTS

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live with host families who are identified on the student's I-20 forms. Student apartments, dormitory-style living, and unsupervised living are not permitted, even if the students are 18 years old or older.

The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or ISEVPO, if used, shall notify the school if there is any change in the student's host family or residence.

Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

For more information about international students see: <http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6>

Topic-5-01-1

Religion Curriculum

33. CURRICULUM OFFERINGS

Our Lady of Grace School offers a high school preparatory course of study aligned with Common Core National Standards, California State Standards, and Archdiocesan Standards. Our core subjects are Religion, Language Arts (which includes reading, writing, English, spelling, and vocabulary), math, science, and social studies. Students also receive weekly instruction in Fine Arts (music and art) as well as Physical Education. Students in grades 5 through 8 receive Spanish instruction twice a week. Technology is effectively integrated throughout the curriculum. All students in kindergarten through 8th grade use a school-issued iPad to support and enrich their learning in all

students in kindergarten through 6th grade use a school-issued iPad to support and enrich their learning in all content areas. Students receive additional technology instruction on a weekly basis in the school's fully equipped computer lab. Our Lady of Grace School now offers a STEM curriculum (Science, Technology, Engineering, and Math) which takes advantage of our digital resources as well as our Garden of Grace and our newly opened Innovation Room (maker space.)

Our Lady of Grace School Religion Program

Religious study, practice, and belief are at the heart of daily life at Our Lady of Grace School. The faith development is presented through the study of scripture and the Catholic Church doctrine at developmentally appropriate levels through Religion classes. Weekly school Mass, daily prayer, penance services at Advent and Lent, Stations of the Cross, Lenten Retreat, May Crowning, and the celebration of Feast Days are part of the school curriculum. The academic year is integrated with the liturgical year. Students are encouraged toward Christian action and awareness of the needs of others by participating in a variety of charitable activities.

Our entire student body attends Mass every Friday at 9:00 a.m. Families of OLG students are most welcome to attend these weekly Masses. Our Lady of Grace School families are expected to attend weekly Sunday Mass.

Fridays will alternate between Mass and Eucharistic adoration to introduce students to various prayer devotions.

33.1 Parent Prayer Time

School parents are encouraged to spend some time in prayer before the Blessed Sacrament from 11:30 a.m. to 12:30 p.m. during the Adoration of the Blessed Sacrament Prayer Vigil conducted on the first Friday of every month. Two parent volunteers are asked to sit at prayer during the First Friday Prayer Vigil each month.

33.2 Christian Service

All Our Lady of Grace students are expected to give some type of service and assistance to others. A program of Christian Service helps develop a commitment to the Christian way of life. Each Religion teacher will outline the types of service that can be performed at each level. Students in grades 7 and 8 are required to perform 12 to 15 hours of Christian Service respectively over the course of the year. These projects are intended to complement the Religion curriculum. Students will be asked to journal their experiences whenever they volunteer for a designated charity.

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

34. HONORS AND AWARDS

Honor Roll

The Honor Roll for grades 5 – 8 is calculated at the end of each trimester.

- To be eligible for First Honors, students must have a trimester GPA of 3.7 – 4.0, and have an "O" or "G" in both Conduct and Work Habits.
- To be eligible for Second Honors, students must have a trimester GPA of 3.3 to 3.69 and have an "O" or "G" in both Conduct and Work Habits.

The average is computed from **all subjects** according to the following scale:

A = 4.0 points

A- = 3.7 points

B+ = 3.3 points

B = 3 points

B- = 2.7 points

C+ = 2.3 points

C = 2.0 points

C- = 1.7 points

D+ = 1.3 points

D = 1 point

A trimester grade of "D" or "F" in any subject disqualifies a student from the Honor Roll.

Middle school Conduct and Work Habit grades will be respectively averaged from all subject-specific markings in these two categories. Each middle school homeroom teacher will calculate these averages at the trimester grading period. The homeroom period will be graded based on student participation and thereby assigned a Conduct grade at the trimester.

California Junior Scholarship Federation

The California Junior Scholarship Federation is a scholarship organization for junior high students. Its purpose is to maintain high standards of scholarship and service to the school. Membership is based on grades, service, and conduct.

Criteria for Membership to CJSF

1. Membership is open to students in grades 7 and 8.
2. Students must have a "B" in conduct in each trimester for each subject recognized by CJSF. (A "B-" is not permitted.)
3. No grade on the report card in any subject can be lower than a "C."

4. CJSF recognizes the following six (6) subjects: Religion, Math, Social Studies, Science, English, and Reading.
5. "A" is three (3) points and "B" is one (1) point. Students must have a total of twelve (12) points. One point can be earned for service. Service can include altar serving, student council, or any outside school organization that has a service program; for example, Scouting or National Charity League. Sports teams do not meet the criteria for service.
6. A student must be a member of CJSF for two (2) of the three (3) trimesters in BOTH 7th and 8th grades in order to wear the CJSF Gold Cord at graduation.
7. Students who are members of CJSF in the 8th grade only will also be recognized at graduation and given a certificate.

Topic-5-01-3

Homework

Homework

Daily suggested time allotments for homework are as follows: (Approximate, including reading time)

Grades 1-2: 30 minutes

Grades 3-4: 60 minutes

Grades 5 - 8: 1 - 2 hours

Grading

Grading Scale for Grades 1 – 2

Grades:

O – Outstanding

G – Good

S – Satisfactory

NI – Needs Improvement

P – Poor

Skills:

Plus sign = Area of strength

Checkmark = Area needing improvement

Grading Scale for Grades 3 – 8

Letter Grades	Grading Scale	GPA Values
A+	97-100%	4.0
A	93-96.9%	4.0
A-	90-92.9%	3.7
B+	87-89.9%	3.3
B	83-86.9%	3.0
B-	80-82.9%	2.7
C+	77-79.9%	2.3
C	73-76.9%	2.0
C-	70-72.9%	1.7
D+	67-69.9%	1.3
D	65-66.9%	1.0
F	64.9% and below	0

Skills:

Plus sign = Area of strength

Checkmark = Area needing improvement

Progress Reports and Report Cards

Progress Reports are issued at the halfway point of each trimester and sent home with first - eighth grade students in hard-copy form.

Preschool and Transitional Kindergarten report cards are issued in February and June each school year in hard-copy form. Report cards are issued each trimester for grades K – 8 and are published digitally in Gradelink for trimesters 1 and 2. Parents may access report cards for these two trimesters through the secure parent portal. Report cards for all students are printed in hard-copy form and sent home with students on the last day of school.

Gradelink

Teachers in grades 1 to 8 use the Gradelink website for posting student grades and academic progress online. Parents will be able to check their child's latest grades, receive email alerts when new grades are posted, and review homework assignments. Teachers will update their grade books every week so that parents can view student progress over the course of a trimester in a manner that allows for effective intervention and remediation. Gradelink is a secure web portal and parents need to log in with individual user names and passwords. If you need help in logging in to Gradelink, or if you have lost/forgotten your password, please contact Ms. Arceneaux at larceneaux@ourladyofgrace.co.

Gradelink Updating Policy

All teachers will update their Gradelink grades for each class that they teach each Monday morning by 8am. In instances where an assessment, project, or paper will require more time to grade, those teachers will communicate with the parents of the impacted class to share an estimate of when those grades can be expected in Gradelink for review. In these instances, teachers will populate Gradelink with an "IC" for those students who failed to complete/submit an assessment before communicating with the parents of that class so as to share which students did not submit an assessment, project, or paper.

Accelerated Reader in Grades 3 - 5

Accelerated Reader (AR) is an online resource of comprehension quizzes on a host of books and articles. The program is meant to motivate reading by allowing students to earn points for every assessment that they successfully pass with a score of 80% or better. In an effort to preserve academic integrity, AR quizzes may only be taken at school and with homeroom teachers. The goal for each student is to achieve 100% of the expected points per trimester. Trimester performance may be accessed in the AR portal on student iPads at any time and will be noted at the close of the trimester on the report card under the sub-grade "Independent Reading" with either a "+" for area of strength or a checkmark which will indicate an area of grow.

Students in grades 3 - 5 may earn the following rewards at the close of each trimester based on their work toward 100% of their trimester AR goal.

- 75% - a bookmark
- 85% - a fun eraser or water bottle sticker
- 95% - "Smart Cookie" buck (which is a gift card to the OLG Snack Shack) + a fun eraser or water bottle sticker
- 100%+ - "Smart Cookie" buck (which is a gift card to the OLG Snack Shack) + a fun eraser or water bottle sticker + a free dress coupon + a AR certificate

Accelerated Reader in Grades 6 - 8

Accelerated Reader (AR) is an online resource of comprehension quizzes on a host of books and articles. The program is meant to motivate reading by allowing students to earn points for every assessment that they successfully pass with a score of 80% or better. In an effort to preserve academic integrity, AR quizzes may only be taken at school and with homeroom teachers. The goal for each student is to achieve 100% of the expected points per trimester. Trimester performance may be accessed in the AR portal on student iPads at any time.

AR performance in grades 6 - 8 will be tracked in English classes as a separate academic category in Gradelink and will weigh up to 5% of the English grade in Middle School. The percentage earned in the AR Gradelink category will be directly tied to a student's AR reading progress in the AR dashboard up to 100%.

Students in grades 6 - 8 may earn the following rewards at the close of each trimester based on their work toward 100% of their trimester AR goal.

- 75% - a bookmark
- 85% - a fun eraser or water bottle sticker
- 95% - "Smart Cookie" buck (which is a gift card to the OLG Snack Shack) + a fun eraser or water bottle sticker
- 100%+ - "Smart Cookie" buck (which is a gift card to the OLG Snack Shack) + a fun eraser or water bottle sticker + a free dress coupon + a AR certificate

Middle School Late Work Credit Policy

Any late work submitted after the posted due date will be given 50% maximum credit for up to 7 calendar days following the posted due date of the assignment. Assignments submitted after this 7-day late window will receive zero credit.

Middle School Absent Work Policy

Any middle school student who is absent will have as many days as the student was absent to make up any missed assignments for full credit following that student's return to school. For example, a student who is out sick on Monday and Tuesday will have two school days (Wednesday and Thursday) following that student's return to school to complete any missed work for full credit. Middle school teachers will populate Gradelink with an "IC" for any work that was not submitted due to that absence, and will update that "IC" entry once the absent work has been submitted and graded within the allotted timeframe. Note that "IC" will indicate a zero in Gradelink.

Middle School Homework Webpage Updating Policy

All middle school teachers will post the daily homework, upcoming assessments, and projects in a timely fashion on the class homework webpages. Daily homework will be posted by 5pm on the day that it is assigned if not sooner. All entries will indicate a due date.

Tutoring

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

- A school may arrange with independent contractors or entities that are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises, and insurance.
- All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.
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Topic-5-01-4

Graduation Requirements

Final Exams in Grades 7 & 8

In keeping with our tradition of academic excellence, middle school students in grades 7 and 8 are introduced to final exams to prepare them for the demands of high school and college. Starting with trimester III of the seventh grade and continuing through the entirety of the eighth grade, students are expected to successfully study for and complete a final exam at the close of each trimester in all core subjects. Students will only be tested on the content of the trimester of the final exam. Students will be issued a study guide for use in preparing for each final exam. Final exams will constitute no more than five percent of the overall grade for a student in each core subject.

Eighth Grade Graduation Academic Requirements

Graduating from Our Lady of Grace School is an earned privilege and offered to eighth grade students who are in good standing throughout the school year and at graduation. Graduation is celebrated with typical festivities including an Awards Breakfast, Dinner-Dance, and Graduation Mass. A diploma is given to each graduate as a testament to his/her satisfaction of all graduation requirements at Our Lady of Grace School.

In order to be in good standing, an eighth grade student must meet the following criteria throughout the school year:

- Have a minimum GPA of 2.0; and
- Not have any grades of F in any class.

Students who do not meet these two academic criteria will not be in good standing and will therefore forfeit the privilege of participating in graduation festivities and reception of a diploma.

Topic-5-02-2

Grading Scale

GRADING

Report cards are issued each trimester for grades 1 – 8. Transitional kindergarten and kindergarten report cards are issued in February and June. Progress Reports are issued every six to seven weeks of the first and second trimester. In the third trimester, only students falling below "C-" or who drop a letter grade in any subject or in General Conduct will receive a Progress Report. Cumulative exams in math and English will be given to students in grades 6, 7, and 8.

Grading Scale for Grades 1 – 2

Grades:

O – Outstanding

G – Good

S – Satisfactory

NI – Needs Improvement

P – Poor

Skills:

Plus sign = Area of strength

Checkmark = Area needing improvement

Grading Scale and GPA Values for Grades 3 – 8 (which follow the College Board's Scale)

A+	97-100%	4.0
	93-96.9%	4.0
A-	90-92.9%	3.7
B+	87-89.9%	3.3
B	83-86.9%	3.0
B-	80-82.9%	2.7
C+	77-79.9%	2.3
C	73-76.9%	2.0
C-	70-72.9%	1.7
D+	67-69.9%	1.3
D	65-66.9%	1.0
F	64.9% and below	0

Skills:

Plus sign = Area of strength

Checkmark = Area needing improvement

Honor Roll

The Honor Roll for grades 5 – 8 is calculated at the end of each trimester.

- To be eligible for First Honors, students must have a trimester GPA of 3.7 – 4.0, and have an "O" or "G" in

both Conduct and Work Habits.

- To be eligible for Second Honors, students must have a trimester GPA of 3.3 to 3.6 and have an "O" or "G" in both Conduct and Work Habits.

The average is computed from **all subjects** according to the following scale:

A = 4.0 points

A- = 3.7 points

B+ = 3.3 points

B = 3 points

B- = 2.7 points

C+ = 2.3 points

C = 2.0 points

C- = 1.7 points

D+ = 1.3 points

D = 1 point

A trimester grade of "D" or "F" in any subject disqualifies a student from the Honor Roll.

Middle school Conduct and Work Habit grades will be respectively averaged from all subject-specific markings in these two categories. Each middle school homeroom teacher will calculate these averages at the trimester grading period. The homeroom period will be graded based on student participation and thereby assigned a Conduct grade at the trimester.

Topic-5-02-3

Elementary School Grade Reporting

Curriculum-Based Testing

Assessment of individual student learning in the area of academics is ongoing and multifaceted. Teachers will administer a variety of assessments (tests, projects, oral reports) throughout the trimester in order to fairly gauge student mastery of material. Students will also be evaluated on their performance as a member of a group and their participation in class discussions.

Student assessment extends to class participation, daily and long-term assignments, projects, and collaborative learning experiences. In every assessment, students will be held to the highest standards of honesty. Students who are found to be involved in cheating will receive a failing grade on the test or assessment. To stay informed about their child/children's overall progress, parents are expected to review their child/children's curriculum, assignments, and tests. Teachers will update student grade information on Gradelink on a weekly basis.

Promotion

Ordinarily, students who satisfactorily complete the prescribed course and obtain a 65% and above grade point average will be promoted to the next highest grade at the end of the school year. Exceptions are at the discretion of the principal.

Retention

The decision to promote or retain a student should be based upon a consideration of the overall welfare of the student; carefully weighing academic, emotional, maturity, and social factors. In the case of a student with a learning problem, it may be necessary to recognize that a parochial school may not be equipped to meet the needs of every student, and that a recommended transfer might be necessary based upon the entire child/teacher documentation and recommendation process. The principal makes all final decisions regarding grade placements.

Plagiarism/Cheating

Plagiarizing is to take another's words and/or ideas and offer them as one's own. If the words or ideas of another are used, acknowledgement of the original source must be made through recognized and/or approved referencing practices. If any student is found plagiarizing work, a grade of "F" is automatically given for the work. Talking, note writing, and/or texting, messaging, or "chatting" during a testing period is considered cheating.

Topic-5-03-1

College Entrance Exam Requirements

Assessment/Testing

Assessment of student learning is a critical component of the educational program; it is ongoing and multifaceted. To help all students maintain high standards and become self-directed, responsible, and faith-filled individuals, assessments will be standardized and curriculum-based.

Standardized Testing

All Los Angeles Catholic schools are required to participate in an Archdiocesan standardized testing program. This year Renaissance Learning's STAR Assessment is the Archdiocesan elementary level testing program. The

computer adaptive test will be administered once each trimester. Students will use their iPads to take the assessment. Students in grades 5 and 8 take the Achievement of Catechesis Religious Education (ACRE) exam to assess religious knowledge and beliefs. Information about when the STAR and ACRE assessments will be administered will be posted on the school website. Please do not plan vacations or medical and other appointments that will take your child out of school during these important testing periods. Test results will be used as one component in the assessment of student learning and mastery.

Section-5-04

Recess and Lunch/Nutrition

Recess / Lunch / Playground

Lunch & Snacks

Every student must bring a lunch and/or snack to school each morning (unless a lunch has been ordered in advance for the child via the school's Choicelunch program). Lunches and snacks should be packed in clearly marked bags or containers with the student's name and grade. No glass bottles, please. Only in an emergency situation should a student's lunch be brought to school by a parent/guardian or other person. In those rare emergency instances only, lunch must be brought to the school office before the start of the lunch period. The student's first and last name and grade must be clearly marked on the lunch container.

Leaving "fast-food" restaurant or other lunches in the school office on a regular or semi-regular basis in non-emergency situations is against school policy. **SCHOOL OFFICE PERSONNEL MAY NOT BE AVAILABLE AND WILL NOT BE HELD RESPONSIBLE TO ENSURE THAT LUNCHES LEFT AT THE OFFICE ARE BROUGHT TO STUDENTS BEFORE THE LUNCH PERIOD. IT IS THE RESPONSIBILITY OF STUDENTS WHO FIND THEMSELVES WITHOUT A LUNCH TO TELL A TEACHER OR YARD DUTY AIDE, OR TO COME TO THE SCHOOL OFFICE DURING THE LUNCH PERIOD TO REPORT THEIR SITUATION AND INQUIRE IF LUNCH HAS BEEN LEFT FOR THEM THERE.**

Eating is permitted in designated lunch areas only. Students are required to sit and eat for at least ten minutes at the beginning of each lunch period. Due to safety concerns, microwaves will not be used to heat food brought from home.

Caffeinated drinks of any kind are not permitted for students during school and after school. These include, but are not limited to, sodas, energy drinks, coffees, teas, etc. Students who bring such drinks will be asked to dispose of them and may receive a detention for non-compliance after an initial warning.

Healthy Lunch Program

An outside catering service known as "Choicelunch" provides healthy lunch selections for students throughout the school year.

Recess-Nutrition Break

All students have a mid-morning recess/nutrition break. For the upper grades (grades 6 – 8) recess is primarily a

time for students to relax, eat a nutritious snack, visit their lockers to prepare for their next series of classes, and use the restroom. To assure the safety of all students, the following activities are not allowed:

- No games where balls are thrown at other students.
- No sitting or climbing on tables
- No random kicking of footballs, soccer balls, or kick balls
- No rowdy behavior, including pushing or shoving
- No foul or offensive language
- No chasing or screaming
- Hands should be kept to oneself.

Activities should cease immediately when the bell rings.

Eating Area

Students eat their snack and lunch at assigned tables in the eating areas. Both snack and lunch are on precise schedules, so it is important students eat and play during their scheduled time. Once seated, students open their snack or lunch and eat their own food. Due to safety issues like allergies, it is important that students do not trade or share food. When students are finished eating they should clear their place, throwing away trash, before being dismissed to their designated play area.

Parents are strongly discouraged from making a habit of bringing their child's lunch to school. This deprives students of developing independence and responsibility for themselves and it can encourage a sense of entitlement. Late arriving snacks or lunches must be brought to the school office. They may not be taken to the classroom.

Students will remain seated while they eat lunch in their area for at least 10 minutes. This time is well used not only to fuel their bodies, but also to allow for the development of basic manners and conversation. This is "prime time" for student maturity and social growth. We ask that parents respect the importance of this time and not interrupt a class's lunch routine by visiting with their child at the lunch table.

Playground Expectations

Students are expected to follow the rules at all times while on the yard:

1. Safety is number one. Play safe by following all playground rules.
2. Listen and follow directions the first time given.
3. Keep hands, feet, and other body parts to yourself.
4. Treat equipment with respect and use it appropriately (ex: basketballs are for bouncing and shooting, not for kicking.)
5. When returning another student's piece of equipment, return it politely. Make eye contact, say their name if you know it, then gently pass it with your hands. Do not kick a ball or throw the object hard.
6. Use positive, encouraging words. No put-downs.

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7. **Freeze** when the bell rings or the whistle blows.

8. When dismissed, return the equipment to the teacher (or to its proper place). Walk in orderly fashion to your line or classroom. No running or playing with equipment during this time.

9. Use the restrooms during playtime so that you get back to class on time after lunch or recess.

Consequences

(Start over every day)

Playground violations can result in, but are not limited, to the following consequences:

1. Verbal warning
2. Removal from game, area, or lose equipment
3. Benched for the remainder of recess
4. Incident report sent home/detention
5. Phone call home
6. Conference with parents and principal

Bicycles, Skateboards, Scooters

It is not permitted to ride bicycles, skateboards, or scooters anywhere on the church or school grounds at any time.

Section-5-05

Supplies and Textbooks

All students and families are asked to provide school supplies at the annual Meet & Greet prior to the start of the school year. Class supply lists may be found by visiting the school's webpage [HERE](#). Parents should follow the directions given by each grade-level teacher regarding placing student names on school supplies.

Section-5-06

Honors and Awards

Honor Roll

The Honor Roll for grades 5 – 8 is calculated at the end of each trimester.

- To be eligible for First Honors, students must have a trimester GPA of 3.7 – 4.0, and have an "O" or "G" in both Conduct and Work Habits.
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2. Students must have a "B" in conduct in each trimester for each subject recognized by CJSF. (A "B-" is not permitted.)
3. No grade on the report card in any subject can be lower than a "C."
4. CJSF recognizes the following six (6) subjects: Religion, Math, Social Studies, Science, English, and Reading.
5. "A" is three (3) points and "B" is one (1) point. Students must have a total of twelve (12) points. One

5. A is three (3) points and B is one (1) point. Students must have a total of twelve (12) points. One point can be earned for service. Service can include altar serving, student council, or any outside school organization that has a service program; for example, Scouting or National Charity League. Sports teams do not meet the criteria for service.
6. A student must be a member of CJSF for two (2) of the three (3) trimesters in BOTH 7th and 8th grades in order to wear the CJSF Gold Cord at graduation.
7. Students who are members of CJSF in the 8th grade only will also be recognized at graduation and given a certificate.

Section-5-08

Academic Probation, Retention/Transfer

ACADEMIC PROBATION/RETENTION/TESTING

Academic Probation

Students whose grade point average falls below 2.0 will be placed on academic probation. Students with a conduct grade of "NI" or below will be placed on probation. Parents will be involved with school personnel in order to improve student academic performance or behavior within a few weeks' time. If necessary, a student/parent contract will be issued. If no improvement takes place within the specified time of the contract, a student may be asked to leave the school.

All new students admitted to Our Lady of Grace School are on probation for their first year.

Retention

In instances where a student has fallen behind in his/her academic work, the teacher and principal may **recommend** to parents that that student repeat the grade in the following school year to help with the process of remediation.

In some instances, a student may be so far behind in his/her studies that the principal may **require** that that student repeat the grade in the following school year or withdraw from the school.

Section-5-09

Counseling

Counseling Services for Students

The Counseling Partners of Los Angeles (CPLA) is a non-profit school counseling program that Our Lady of Grace School contracts with to provide in-school counseling services for our students and families. Parents who are interested in having their child meet with a CPLA counselor may access the links on the [school website](#) to initiate a meeting.

Section-5-11

Summer School

SUMMER SCHOOL

The principal and vice-principal are responsible for the overall administration of all summer programs. All

Archdiocesan policies are applicable to summer programs. Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor. Students enrolled in the regular summer school program are automatically covered by school insurance.

Our Lady of Grace School hosts an annual summer school and camp program for the benefit of the community. Information, including rates, may be found on the school website [HERE](#).

Section-6-01

Before & After School Policies and Programs

BEFORE AND AFTER-SCHOOL CARE

Our Lady of Grace School offers morning and afternoon extended care. Students are automatically registered for the drop-in program and will be added to the morning or afternoon rosters if left in the school's care before 8am or 15 minutes after dismissal. Morning care is available daily from 6:30am to 8:00am, and each afternoon from dismissal to 6:00pm. To register for an annual billing plan and review more information about the extended care programming, including pricing, please click [HERE](#).

General Information about Extended Day Programs

- Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program.
- The school requires an extended school day agreement with all participating parents.
- The school requires up-to-date family information and emergency contact information.
- The school maintains a record of arrivals and departures.
- The school may arrange with independent contractors or entities to provide extended school day care programs.
- Archdiocesan student insurance covers students during the time of the program.

All other policies, rules, and regulations stated in this handbook apply to the students enrolled in the Our Lady of Grace School extended day care program, and their parents/guardians.

Section-6-02

School Field Trips and Excursions

46. FIELD TRIP AND EXCURSION POLICY

The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon) and trips for school sports teams.

The school may plan off-campus field trips for one or more days including overnight field trips. The school, at its

option, may decide not to offer overnight field trips. All field trips, whether day or overnight, must comply with the following requirements:

- Receive prior permission of the principal.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations received from parents. All permission and authorization forms must be in the possession of a supervising adult during the trip.
- All participants must have appropriate identification and travel documents.
- All Archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there are poisonous snakes.

Section-6-04

Student Government

Our Lady of Grace School is proud of its Student Council program. Students who win an elected office are trained in leadership and service after the example of Jesus.

A summary of our Student Council program:

- Student Council is an active and important part of each school day at Our Lady of Grace!
- Once an academic year begins, new officers prepare a Student Council activity calendar for the entire school year together.
- All student activities are planned with permission from the moderator and principal.
- Each of the fifteen officers are responsible for various important school duties designated for each Student Council position.
- The council officers meet once a week during lunch time to discuss and review student activities.
- The class representatives meet once a month with the officers and report back to their classes about all upcoming activities.
- The council plans, promotes, and presents a variety of fundraising activities throughout the entire school year.
- These activities include monthly bake sales, a candy cane sale, Christmas raffle, Valentine grams sale, Easter raffle, and more.
- Officers stand alongside school administrators to help present weekly Monday morning assemblies to students and their parents.
- Officers broadcast daily important announcements to the entire school each morning via the public address system.
- The four main officers are often called upon to be masters of ceremonies at important assemblies and several other school events.
- After leaving Our Lady of Grace School, many former Student Council officers go on to become leaders in high school and beyond!

A summary of the Student Council election process:

- Students are eligible to become Class Representatives beginning in grade 1, continuing through grade 8.
- Classroom Representative elections are held at the beginning of each school year.
- Two students from each class (grades 1 through 8) are elected by their fellow classmates to become class representatives.
- Students may run for student body offices while they are in grades 6 or 7 (to become officers for grades 7 and 8).
- Students must be in grade 7 to run for the four main Student Council officer positions and will hold those offices in grade 8.
- The four main officer positions are president, vice-president, secretary, and treasurer.
- Students request to run for office by submitting a "Petition to Run for Student Council Officer" form to Mrs. Baker.
- Student Council officer elections are held in May of each year (to take office the following September).
- There is a one week campaign period for all students running for office. Campaign week at Our Lady of Grace School is a very exciting time!
- Students running for office create colorful and inventive campaign posters to display in the hallways and select "managers" to help campaign.
- Students running for office must present a one to three minute speech at a special election assembly at the end of campaign week in May.
- All students in grades 1 through 8 cast their ballots in their classrooms directly after the election assembly.
- The new Student Council officers are announced in the afternoon on election day.
- A special inauguration assembly is held the week after the new student council officers are elected.
- All newly elected main officers give inaugural speeches and the outgoing officers present farewell addresses at the assembly.
- A reception is held immediately after the inauguration to honor our outgoing student council officers and welcome our new ones.

Section-6-05

Clubs/Organizations/Honor Societies

44. EXTRA-CURRICULAR ACTIVITIES

Students who wish to participate in extracurricular activities must have met and continue to meet the following criteria:

Junior High Academic Decathlon Team

To determine eligibility for the decathlon team, the Jr. High faculty and principal review the student's standardized test scores and report cards from the previous two years. The results of a Logic test may also be included in the assessment. Each student's work ethic, commitment to excellence, and team spirit weighs heavily in the selection. Eligible students receive a written invitation to be on the team from the school administration.

Student Council

To run for a Student Council position in May, students must meet the following qualifications:

- Be in grade 6 or 7
- Have a 2.5 grade point average with no "F's" on the second trimester report card
- Have at least an "S" in general conduct

To run for one of the four main offices of Student Council, students must meet the following qualifications:

- Be in grade 6 or 7
- Have a 3.0 grade point average with no "F's" on the second trimester report card
- Have a "G" in general conduct

Final acceptance to run for office will be based on the final report card. The student's parent, teachers, moderator, and principal must sign a Student Council petition. These academic behavior standards will continue during the year. If, during a season or trimester, the student does not meet these requirements, the student may be suspended from Student Council until grades or conduct improves. All students are eligible to participate in elections for class representatives. The school administration reserves the right to use its discretion for exceptions to this policy.

Members of Sports Teams, Chorus, Cantors, Cheer Team, and Altar Servers

To try out or apply for these teams or positions, students must meet the following qualifications:

- Have a 2.0 grade point average for all subjects
- Have no "F's" in conduct on the most recent report card or progress report

If, during a season or trimester, a student does not meet these requirements, the student may be asked to "sit out" until grades or conduct improve. The school administration reserves the right to use its discretion for exceptions to this policy.

*Students may not participate in extra-curricular activities if they have not attended a full day of school that day.

Section-6-06

Dances

The Student Council hosts school dances for students in grades 7 and 8. These dances are scheduled during the school day and supervised by middle school teachers. They encourage a healthy and developmentally appropriate socialization of middle school students.

These dances are privileges and may be revoked due to general class behavior in either of these two grades.

Section-6-11

Yearbook

Each year, Our Lady of Grace School publishes a yearbook. The cost of one yearbook is included with each family's registration fees. Additional yearbooks may be purchased in the school office and is subject to availability.

Section-7-1

Tuition and General Fees

2025 – 2026 Tuition & Fees

PRESCHOOL TUITION

Our preschool follows the school's academic calendar including all vacation periods as published on the school website calendar. Tuition is based on 180 days of services.

<i>Preschool Program Options</i>	<i>Annual Rates</i>
5 Full Days <i>Monday – Thursday from 8:30 am – 3 pm</i> <i>Friday from 8:30 am – 12:30 pm</i>	\$10,435 per student
3 Full Days <i>Monday & Wednesday from 8:30 am – 3 pm</i> <i>Friday from 8:30 am – 12:30 pm</i>	\$6,260 per student
2 Full Days <i>Tuesday & Thursday from 8:30 am – 3pm</i>	\$4,175 per student
<i>Preschool After-School Care Options</i>	
<i>Annual rate for regular after-school care until 6 pm</i>	\$2,600 per student
<i>Drop-in rate for occasional extended services until 6pm</i>	\$26/day per student

TK - 8 TUITION

TK-8 Tuition	\$ 9,680 per student
Active Parishioner Rate	\$ 7,410 per student

ACTIVE PARISHIONER RATE: Our Lady of Grace is a parish school. People who participate in the spiritual and service life of the Church and who actively support the Church have a primary claim on the school and deserve a rate that reflects their commitment. In order to qualify for the Active Parishioner Rate, a family must 1) be registered at our parish, 2) actively contribute to the parish via the PushPay app, and 3) log 26 Sunday Masses during the school year. More information and applications for the Active Parishioner Rate are available [online](#).

General Fees

All fees are non-refundable.

General Fees**Amount**

New Student Application Fee	\$200 per student (<i>includes testing fee</i>)
New Student Emergency Fee	\$20 per student
Registration Fee (<i>this fee includes some materials, a leased iPad & protective cover for each student in K - 8, and one yearbook per family</i>)	\$850 for the first student / \$700 each additional child

Grade Level Fees

- Locker Fee – Middle School \$30 *paid with tuition*

Premium Field Trips

- Outdoor School – Sixth Grade \$475 *paid with tuition before trip*
- Catalina Island Marine Institute – Seventh Grade \$500 *paid with tuition before trip*
- Graduation Fee – Eighth Grade \$775 *paid with tuition (includes dinner-dance)*

Our Lady of Grace School offers a wide array of after school extra-curricular and enrichment programs.

Fees and schedules vary and are determined by the provider.

Information, schedules, and registration information will be provided to all families via the school website.

Before and after school care is available for an additional charge. Rates are published separately on the school website.

2025 – 2026 Parent Participation Requirements**Family Fundraising Obligation (FFO)**

Each family is required to raise or contribute \$600 annually. This obligation can be met through participation in designated PTO fundraisers, direct payments, or a combination of both. The 2025 – 2026 family fundraising obligation must be fulfilled by April 24, 2026. Balances will be added to FACTS for payment in full on May 8, 2026. Balances that are not paid in full by this date are subject to a \$50 late fee.

School Improvement Drive

Participation in this drive is required with a minimum gift of \$300. Families who are able are asked to contribute more. This gift can be paid over several months or in full by September 30, 2025. All funds are

more. THIS GIFT can be paid over several monthly payments in FACTS or in full by September 26, 2025. All funds are earmarked for a special student-related construction project to improve our students' experience at Our Lady of Grace School.

Virtus Training

Every parent/guardian must complete a Safeguard the Children (Virtus) training class before volunteering in any capacity on campus.

Volunteer Hours

Each family is required to complete 30 volunteer service hours during the school year to be completed and reported exclusively in Gradelink by April 24, 2026. Unfulfilled regular volunteer hours are billable at \$75 per hour. Eight (8) of the 30 hours must be volunteered during the October Fall Family Festival and/or Winter Wonderland. Unfulfilled October Family Fun Day and/or Winter Wonderland hours are billable at \$100 per hour and will be billed and must be paid following the close of the Winter Wonderland. Parents may perform service hours at Our Lady of Grace Parish to a maximum of 15 reported service hours provided that those hours are completed such that a parish staff member can verify those hours. Parents must complete Virtus training before volunteering at the carnival or any other school activity. There will be no reduction of volunteer hour obligations if there is no valid Virtus certificate on file for a family. Parents and guardians are financially responsible for all unfulfilled volunteer hours. Balances due on incomplete parent volunteer hours will be added to FACTS for payment in full on May 8, 2026. Balances that are not paid in full by this date are subject to a \$50 late fee.

Credit & Debit Card Payments

Families are offered the convenience of online credit and debit card payment processing for non-tuition payments. These payments carry a 3.5% service fee, which is subject to change without notice.

2025 – 2026 Tuition Payment Plan Options

Tuition, day care, and other mandated fees are to be paid by an automatic withdrawal from your checking or savings account through FACTS Tuition. A credit card payment option is available through FACTS with a 3% service fee. Service fee is subject to change without notice.

11 Monthly Payments – July 2025 – May 2026 – *Annual FACTS Enrollment Fee - \$ 55*

TK-8 Tuition **\$ 880.00** per month

Active Parishioner Rate **\$ 673.64** per month

10 Monthly Payments – August 2025 – May 2026 – *Annual FACTS Enrollment Fee - \$55*

TK-8 Tuition **\$ 968.00** per month

Active Parishioner Rate **\$ 741.00** per month

Other automatic payment plans are available. Please see the school office manager for more details.

Section-7-2

Tuition Collection

OLG Financial Agreement

2025 - 2026

I have read and understand the financial policies and agree to fulfill all financial obligations required for my child/children to remain enrolled at Our Lady of Grace School. I understand that the school uses FACTS as the system by which to collect all tuition and fees. A FACTS account will be created for every family regardless of payment plan type. Each FACTS account will carry with it an associated fee which must be paid by each family. I understand that additional financial obligations may arise in the course of the year not related to tuition. Fees not immediately paid at the school will be added to your FACTS account for payment in the month following assessment of the fee.

I understand that my account must be kept current in order for my child/ren to continue his/her/their enrollment at Our Lady of Grace School.

I have read and understand the financial policies and agreement outlined above. I understand that this agreement is binding on the mother, father, and/or legal guardian whose information is kept with the school in Gradelink. I understand that the school will only exclude a parent or legal guardian from financial responsibility with the school if (A) said parent or legal guardian is not listed as a primary contact in Gradelink for the student, or (B) if the school receives a notice in writing releasing said parent or legal guardian from any financial responsibility with the school.

Section-7-3

Tuition Assistance

Parishioner Status & Rate

Our Lady of Grace Parish is committed to making a Catholic education available and affordable to actively practicing Catholics. As primary educators, parents share an obligation to support their child/children with a personal commitment to their faith and the Parish. Families that actively and regularly support the parish are offered a special parishioner tuition rate.

The parish scholarship/tuition rate is offered to families who have at least one year of demonstrated contribution to Our Lady of Grace Church through regular Sunday Mass attendance and offertory donations given through PushPay (previously FaithDirect). To qualify, families must meet the following criteria:

- already be registered with the parish,
- maintain an active PushPay account <https://pushpay.com/g/ourladyofgrace> in which they have contributed monthly in support of the parish,
- attend at least 26 Sunday Masses in the previous school year (July 1 - June 30) **AND** use a FaithDirect coupon to verify Sunday Mass attendance,
- maintain active Mass participation throughout the school year to preserve this discounted rate,
- participate in a parish ministry or program (e.g., Eucharistic Ministry, Lectoring, Ushering, The Search, attend 2 of 3 family nights hosted at the school, etc.), and
- meet these criteria annually to requalify.

Families must maintain active participation throughout the school year to preserve this discounted rate. Participation may be confirmed at the end of each trimester. Families who no longer meet the parish scholarship criteria at those intervals will be moved immediately to the non-parish rate with retroactive tuition charges applied.

Families must apply each year for the parish rate by the stated deadline (see the online school calendar). Families who fail to apply before the deadline will forfeit any claim to the parish rate for the following school year. *No exceptions will be granted.*

Financial Assistance

Parish families who would like to apply for financial assistance must apply through the school office. Applications are due in March as stated on the school calendar. Federal tax returns are required as proof of income.

Families must apply each year for financial aid by the stated deadline (see the online school calendar). Families who fail to apply before the deadline will forfeit any claim to financial aid for the following school year. *No exceptions will be granted.*

Families whose income meets the Catholic Education Foundation (CEF) *New Enrollment Initiative (NEI) program's* income guidelines will be expected to apply for financial aid with CEF first. School-generated financial assistance will be provided after CEF's award where applicable. See the Office Manager for more information.

Section-7-4

Parent Service and Fundraising Requirements

Parent Service Hours

Each family is required to complete 30 volunteer service hours during the school year to be completed and reported exclusively in Gradelink by April 24, 2026. Unfulfilled regular volunteer hours are billable at \$75 per hour. Eight (8) of the 30 hours must be volunteered during the October Fall Family Festival and/or Winter Wonderland. Unfulfilled October Family Fun Day and/or Winter Wonderland hours are billable at \$100 per hour and will be billed and must be paid following the close of the Winter Wonderland. Parents may perform service hours at Our Lady of Grace Parish to a maximum of 15 reported service hours provided that those hours are completed such that a parish staff member can verify those hours. Parents must complete Virtus training before volunteering at the carnival or any other school activity. There will be no reduction of volunteer hour obligations if there is no valid Virtus certificate on file for a family. Parents and guardians are financially responsible for all unfulfilled volunteer hours. Balances due on incomplete parent volunteer hours will be added to FACTS for payment in full on May 8, 2026. Balances that are not paid in full by this date are subject to a \$50 late fee.

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Family Fundraising Obligation (FFO)

Each family is required to raise or contribute \$600 annually. This obligation can be met through participation in

designated PIO fundraisers, direct payments, or a combination of both. The 2025 – 2026 family fundraising obligation must be fulfilled by April 24, 2026. Balances will be added to FACTS for payment in full on May 8, 2026. Balances that are not paid in full by this date are subject to a \$50 late fee.

The school will use Gradelink to manage the FFO balances of each family. I/We understand that it is our responsibility to login to Gradelink to regularly review my/our FFO account status. FFO printed invoices are not sent home.

Families may opt for one of the following three payment FFO payment options.

- **Option 1: Full Payment** – A \$600 charge at the beginning of the school year by the end of September. *See the Office Manager to set this up in FACTS.*
- **Option 2: Monthly Payments** – Disperse the \$600 FFO charge to your annual FACTS tuition bill. *See the Office Manager to set this up in FACTS.*
- **Option 3: Participation in Fundraisers** – Fulfill the family fundraising obligation by participating in FFO designated fundraisers in the school year. Balances will be added to FACTS for payment in full on May 8, 2026. Balances that are not paid in full by this date are subject to a \$50 late fee.

Section-7-5

Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)

General Fees

Amount

New Student Application Fee	\$200 per student (<i>includes testing fee</i>)
Emergency Fee	\$20 per student
Registration Fee (<i>this fee includes some materials, a leased iPad & protective cover for each student in K - 8, and one yearbook per family</i>)	\$850 for the first student / \$700 each additional child

Grade Level Fees

Locker Fee – Middle School	\$30 <i>paid with tuition</i>
<u>Premium Middle School Field Trips & Fees</u>	
Outdoor School – Sixth Grade	\$475 <i>paid with tuition before trip</i>
Catalina Island Marine Institute – Seventh Grade	\$500 <i>paid with tuition before trip</i>
Washington DC Trip - Eighth Grade (Optional)	<i>Hosted by School City Tours - Rates subject to change</i>
Graduation Fee – Eighth Grade	\$775 <i>paid with tuition (includes dinner-dance)</i>

Our Lady of Grace School offers a wide array of after school extra-curricular and enrichment programs.

Fees and schedules vary and are determined by the provider.

Information, schedules, and registration information will be provided to all families via the school website.

Before and after school care is available for an additional charge. Rates are published separately on the school website.

Topic-8-1-01

Discipline and Procedures

DISCIPLINE

Discipline in a Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development. Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Philosophy of Discipline at Our Lady of Grace School

The discipline at Our Lady of Grace School aims to be fair, firm, positive, and consistently implemented. We stress respect for God, self, and others. Therefore, we encourage students to take responsibility for their behavior and accept the consequences of their actions. We view discipline in a positive way. Faculty and staff strive to present a positive approach to discipline in the classroom and on the schoolyard. Our shared goal is to develop self-discipline and a strong moral compass in our students so that they will learn to monitor and adjust their own behavior. Should a child fail to cooperate, parents will be summoned and the matter discussed in the light of possible solutions.

The principal and the pastor are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Topic-8-1-07

Academic Dishonesty Policy

Academic Dishonesty at OLG

Plagiarism, copying other student's work, directly using information from the internet or other sources as your own words and other forms of academic dishonesty are serious offenses here at Our Lady of Grace. Consequences for academic dishonesty may include earning zero credit for an assignment, a failing grade, and / or suspension. Consequences for academic dishonesty are given at the discretion of the teacher and/or administration and may include up to withdrawal or expulsion of a student depending on the age and/or gravity and frequency of the academic integrity violation(s).

Chapter-11

PARENT-STUDENT POLICIES AGREEMENT FORM

Our Lady of Grace School

Parent/Student Policies Agreement Form

(Please print except where signatures are required)

Our family has received and read the Our Lady of Grace Parent/Student Handbook. We are aware of, understand, accept, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook



[Parent Student](#)

[Agreement Form.pdf](#)

