



***Family Handbook
2016-2017***

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General Information

Introduction

*Built in 1958 **Our Lady of Loretto School** was the first parochial school in Northern Marin. The parish was sixty-two years old when the school was opened. Several pastors and many parishioners saw their dreams reach fruition on September 3, 1958, when **Our Lady of Loretto School** opened its doors. Heading the staff were the Ursuline Sisters: Mother Mary William, principal, also taught third grade, Mother Florence, was the first grade teacher, and Miss Nita Webb, was the second grade teacher.*

*The present church and rectory were built in 1962. Up to that time, Mass was celebrated in the parish hall and in the original church on Grant Avenue. The school opened with 140 students in grades one through three. The fifth parochial school in the county, **Our Lady of Loretto School** expanded to a fourth grade in its second year of operation, and continued adding a new grade each year until 1965 when the school served students in grades one through eight. In 1992, due to increasing request, a kindergarten program was added.*

The current average class size is 28 students. The school offers a full-day Kindergarten program, which affords an excellent teacher-to-student ratio. Grades 1 through 3 have part-time aides during the morning when core skills are taught. Grades 6 through 8 are departmentalized by subject and form a strong Middle School program, which supports both the academic and developmental needs of its students.

***Our Lady of Loretto School** continues to be the only Catholic elementary school in the town of Novato, and carries a very proud tradition within the community. A faculty of dedicated, credentialed lay teachers currently serves at **Our Lady of Loretto School**. The school is grounded in Catholic teaching & morality, and serves both the parish & local community.*

Mission Statement

*Our Lady of Loretto School is dedicated to the social, emotional, spiritual, and cognitive development of our students. Our academic excellence and Catholic tradition is apparent through our Christ enriched curriculum and school environment. As a school family and parish community, we nurture the development of each individual student's journey in becoming a **Compassionate, Humble, Responsible, Involved, Spiritual, Thinker.***

Compassionate

Humble

Responsible

Involved

Spiritual

Thinker

School Philosophy

Our Lady of Loretto School embraces a philosophy that places the highest priority on each child's relationship with God in addition to their social/emotional development. Our faculty and staff are facilitators of learning, who are dedicated to providing a rigorous quality of education that encourages self-expression, embraces diversity, and balances independent thought through cooperative effort. We strive to accomplish these goals in a Christ-centered atmosphere that is rich in Catholic tradition and intellectual challenge.

Our Lady of Loretto School places a high value on cooperative relationships with parents. We understand that the parents are the primary teachers in each child's life. We are highly aware of the unselfish choice our parents make to send their children to Our Lady of Loretto. Together we work as partners to meet the needs of each student at Our Lady of Loretto.

Our vocation is to nurture in our students a love of God, love of others, and love of self. The development of each student's social, emotional, academic, and spiritual self is our main focus. We provide a faith-filled education in which our students strive to become socially, academically, and spiritually responsible 21st Century learners.

Student Learning Expectation (SLE)

Our Lady of Loretto School's Student Learning Expectations have been developed to keep our students, parents, and staff centered on Christ. We have developed three tiers to our explanation of the SLEs that correlate to each grade level group and the vocabulary each can cognitively comprehend.

CHRIST Awards

*Each month one student from each grade will be honored for exhibiting the qualities contained in our Mission Statement: **Compassion, Humble, Responsible, Involvement, Spiritual, and Thinker.***

- **Kindergarten, First Grade, and Second Grade** teachers will be looking for a student each month who exhibits the qualities of our yearly Theme. This year it is **HUMBLE**.
- **Third Grade, Fourth Grade, and Fifth Grade** teachers will be looking for a student each month who embodies the SLE theme for the month.
- **Sixth Grade, Seventh Grade, Eighth Grade** teachers will be looking for someone each month who embodies all six characteristics of **CHRIST**.

The CHRIST awards assemblies will be held after a Monthly School Mass or Prayer Service.

Sixth through Eighth Grade

Our Lady of Loretto School fosters the development of students who are:

Compassionate

- *We treat all of our peers with respect*
- *We are kind, patient, and accepting of all*
- *We choose to see the God in everyone*

Humble

- *We understand that we are all children of God, equal in His eyes*
- *We recognize the gifts and talents of ourselves and others*
- *We give gratitude to God for both our small and large victories*

Responsible

- *We use problem-solving skills to assist in making wise moral decisions*
- *We are stewards of all of God's creation*
- *We take responsibility for our mistakes and understand that they are a part of life*

Involved

- *We grow in Christ and show our dedication to the school and parish through involvement in school Masses, activities, and events*
- *We serve the community through service opportunities*
- *We recognize that we are a family*

Spiritual

- *We live the Gospel messages through our everyday words and actions*
- *We are able to make choices based on our Catholic faith*
- *We understand that our relationship with God is the most important friendship*

Thinker

- *We know how we learn best and can advocate for ourselves*
- *We communicate and express our knowledge through numerous modalities*
- *We are able to learn with an empathetic heart*

Third through Fifth Grade

Our Lady of Loretto School fosters the development of students who are:

Compassionate

- *To be able to make friends and work with others*
- *To be kind and patient to everyone*

Humble

- *To respect themselves and others*
- *To recognize their gifts and talents and those of others*

Responsible

- *To use good problem solving skills to make wise decisions*
- *To be stewards of all of God's creation*

Involved

- *To grow in Christ and show their love of God*
- *To serve their fellow classmates and the community*

Spiritual

- *To live the Gospel message*
- *To be able to make choices based on Catholic faith*

Thinker

- *To know how to learn and think for themselves*
- *To speak and write well when expressing ideas*

Transitional Kindergarten through Second Grade

Our Lady of Loretto School fosters the development of students who are:

Compassionate

- *Making friends and working together*



Humble

- *Loving yourself and others*



Responsible

- *Making good choices*



Involved

- *Supporting our communities*



Spiritual

- *Learning through prayer, church, and family*



Thinker

- *Asking questions*



Administration, Faculty and Staff List

General Information

Our Lady of Loretto School
1811 Virginia Ave Novato, CA 94945
415-892-8621 – main
415-892-9631 – fax
415-898-5877 – Keane Care
school.ollnovato.org

Administration

Pastor	Rev. Brian Costello	frbrian@ollnovato.org
Principal	Mrs. Kathleen Kraft	principal@ollnovato.org
Vice Principal	Ms. Jennifer Woodall	viceprincipal@ollnovato.org
Office Manager	Mrs. Patsy Berg	pasty@ollnovato.org
Office Assistant	Mrs. Margarita Flores	

Teaching Staff

Kindergarten	Mrs. Brigid Oswald	kindergarten@ollnovato.org
First Grade	Mrs. Kendra Antonio	firstgrade@ollnovato.org
Second Grade	Mrs. Katie Isetta	secondgrade@ollnovato.org
Third Grade	Mrs. Barbara Kane	thirdgrade@ollnovato.org
Fourth Grade	Mrs. Cynthia Bergez	fourthgrade@ollnovato.org
Fifth Grade	Mrs. Sandra Herrera	fifthgrade@ollnovato.org
Sixth Grade Homeroom	Mrs. Francesca MacKenzie	sixthgrade@ollnovato.org
Math Grades 5-8		
Seventh Grade Homeroom	Ms. Elizabeth Claverie	seventhgrade@ollnovato.org
Middle School English		
Literature		
Eight Grade Homeroom	Mrs. Carly Kincheloe	eighthgrade@ollnovato.org
Middle School Social Studies		
7 th and 8 th Grade Religion		
Science (4 th -8 th)	Mrs. Jean Scott	science@ollnovato.org
Middle School Math	Ms. Jennifer Woodall	viceprincipal@ollnovato.org
Physical Education	Mr. Ed Lertora	
Technology (K-8 th)		
Music (K-8 th)	Mr. Reed Fromer	music@ollnovato.org
Spanish (K-8 th)	Ms. Carolina Neves	spanish@ollnovato.org
Learning Support	Ms. Cynthia Fry	learningsupport@ollnovato.org
Librarian	Mrs. Deanna Kessler	library@ollnovato.org
School Counselor		counselor@ollnovato.org

Instructional Aides

Kindergartner
First Grade
Second Grade
Third Grade (Volunteer)

Ms Anna Bergamini
Ms. Cynthia Wise
Ms. Sophia Mychajluk
Mrs. Dianne Wise

Keane Care

Director
Staff

Mrs. Teresa Loberg
April Flores
Mara Loberg
Teodora Madero
Anne Martin
Paul Shermantine
Cindy Wise

keanecare@ollnovato.org

Parish Staff

Pastor
Parish Manager
Parish Secretary
Parish Finances
Director of Religious
Education
Religious Education
Secretary
Director of Confirmation and
Youth Ministry

Rev. Brian Costello
Mr. Patrick Reeder
Ms. Erin Troy
Mr. Allen Shirley
Mrs. Amy Reeder

Mrs. Kathleen Pitti

Mrs. Annie Troy

frbrian@ollnovato.org
patrick@ollnovato.org
erin@ollnovato.org
Allen@ollnovato.org
amy@ollnovato.org

annie@ollnovato.org

Tuition, Financial Policies and Fee, and Re-registration

Tuition

Tuition billing is based on a month appropriation of the year's tuition and fees.

There are three different ways to pay yearly tuition:

- 1. Full payment due in June at 5% discount or in August at 3% discount.*
- 2. Half-yearly payments due in July and January.*
- 3. Twelve monthly payments paid either on the 5th or on the 20th of each month, and automatically withdrawn from your checking or savings account through FACTS Tuition management only.*

If FACTS payment is not received due to insufficient funds, the following will occur:*

- 1. The individual is charged an insufficient funds penalty by his or her bank.*
- 2. The individual's bank notifies him or her of the NSF.*
- 3. FACTS will automatically assess a \$30.00 missed payment fee.*
- 4. FACTS will contact the individual immediately by mail.*
- 5. Payment for insufficient funds must be made in cash or money order directly to the school within 10 days of notice. A check will not be accepted. If the amount is not paid by the due date, a \$25.00 fee will be assessed. This policy applies to any payment that is made directly to the school. Please refer to FACTS returned payment policy on their website for further information.*

** NOTE: FACTS is a tuition management system that processes tuition payments.*

Tuition Policy

Tuition and Extended Care payments must be paid by the due date.

Participation in FACTS is mandated if families select the monthly payment plan. Payments are automatically debited on the 5th or the 20th of each month. School Administration holds the rights to not permit a student to attend school if financial obligations are not met by specific due dates. Delinquent accounts may be referred to an outside collection agency.

Financial Assistance

Archdiocese of San Francisco Family Grants

There are funds available for families living in the Archdiocese of San Francisco who can show financial need. Parents must apply for these funds by April 15 through the TADS website (www.tads.com). Forms are available in the school office and online at www.tads.com. The application form must be completed, signed, and mailed with the required fee to TADS in April.

The BASIC Fund

This privately funded foundation provides tuition assistance as Bay Area Scholarships for Inner-city Children (BASIC). Families qualify on their annual taxable income and the number of dependents in their family based on the Federal Low income maximums. Initial application has to be made when a child first enters a private school. Find further details at www.basicfund.org.

Financial Emergencies

In the event of a financial emergency, where you foresee a lack of available funds in your account, contact the school office directly, not FACTS. To avoid NSF penalties, you must notify the school at least TWO WEEKS PRIOR TO THE PAYMENT DATE.

FACTS will only stop withdrawals, if it has been notified by the school to do so. In an emergency, please make an appointment to speak with the principal. The school community understands that crises may arise on occasion. If families do not communicate financial problems, the school can do nothing to remedy the situation.

Late Fees and Returned Checks

If tuition payments and payments for returned checks are not received by the date they are due, there will be an additional \$25.00 late payment fee. The school will charge a \$30.00 penalty for any check returned to Our Lady of Loretto School from the bank due to insufficient funds. Checks will not be accepted for this repayment. All returned checks must be paid for in cash or money order. Repeat offenders will not be able to make payments with personal checks.

Re-registration

Our Lady of Loretto School admits students of any race, color, national origin, or age (in accordance with the law) to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, or ethnic origin in the administration of its educational policies, athletic program, and other school-administered programs. Our Lady of Loretto School gives first preference in admission to those with brothers and sisters currently enrolled in the school; second, to Catholic students currently registered in the parish; third, to students transferring from another Catholic school and to Catholic students registered in St. Anthony's Parish and adjacent parishes; fourth, to non-Catholics.

Re-registration of current students takes place late February/early March. Re-registration forms will be issued to parents who have met their tuition contract obligations up to that date. A NON-REFUNDABLE registration fee for the upcoming school year must be returned by the deadline indicated, in order to assure a place for your children in the following school year. Newly registered families will begin to be accepted immediately following the deadline date. Students not in good standing (financial, academic, or social) may not receive re-registration forms at the same time as the rest of the student body.

Policies, Procedures, and Regulations

Attendance, Arrival and Dismissal Procedures and Times

Absence

When a student is absent from school, the parent or guardian must telephone and or email (patsy@ollnovato.org) the school office by 9:00 a.m. on the day of the absence and explain the nature of the absence. It is acceptable to leave a message if the office is not open. A signed note stating the child's name, the date, and the reason for the absence must be written by the parent or guardian when the child returns to school.

A child is not to be sent to school if he/she has a temperature of 99 or higher. A child must be kept home for a full 24 hours with a normal temperature before he/she returns to school.

Absence Due to Family Vacation

The school discourages taking vacations when school is in session. If you must schedule a trip when school is in session, it is necessary to seek the approval of the principal and consult your child's teacher. Parents are advised there is no substitute for classroom instruction and should evaluate the loss of instruction for their child against the potential educational value of the planned trip. Teachers are not required to provide assignments prepared in advance or extra tutorial time for any student because of these absences. It will be the responsibility of the parents to see that their child masters the skills and assignments missed due to such absences.

Excused Absences

Excused absences are for death of a family member or attendance at a funeral for a family member. Excused absences also included three high school shadows. Any extraordinary circumstances will be dealt with on an individual basis.

If a student must miss school for a medical appointment, a signed note from the doctor's office is required upon return to school for the absence to be marked as an excused absence.

Unexcused Absences

Unexcused absences are given for extended vacations, non-school scheduled vacations, or non-calendared holidays. A teacher is never obligated to organize work before the unexcused absence. In many cases, if work is to be made up, it is more beneficial to the student to organize after the student has returned. In all cases of unexcused absences, it is required that parents inform both the classroom teacher and the office, in writing, before the absences occur.

If a student leaves school any time after lunch, they will receive a half day absence (medical appointments with an official doctor's appointment slip are excused). Any time a child leaves school early they are missing valuable class time with their teacher and it is important that a student remains in school for the full school day. If a parent, chooses to pick up their child

early from school then a half day absence will be given to the student.

Written Excuses

Written excuses can be handwritten or emailed and should include the current date, name of student, nature of illness or other reason for absence or tardiness, date the child was absent or tardy and parent signature. Written excuses go to the teacher for the following:

- *Absence due to illness*
- *Tardiness*
- *Incomplete assignments due to an emergency*
- *Shadowing at a high school (8th Graders are allowed three excused shadow days)*
- *Doctor or dental appointments*
- *Requests to leave school before dismissal*
- *Absence from school other than from illness*
- *Doctor's request to be excused from P.E. class*

Written excuses, dated and signed by a parent or doctor who verifies a student's absence, are kept on file until the end of the school year.

Maximum Days of Absence

If a child is absent for more than 20 days in a Trimester, he/she will receive an incomplete grade on his/her progress report or report card. When missed work has been made up, the incomplete grade will be changed to a letter grade.

Communicable Disease

The parent has a responsibility to notify the school office if their child has been exposed to a communicable disease. Certain contagious or communicable diseases require a release from a doctor. It is then the responsibility of the school to inform the parents of children in the class when a child has a communicable disease. If a child has a contagious disease such as measles, chicken pox, pink eye, lice, etc., they should not be sent to school. Upon return to school, a note from the doctor is required. If a child has lice, they cannot return to school until they are nit-free. Upon returning to school, they must come to the school office for a final head check before being allowed back into the classroom.

In-School Illness

If a child indicates he/she is ill at school, the office staff will take his/her temperature and symptoms will be discussed. Parents will be notified if the child has a temperature, is throwing up, or has diarrhea and will be asked to pick up their child. If the child does not have a temperature, it is the school policy to attempt to have the student return to class.

Should it be necessary to contact you or a designated party regarding a sick or injured child, we ask that you come immediately, as we do not have full-time personnel to staff the health room. We NEED your current telephone number and work number at ALL TIMES on the emergency form (PLEASE print clearly). Please update the school office and on SchoolSpeak if any changes occur during the school year.

Appointments

Students, who are to be excused during the day for medical appointments or any other reasons, must notify the teacher in writing/email the day before or the morning of the appointment. Please include the time of pick-up and what type of appointment it is. The parent must stop at the school office to sign out the child, then the child will be called to the office. Students may not be picked up outside the classroom or school building.

The school urges families to keep these requests to a minimum and make arrangements for medical/dental appointments to take place after school, on minimum days or during vacations. Absences for medical purposes do not count against perfect attendance if an appointment slip is returned to the school office signed and dated by the doctor/dentist. Check the school calendar before you make appointments on testing days, picture days, etc.

A student is marked absent (½ or 1 day) unless a written certification from the doctor or dentist's office is presented to the office upon returning to school from each appointment. The student will then receive a MEDICAL EXCUSED TARDY OR ABSENCE when the note is received by the school office.

Tardy

Students are late if they are not in line with the class in our Safety Square when the FIRST bell rings at 7:58 am. If a student is tardy in the morning, he or she must obtain a tardy slip at the gate or in the office. Repeated tardiness will be monitored with written or verbal concerns addressed to parents or guardians.

Students who are not with their class upon entering the courtyard will be considered tardy. Students who run to their class line will be marked tardy by their homeroom teacher

Absent/ Make-up Work

Our Lady of Loretto School feels that if a child is absent due to illness, they should spend the time at home getting better. We have adopted a new policy this year for requesting absent/make-up work. The administration will be implementing the change in requesting absent work.

Parent will no longer be allowed to request absent work to be sent home or to be picked up. The student's teacher(s) will have the work the student missed together in a packet upon the student's return to school. This will allow the student to meet with their teacher(s) and review their absent packet and its contents.

The student will then have one and half weeks to complete their absent work. If your child is too ill to be in school, time at home should be spent resting and trying to recover. It is always a great opportunity to read a good book.

If a student has a lengthy illness or injury, then the homeroom teacher and administration

will review the case.

Arrival and Dismissal Procedures and Times

Regular School Hours

First Morning Bell 7:58am Second Morning Bell 8:00am

Kindergarten - 8:00 a.m. to 2:00 p.m.

Grades 1 to 8 - 8:00 a.m. to 3:00 p.m.

Minimum Day Dismissal at 12:30 pm

One or two days a month are designated as Minimum Days (Wednesdays or Fridays). On these afternoons, faculty meetings are held, and students are dismissed at 12:30pm. It is important that children are picked up promptly, since there is no yard supervision following the minimum day dismissal time. Please check the School Calendar on SchoolSpeak to confirm Minimum Days for each month.

Arrival

- 1. Cars enter by way of Grant Avenue in a single line. DO NOT ENTER ON THE VIRGINIA AVENUE SIDE.*
- 2. All arrival flow of traffic is in a ONE WAY direction entering on Grant Avenue and exiting on Novato Blvd.*
- 3. Cars must travel to the "DISEMBARK AREA" before allowing their children out of the cars. The Safety Committee students will indicate the location designated as the "DISEMBARK AREA."*
- 4. Students MUST exit on the right side of the car only.*
- 5. Those parents who wish to park and walk their children to the Safety Square must park in the designated area.*
- 6. Cars exit through the gate onto Novato Blvd ONLY.*
- 7. Parent who wish to take care of school business will need to park on Virginia Ave.*
- 8. Please do not use any of the Rectory Parking Spaces nor use it as a turn about.*

Dismissal

- 1. All dismissal flow of traffic is in a ONE WAY direction entering on Grant Avenue and exiting on Novato Blvd.*
- 2. No parking between school and rectory.*
- 3. Kinder parents must park on Virginia Ave. to pick up their children at 2:00 pm at the "tree". Please DO NOT park in the school parking lot.*
- 4. First through Fifth Grade parents must park and walk to the safety zone and pick up their child/ren.*
- 5. Parents must return to their parked car with their child/ren next to them.*
- 6. Cars exit by the gate onto Novato Blvd only.*
- 7. Bikers may leave the grounds ONLY via Virginia Ave and walkers must leave through the school office.*

THE NOVATO POLICE DEPARTMENT AND SCHOOL STAFF **DO NOT** encourage street parking in the morning or afternoon (expect TK and Kinder parents) for the safety of children. This creates congestion with traffic on Virginia and Grant Ave. Parking between the hall and the school office is not to be used for drop off or pick up (8th Grade morning drop off is the exception).

Communication

Office Hours

The school office is open:

Monday - Thursday between 7:30am - 4:00pm

Friday between 7:30am - 3:30pm

SchoolSpeak

All regular communication from Our Lady of Loretto will be sent to you via SchoolSpeak, our internal communication system. All parents who have provided us with an email address should have received a Welcome email from SchoolSpeak, containing their user ID and temporary password. Each family is required to sign on and review their family profile by going to **www.schoolspeak.com**. Parents will be able to view weekly updates, school news, calendars, and student progress reports, by viewing SchoolSpeak. We recommend that parents get into the habit of checking SchoolSpeak each day for updated information about Our Lady of Loretto and/or their child's classroom activities and academic progress.

Wednesday Windows

In an effort to improve communications between the school and home, there will be a Weekly Update posted via SchoolSpeak communication system. In addition to the Principal's Weekly Newsletter, flyers and other information about school activities will be posted each Wednesday. School Activities calendars will be updated as necessary. All families are requested to review frequently for any updates.

Deliveries and Messages

Please do not attempt to personally confer with teachers or children during school hours. All deliveries and necessary messages must be made to the school office only, not to the classrooms. This includes lunches, clothing, messages for students, etc. All items must be marked with the student's name and grade. All information and items will be forwarded to the classroom for you.

If you need to personally speak with your child during the school day, the office will relay the message, and your child may call you from the office phone as soon as possible.

Contacting Teachers

Arrangements for an appointment should be requested by email, phone message, or note. If a matter requires immediate attention, please call the school and a message can be left for the teacher and the teacher will call you when he/she is available. **Please do not call teachers at home.** Teachers are available by e-mail; addresses are available in this handbook, in your

child's Back to School Packet, and in SchoolSpeak.

Before school and during dismissals are NOT appropriate times for a conference unless arrangements have been made with the teacher. Unscheduled or chance conferences do not allow the teacher adequate time to prepare a report regarding student performance.

Parent-Teacher Cooperation

Parent and teachers must work in close partnership to successfully educate a child. The child will feel conflicted among authority figures unless there is a genuine unity of purpose and practice among parents, students and faculty. Communication is essential. Please make an appointment with your child's teacher if you feel that a problem exists.

The problem should be discussed objectively and calmly. An appointment can be made with the principal or vice principal if, after talking with the teacher, the problem has not been resolved. Lines of communication are as follows:

- *Teacher and student*
- *Parent and student with the teacher.*
- *Parent with the principal*
- *Parent with pastor*

If there is a major change going on in your child's life, please make the appropriate school personnel aware of it. In order for us to be sensitive to the whole child, it is necessary to understand his/her fears and concerns. Examples of change can be: the death of a significant person in the child's life, a divorce or separation, a move, a parent's loss of job or the long absence of a significant adult. Please feel free to request confidentiality wherever necessary.

Parent-Teacher Communications

In order to promote good communications and to meet the needs of the parents, the following procedures have been developed when parents wish to deal with a specific concern:

First, you should contact the teacher. You can set up an appointment with the teacher or discuss the matter via email. There are several ways to communicate with the teacher: leave message, write a note, or e-mail the teacher. The teacher will get back to you within 48 hours or two (2) work days.

If the parent does not feel the matter has been resolved after the first meeting, request a second appointment with the teacher. A second meeting may be necessary to further define the problem, check for progress or discuss other solutions.

Secondly, after two meetings with the teacher, if the parent is not satisfied that the concern has been sufficiently heard, or if the problem has not been resolved, your next recourse is to contact the principal. Outline your concerns and the steps you have already taken to resolve them. The principal will set up an appointment with you. After speaking with the principal, a conference will be arranged between the principal, teacher and the parent to further discuss

the issues and reach a resolution.

Uniform Requirements

All students should be in regulation uniform each day. For all liturgies and special events, the skirt/jumper (girls) and long pants (boys) and school sweater are required dress. In the event that a student does not wear their uniform on a particular day, a note should be brought to the teacher explaining the reason. Uniform infraction will be given to any student who is not in proper uniform.

All students are to abide by the school's UNIFORM REGULATIONS.

Boys' Uniform

- *Grades K-5*
 - *Navy Blue Twill Pants with belt (Kinder and 1st Grade NO belts required)*
 - *Navy Blue Walking Shorts with belts (Kinder and 1st Grade NO belts required)*
 - *Short Sleeve White or Grey Polo Shirt*
 - *OLL Sweatshirt with logo for classroom wear**
 - *OLL Royal Blue embroidered-logo Sweater* (to be worn for Masses)*
 - *White Turtleneck*
 - *White Socks must always be worn, and they must cover the ankle and be long enough to fold over once.*

- *Grades 6 - 8*
 - *Khaki Twill Pant with belt*
 - *Khaki Twill Walking Shorts with belt*
 - *Short Sleeve White or Navy Polo Shirt long enough to be tucked into pants*
 - *OLL Sweatshirt with logo for classroom wear**
 - *OLL Royal Blue embroidered-logo Sweater* (to be worn for Masses)*
 - *White Turtleneck*
 - *White Socks must always be worn, and they must cover the ankle and be long enough to fold over once.*

Girls' Uniform

- *Grades K-4*
 - *Uniform Plaid Jumper (Students must have a jumper as part of the uniform)*
 - *White Blouse with Peter Pan Collar & Short Sleeves or White or Grey Polo Shirt*
 - *OLL Sweatshirt with logo for classroom wear**
 - *OLL Royal Blue embroidered-logo Sweater* (to be worn for Masses)*
 - *White Turtleneck*
 - *Navy Twill Pants with (Kinder and 1st Grade NO belts required)*
 - *Navy Blue Walking Shorts with belt*
 - *White Socks must always be worn, and they must cover the ankle and be long enough to fold over once.*
 - *Blue or White Tights Only - No Panty Hose*
- *Grade 5*
 - *All other parts of uniform as above*
 - *Uniform Plaid Jumper or Skirt (Students must have a skirt or jumper as part of the uniform)*
- *Grades 6 - 8*
 - *Uniform Plaid Skirt (Students must have a skirt as part of the Uniform)*
 - *White Blouses with Peter Pan Collar & Short Sleeves or White or Navy Polo Shirt*
 - *OLL Sweatshirt with logo for classroom wear**
 - *OLL Royal Blue embroidered-logo Sweater* (to be worn for Masses)*
 - *White Turtleneck*
 - *Khaki Twill Pant with belt*
 - *Khaki Twill Walking Shorts with belt*
 - *White Socks must always be worn, and they must cover the ankle and be long enough to fold over once.*
 - *White Tights Only - No Panty Hose*

ALL STUDENTS are expected to wear white or black athletic shoes. Laces are to be the color of the shoes.

Uniforms should be purchased at Classic Designs.

Classic Designs

1551 Taraval Street, San Francisco, CA 94116

415-661-4700 – main 415-661-3608 – fax

888-770-4700 – Toll Free Line

www.eclassicdesigns.com

info@eclassicdesigns.com

However, if the pant/short sizes that are offered there do not accommodate your needs, please try Lands End, JC Penny, Target, or Old Navy.

PLEASE BE ADVISED ANY PURCHASES OTHER THAN CLASSIC DESIGN MUST BE THE COLOR AND STYLE OF THE OFFICIAL UNIFORM. If you have a question come to the office, as we have samples.

Other Uniform Regulations

- Full dress uniform – Includes royal blue embroidered-logo sweater or cardigan.
- Skirt length may NOT be higher than 2” above the knee.
- A black and/or white athletic shoe is the uniform shoe. All shoes must be below the ankle. No Mary-Jane style shoes or high-tops will be permitted.
- Uniforms must be free of holes, ragged edges or spots. Uniforms must be clean at all times.
- Boys and girls must wear their knit shirts tucked into their pants or skirt. All students wearing pants or shorts must wear a belt with the exception of TK, Kinder, and 1st Grade.
- Boys and girls need to purchase the DESIGNATED COLOR AND STYLE of uniform pants. This excludes baggy, “cargo,” or tight-fit pants.
- White socks must always be worn, and they must cover the anklebone.
- Students must have hair in a style that is neat with no extreme cuts or styles. Boys’ haircuts must be above the shirt collar, above the ears, and cut close to the head.
- Hair is to be of a natural color only. This includes no dying, highlighting, or coloring hair.
- Boys: No facial hair or earrings are permitted.
- Girls: No make-up or colored nail polish or French manicures.
- ALL hair accessories worn by girls must be narrow, a neutral color, and/or match the uniform plaid.
- Jewelry must be conservative. One set of stud earrings (for girls), small chains with a Religious pendants, one small bracelet (includes rubber bands), a wristwatch. **NO RINGS ALLOWED**
- No temporary tattoos.

Full Dress Uniform (Masses and Special Events)

Students will wear the school royal blue embroidered-logo sweater or cardigan. Girls will wear skirts/jumpers and boys will wear long pants.

POD DAYS

Proper Optional Dress Days (POD) will occur periodically throughout each month. The Student Council will announce such days. However, in the event that a POD Day is allowed, the following is permissible:

- Jeans or pants which are sized to fit the body size of the student. This excludes large, baggy pants of any type or ones that are worn below the waistline.
- Additionally, pants may not be tight. This includes wearing spandex or form-fitting pants. NO yoga pants are allowed on a POD Day.
- Tops may not be tight and/or with plunging necklines.

- *If shorts are worn, these must be hemmed and may not be baggy, too tight, or too short a style. The shorts also, must not be worn below the waistline, and the length must be closer to the knee than the hips.*
- *Shirts must be totally void of inappropriate slogans or logos. Shirts and tops must be sized to fit the child and must not excessively extend far beyond the waistline. Bare midriffs, tank tops, halter tops, spaghetti strap tops, low-cut or tight-fitting tops are NOT permitted.*
- *The clothing should be free of holes, ragged edges, blotches of paint, etc.*
- *The length of skirts, jumpers, and shorts should be closer to the knee than to the hip.*
- *The uniform may always be a choice.*
- *NO Flip-flops, open toe shoes or heels may be worn.*

NOTE: Students will have to call home for the school uniform if their clothes are found to be inappropriate.

Dress Codes for Field Trips and Special Occasions

- *Teachers will identify the appropriate clothing for the event.*
- *The full dress uniform is required for all school Masses and other designated special events.*
- *If a student does not have the suggested clothing for an event, the uniform may always be a choice.*

Consequences for Dress Code Infractions

- *A Uniform Infraction will be issued.*
- *Every attempt will be made to send the child home to change into appropriate clothing or have the parent bring the proper clothing.*
- *Forfeiture of POD Day, Spirit Day Dress, or dress for special occasion days.*
- *The student's trimesters conduct grade may reflect adherence to school uniform regulations.*

Panther Pride Days

Panther Pride Days are being restructured.

The first change we are making is Panther Pride will only be once a month on a 12:30 dismissal. This change was made after talking with our teachers. Last year, was the first year of Panther Pride and we learned a lot.

The second change we are making is that there is a more defined dress code for Panther Pride Days.

1. *Student **MUST** wear OLL gear. This could be a Run Walk Club, Speech Peeps, and / or Student Council T-shirt, etc.*
2. *Student can wear their school polo shirts, sweatshirts, fleeces, and or rain jackets.*
3. *Student can wear any sports uniform or Athletic Spirit Wear (ie OLL Team*

Sweatshirts).

4. Student will need to follow POD Dress Day requirements for the lower half. Please no tight fitting jeans, low riding jeans, or yoga pants. Jeans, shorts, skirts, and appropriate sweatpants can be worn.

Academics and Academic Policy

WCEA/WASC

Our Lady of Loretto Catholic School is accredited by the Western Association of Schools and Colleges (WASC). Additionally, the Western Catholic Education Association (WCEA) provided the instrument whereby Our Lady of Loretto Catholic School underwent an intensive self-study to acquire certification. Each year the administration and faculty of Our Lady of Loretto Catholic School continue to evaluate the entire curriculum and program according to the stated school philosophy and meet the yearly goals and objectives set down since the last accreditation and certification. We are accredited to June 2021.

Progress Reports and Report Cards

Parents in grades 3-8 are encouraged to review their child's academic progress routinely by going through SchoolSpeak. Homework/classwork grades, test and quizzes scores, and missing/absent assignments will be indicated and can be viewed at any time.

Parents will be given formal notification of their child's progress at the mid-way and end of each trimester in the form of a progress report posted to SchoolSpeak and report card emailed to parents through SchoolSpeak. All progress report and report cards need to be reviewed and signed electronically.

Report Card Marking Code

Kindergarten: OBJECTIVE – Mastery of introductory content standards

Academic Marking Code: M= meets standard
 W = working toward standard
 N = not meeting grade level standard

First and Second Grades: OBJECTIVE – Mastery of grade level standards

Academic Marking Code: E = exceeds grade level standard
 M = meets standard
 W = working toward standard
 N = not meeting grade level standard

Third through Eighth Grades: OBJECTIVE – Application of primary skills to content materials; introduction to resource materials

Academic Marking Code:

<i>A</i>	<i>100-96</i>	<i>A = Outstanding</i>
<i>A-</i>	<i>95-93</i>	
<i>B+</i>	<i>92-91</i>	<i>B = Above Average</i>
<i>B</i>	<i>90-87</i>	
<i>B-</i>	<i>86-84</i>	
<i>C+</i>	<i>83-81</i>	<i>C = Average</i>
<i>C</i>	<i>80-74</i>	
<i>C-</i>	<i>73-70</i>	
<i>D+</i>	<i>69-67</i>	<i>D = Below Average</i>
<i>D</i>	<i>66-63</i>	
<i>D-</i>	<i>62-60</i>	
<i>F</i>	<i>59 & Below</i>	<i>F = Failing</i>

Behavioral Expectations and Learning Skills codes for Grades Kindergarten through Eighth Grade

1 = Exceeds expectation

3 = Improvement Needed

2 = Meets Expectation

4 = Unsatisfactory

Comment Code:

Kindergarten through Fifth Grade

+ = area of strength

No mark = meeting expectations

x = needs improvement

Co-Curricular Subject code: Kindergarten through Eighth Grade

P = participates

NP = does not participate

NOTE: Co-Curricular subjects may be graded using the standard marking code or P/NP.

Remarks code: Sixth through Eighth Grade

No remark indicates that the student is meeting expectations.

Areas of strength:

5. *Makes valuable contributions to class discussions*
6. *Seeks help appropriately*
7. *Engages enthusiastically in learning*
8. *Consistently demonstrates pride in work*
9. *Exhibits intellectual curiosity*
10. *Thinks critically*
11. *Works cooperatively*
12. *Is well organized*

Areas for growth:

13. *Needs to seek help appropriately*
14. *Has difficulty working cooperatively*
15. *Needs to show initiative*
16. *Need to participate in class discussion*
17. *Needs to improve presentation of work*
18. *Needs to improve organization skills*
19. *Has difficulty expressing ideas*
20. *Resists correction*
21. *Talks excessively/disrupts instruction*
22. *Incomplete, late, or missing assignments impact success*
23. *Low test/quiz scores impact success*
24. *Absences impact success*
25. *Needs to improve effort*

Supplemental Report for Interventions: all grades

** An asterisk next to the subject title indicates that a student also receives a Supplemental Report for Interventions (student special needs responses).*

Parent-Teacher Conferences

The school schedules mandatory conferences for every family at the end of the first academic trimester. Scheduling for Parent-Teacher Conferences will happen online, via SchoolSpeak.

Other conferences are available upon request during the rest of the year, or as needed. Teachers should not be expected to meet for a parent conference without an appointment. Appointments may be made directly with the teacher or the school office may be contacted to make arrangements. Often we have multi- teacher conferences for Middle School students who have departmentalized classes. These appointments are made through the homeroom teacher.

The principal is also available for parent conferences. Generally, the principal will not confer with a parent regarding situations that involve the teacher unless the teacher has already

had a conference with the parent(s). Then a conference will be held which could include parent(s), teacher(s), the principal, and the student.

Textbooks

The annual registration fee covers the cost of consumable materials as well as the hardback textbooks that students are given to use for the school year. Loss or damage to these books requires the student to pay for the purchase of a new book. A final inventory of these books is made at the conclusion of the school year and appropriate charges are assessed. Students are required to have their hardback textbooks covered at all times.

School Supplies

A master list of needed school supplies for each grade is sent to each family in the summer. During the year, it can be found on SchoolSpeak. It is the students' responsibility to have and to replenish all their necessary supplies throughout the year.

Standardized Testing Programs

The Archdiocese of San Francisco administers the STAR testing, which provides data for an triannual evaluation of basic educational development in grades K through 8. The survey score consists of tests in mathematics and reading comprehension. This test will be administered three times a year – fall (baseline), winter (to see growth), and spring (year's growth). Each student's Fall Baseline results are shared with parents during the November conferences, and the winter and spring tests results will be sent home through the Wednesday Windows. The faculty will hold an in-service day to review the school-wide results and plan any necessary changes needed in curriculum. Additionally, students in grades 5 and 8 take the ACRE test which is mandated by the United States Conference of Catholic Bishops to assess the religious knowledge of our students.

Homework Policy

Homework is a necessary part of each student's educational program. Homework is assigned to students in an effort to facilitate the following:

- Reinforce daily learning*
- Foster self-discipline and responsibility in students*
- Provide enrichment*
- Help students learn time management and organizational skills*
- Promote habits of independent study*
- Provide an opportunity for assessment*
- Keep parents informed of school work*

The average amount of time given to homework each night should be:

Kindergarten 15 -25 minutes

1st Grade 20-30 minutes

2nd Grade 20-40 minutes

3rd Grade 20-50 minutes

4th Grade 35- 60 minutes

5th Grade 45-65 minutes

6th Grade 60-120 minutes

7th Grade 60-120 minutes

8th Grade 60-120 minutes

Parents can do their part to help with homework by:

- Providing a regular time and quiet workspace (no T.V., phone calls, etc.)
- Showing your child you are interested in the work, but not doing it for them.
- Evaluate extracurricular activities that take away from homework time.
- Parents can find the required assignments on SchoolSpeak.

Assignments

Daily assignments and homework must be turned in on-time. The teacher decides if late/incomplete work must be made up, and how the grade will be affected. Major Assignments, such as book reports, research projects, and presentations, must be turned in on time to receive full credit. If a major assignment is late, the grade will be lowered.

Often teachers will assign nightly reading in addition to specific homework assignments. In the event that your child has no written homework, the time should be spent reading or studying. If your child, without distraction, takes a much longer or shorter period of time to do his/her homework, the parent should contact the homeroom teacher to discuss a resolution.

Awards and Honor Roll

At the end of each trimester the homeroom teachers will send home honors certificates with the students in grades 5-8. Students in grades 5 – 8 can earn First Honors, Second Honors, and Merit each trimester. The calculation for honors is based on a four-point grading system which is known as a GPA. Our Lady of Loretto School's GPA is calculated in the following manner:

		B+	3.3	C+	2.3	D+	1.3		
A	4.0	B	3.0	C	2.0	D	1.0	F	0
A-	3.7	B-	2.7	C-	1.7	D-	0.7		

All GPA calculations for awards are based on the seven academic subject areas: religion, math, English, spelling/vocabulary, literature, science, and social studies. A description of each award and criteria for receipt is listed below:

First Honors:

Students in Grades 5 – 8, may earn First Honors each trimester. Students must obtain a GPA within the range of 3.75 – 4.0. Students must earn a C or better in all co-curricular

subjects. Students must also receive an average of a 2 or better in conduct and learning skills.

Second Honors:

Students in Grades 5 – 8, may earn Second Honors each trimester. Students must obtain a GPA within the range of 3.5 – 3.74. Students must earn a C or better in all co-curricular subjects. Students must also receive an average of a 2 or better in conduct and learning skills.

Merit:

Students in Grades 5 – 8, may earn Merit each trimester. Students must obtain a GPA within the range of 3.25 – 3.49. Students must earn a C or better in all co-curricular subjects. Students must also receive an average of a 2 or better in conduct and learning skills.

Perfect Attendance:

This award is given to those students who have been neither absent nor tardy for the whole year.

Laurentian Award:

This honor is awarded to a boy and a girl in each grade (K-7th) that have embodied our SLE's exceptionally well for their grade level consistently throughout the school year.

The Improvement Award:

This honor is awarded to a boy and a girl in each grade (K-7th) that have made great improvement in all areas during the school year.

End of the Year Ceremony

At the end the school year, students in grades K-7th, will have an End of the Year Ceremony. The End of the Year Ceremony will include our Prayer Service and Awards. The awards that will be awarded at the ceremony is Laurentian Award, Perfect Attendance, and End of the Year Honors.

Cheating

Cheating of any type will not be tolerated. Cheating includes, but is not limited to:

- *Copying of assignments (homework, classwork, quizzes, tests, project, etc.)*
- *Providing homework, classwork, quizzes, tests, or projects to other students to copy*
- *Plagiarism*
- *Copying and pasting information form internet sources*
- *Use of technology inappropriately*

Students who choose to cheat face parental notification, a failing grade, detention, suspension and/or expulsion.

Promotion/Retention

To successfully implement the educational program of Our Lady of Loretto, minimum standards of achievement are established at each grade level and parents will be made aware of the expectations at Back-to-School Night. To illustrate successful completion of one grade level and to ensure promotion to the next grade level, it is necessary that these standards be met.

Student Study Team (SST) will be assembled for those students who are at risk academically or behaviorally. The Student Study Team will set goals, expectation, and/or guidelines for the at-risk student, their family, and teachers. These goals, expectation, and/or guidelines will focus on the needs of the at-risk student to monitor the student's progress.

Excessive absences over 45 days in a school year may result in a student being retained. The final responsibility for a student's promotion or retention rests with the teacher and the principal.

The Administration may ask that a student be withdrawn from Our Lady of Loretto School if, in the opinion of the Administration, the student is not benefiting from the school program. As a last resort, a student's enrollment at Our Lady of Loretto may be terminated due to poor academic performance, unacceptable conduct or lack of effort, or for failure of the parents to pay tuition.

Acceptance of all new incoming students is considered probationary for the first year, based on the above criteria. Any questions or concerns relating to a student's work, progress, grades or conduct should be discussed with the classroom teacher.

Subjects Offered

The core subjects offered by Our Lady of Loretto School are: Religion, Reading/Literature, English, Mathematics, Science, and Social Studies. These subjects follow the guidelines of the San Francisco Archdiocesan Curriculum Guidelines and the California Content Standards. The additional subjects in which each student participates are: Art, Music, Spanish, Physical Education, and Computer Lab.

Religion

- The Religion program attempts to educate the child in the basic truths of faith and the living experiences of Catholicism which encompasses prayer, liturgy, and service. The examples which parents set for their children are vital in the development of their faith.*
- Sacramental Preparation – In Second Grade, the preparation of students for the Sacraments of Reconciliation and Eucharist is a part of the regular classroom Religion class throughout the year. Parents are asked to attend evening meetings related to*

these two sacraments. A Sacramental preparation fee is charged to cover the cost of two Sacramental books, certificates, and other items prepared for the Sacramental liturgies.

- Liturgy of the Word – Children’s Liturgy of the Word is offered each Sunday at the 10 am Mass. Children from grades K–4 may go to the meditation chapel for the Children’s Liturgy of the Word and return to their families after the Creed. This is a wonderful opportunity for the children to hear the same readings as the rest of the family, but on their comprehension level.*
- RCIC – Children who are not baptized may receive the Sacraments of Initiation in the parish, if their parents desire. Children in K and 1 should contact the Parish to make arrangements. Children in grades 2-8 should contact the Principal who will make arrangements for sacramental preparation. Older students will also have an interview with the pastor to insure that the reception of the sacraments is also the desire of the child. Students who are in grades 2-8 receive the three Sacraments of Initiation on Holy Saturday at the evening services. The children in the Second Grade may still participate in the class ceremony of First Holy Communion.*

Computers

- Computers are an essential part of modern life and education. Computer programs and use of computers are formally taught to students by a computer teacher in the library. The school has laptop computers, which can be used in the classroom for instruction, so that technology can be integrated in all subject areas.*
- Internet – All classrooms in the main building, Library, Keane Care, and Science Lab are wired for internet access. Students are required to have a Contract signed by the student and parent on file, relating to the proper use of school computers.*

Physical Education

- All students are expected to participate in P.E. activities. In order to be excused, a written note from the parent must be provided. For prolonged or repeated absences from P.E., a note from the child’s physician is required.*

Music

- A part-time Music teacher provides classroom instruction at all grade levels, TK-8. Fourth and Fifth grades learn to play the recorder, and Middle School students learn to play the hand chimes.*
- Liturgy Preparation – The Music instructor and Religion Coordinator provide special singing and Liturgical preparation for our 3rd/4th grade Liturgical Choir.*

Library

- The Our Lady of Loretto School Library has an extensive collection of fiction and non-fiction books selected to support the school curriculum and to provide many reading choices for our students. The Library is available when the librarian is present, or when students are accompanied by the classroom teacher. The librarian has full authority to enforce school policies. Behavior in the Library is the same as is expected in the classroom.*
- Funds to purchase books and supplies for the library come from the Birthday Book*

Club and the Scholastic Book Fair.

- *Parent volunteers are an essential part of the OLL Library. During class library visits, parents help with book checkout, book labeling, reshelving and story times.*
- *Students visit the library once or twice a week with their class. Primary grades typically gather first on the rug for a story and then may check out and read books. Upper grade students check out books and use the remaining time for reading and/or research. Books are checked out for two weeks and may be renewed twice. Once the grade-level maximum is reached, items must be returned in order to check out more materials. Grade-level maximums are as follows:*
 - *Grades TK-1: one book*
 - *Grades 2-3: two books*
 - *Grades 4-8: three books*
- *Parents are asked to help their children return their books on time by checking the due date stamped in the book. (Note that Grades TK, K and 1 typically keep their library books in the classroom.) Overdue notices are sent home periodically. While there is no fine for overdue books, if a book is lost or damaged it must be paid for at a minimum cost of \$20.*

Enrichment Program

- *Assembly programs are scheduled at various times during the year. Our school assemblies are cultural, enriching, and/or informative.*
- *The Middle School has enrichment elective classes for a Trimester. Some are academically orientated, i.e. economics, geography, speech, and others are more fun and creative, such as sports, cooking, and crafts.*

Student Activities

Altar Servers

Both boys and girls (grades 4-8) may volunteer to serve as altar servers during Mass. Training and scheduling is provided by a priest at the rectory. Some older altar servers are allowed the privilege of serving Funeral Masses during school time.

Student Council

Our Lady of Loretto School has an active Student Council Government, which includes students in grades 4-8. Elections are held in May for all officers except Class Representatives. In the fall, Class Representatives are elected. An Installation Ceremony is held in the fall of each new school year. Eligibility requirements for Student Council is pass out to interested students. Meetings are held once a week during lunch. Spirit Days are held throughout the year. Many school activities are sponsored by the Student Council Government, including the Halloween Carnival.

Contests

Teachers at all grade levels (1-8) encourage students to share their talents in various contests that are sponsored by parish or civic organizations. Additionally, other Elementary

Schools or High Schools sponsor a variety of student contests. Our Lady of Loretto students are encouraged to become involved.

CYO Sports

Basketball, Girls Volleyball, and Track are three CYO Sports that are offered to students in Grades 4 and up. Requirements and regulations regarding academic and conduct grades are outlined in the CYO participants' contract.

Intramural Sports

This program is held at all levels during the lunch play period, and moderated by a Student Council Athletic Commissioner. A specific game is highlighted and students may mix amongst grades to create competitive teams.

Yearbook

A memory book is designed and published by the students each year and is sold in June for the cost of publication.

Panther Pages

This is a bimonthly paper written and published by OLL students in grades 5th -8th.

Eligibility for All Student Activities

A GPA of a "2.0" for all subject areas is required, and no D in any core subject. Students must earn a C or better in all co-curricular subjects. Students must also receive an average of a 2 or better in conduct and learning skills.

In order for students to continue in Student Council Government, the original eligibility requirements must be met. This is assessed at the conclusion of each report card period. Should a member fall below the required eligibility requirements, the student is put on probation from Student Council until the next progress report period. Student Council is a privilege, not a right, and any student may be removed for serious reasons.

IMPORTANT REMINDER:

When a child is absent from school, they may not return that day to participate in any OLL-sponsored afterschool activities, such as sports, play rehearsals, etc.

Electronics

Cell phones

Students are not allowed to have cell phones, pagers, or portable game devices in school. Should a parent want a child to carry such an item, those devices must be sent to the office each morning through their homeroom. Their electronic devices will be kept in the office during the school day and picked up at the close of school by the student. Cell phones that are not checked into the office through their homeroom will be confiscated by any school official.

Students are not allowed to use their cell phones during school hours, and they must be turned off. This includes before and afterschool while on school property.

- A first offense will require the student to pick up their device from the office and have a conference with the principal.*
- A second offense will mean that parents will need to come retrieve the item from the office and have a conference with the principal.*
- On a third offence the device will not be returned until the end of the school year.*

Electronic Devices

Students are allowed to bring their personal laptop computer or tablets to school in order to take notes or do school work, when permission is given by their teacher. Misuse of the device for activities other than schoolwork during a class may result in the suspension of this student privileges and further consequences. All personal devices are the responsibility of the student.

Field Trips

Our Lady of Loretto School believes in the educational value in visiting places of interest in the Bay Area. Field trips offer children the opportunity to learn from first-hand experiences. Teachers may organize class trips to places of interest which enhance and support the curriculum. Educational trips are privileges afforded to students; no student has an absolute right to attend field trips. A signed school permission slip is required from the parent or guardian for the child's legal protection in the event of an emergency.

A student who fails to submit the signed school permission slip will not be allowed to participate in the field trip. Telephone calls will not be accepted as a substitute for the written form, or fax. Students who do not have a parent's permission to participate in the field trip are expected to attend school that day. All monies collected for a field trip are non-refundable.

When on field trips, students are to remember they are representing Our Lady of Loretto School. Inappropriate behavior could result in a student's not participating in future class field trips. Individual teachers, in consultation with the School Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

If a parent volunteers to help on field trips, they should abide by the following procedures and the teacher's guidelines:

- 1. Parents are to stay with the class through the entire trip, beginning at the school, and returning back to the school.*
- 2. Parents must keep their other children at home or in school; they may not bring them along on field trips.*
- 3. In the case of most field trips, parents will be given a group of children to supervise. Parents must stay focused on overseeing this group of children, not just their own child.*

4. *No parent may deviate from the planned field trip route (NO Starbuck, 7-11, etc.)*
5. *Parent's primary chaperone responsibility is to help enforce the safety and well being of all the children.*

Fees

If a fee for entrance is required, students may be assessed the amount. This information, including the type of dress required, will be included in the permission slip sent home.

Parent drivers

Parent Drivers are an important part of our Field Trip procedures. All parents who must have correct and current paperwork on file in the school office. If you would like to be a parent driver on a field trip, you must have the following items:

1. *Copy of Current Driver's License*
2. *Copy of Current Registration*
3. *Copy of Current Insurance Policy.*
4. *Plus all the other requirements for Volunteering*

Disciplinary Procedures

In fostering religious values, responsibility, and self-discipline, Our Lady of Loretto School has set down the following discipline procedures. In a spirit of cooperation we, as a staff and parents, can assist our students to grow and mature. Christian behavior and respect must be evidenced in all interactions with students and adults in the school community. This discipline policy of Our Lady of Loretto School is in accordance with the discipline code of the Department of Catholic Schools of the Archdiocese of San Francisco.

School Rules

1. *A student's academic success relies on:*
 - a. *Following Academic Rules*
 - i. *Being prepared for class with books and materials*
 - ii. *Completing assignments on-time*
 - iii. *Participating in class discussion, lectures, activities*
 - iv. *Being on time for school/class and consistent attendance.*
 - v. *Following all Academic Guidelines set by a teacher*
 - b. *Following Behavior Rules*
 - i. *Following SLE's*
 - ii. *Following the Christian Code of Conduct*
2. *Each student must fulfill the normal expectations of the Christian Code of Conduct, which include:*
 - a. *Showing respect and courtesy for persons and property at all times*
 - b. *Do not engage in a physical altercation*
 - c. *Observing ALL rules and regulations for health and safety*

- d. *Observing proper dress code*
- e. *Being responsible for all communications forwarded from both home to school and school to home.*
- f. *Not chewing gum on the school grounds*
- g. *No personal items may be brought to school of any nature except those items needed for class projects. If such items are found at school, they will be confiscated until the end of the school year.*

It is recommended that students refrain from bringing expensive items or excessive cash (more than \$5) to school. If it is necessary, monies and/or equipment should be left in the office upon arriving at school and retrieved at the end of the day. It is recognized that cell phones have become an item for child safety when not with an adult. Therefore, students can bring cell phones to school. Each homeroom teacher has a cell phone box and all cell phones are collected at the beginning of the school day and stored in the front office. Students on school property should never use cell phones even after school. Any student who needs to use the phone may call from the school's front office. Any student who fails to turn in his/her phone or uses it inappropriately will have it confiscated and only returned to his/her parents. A second violation will result in the phone being returned at the end of the year.

Behavior System for Grades K-4th

Families will be issued a copy of the classroom rules, the school rules, and consequence at the beginning of each school year.

Our Lady of Loretto has three types of warning slips, they are Academic, Conduct and Uniform Dress Code Violations. Verbal reminders will be given as necessary. Warning slips can be issued for continued or flagrant violation of rules. Each warning slip must be signed by a parent and returned to school promptly.

When three warning slips are issued to a student in a single trimester, the student must serve an after-school detention and may receive a "3" in conduct on his or her report card. A student may also receive a "3" in conduct on his or her report card if the student receives an automatic detention in any trimester. If a student's behavior is disruptive or generally unsatisfactory, the student may receive a "3" in conduct on his or her report card, even though the student did not receive three warning slips or an automatic detention.

After two detentions, a parent-teacher-student conference will be held in order to develop a school/home plan for behavior modification. Disciplinary follow-up will be discussed if further violations occur.

A student may be placed on probation for an agreed amount of time. All expectations will be clearly outlined. The student must meet these expectations in order to remain in the school.

Probation may be a requirement in order to return the following year.

Behavior System for Grades 5th-8th

The Middle School Teachers will be using a Demerit system.

In the Middle School Classes, teacher will use the demerit system for discipline. A student will earn a demerit for breaking class rules, school rules, choosing inappropriate behavior, or not being in dress code. A student can earn a pink slip prior to receiving demerits, as warranted by their behavior choice.

<i>1st consequence:</i>	<i>First Demerit</i>	<i>4th consequence:</i>	<i>Fourth Demerit</i>
<i>2nd consequence:</i>	<i>Second Demerit</i>	<i>5th consequence:</i>	<i>Fifth Demerit, White Slip, & Detention</i>
<i>3rd consequence:</i>	<i>Third Demerit (Student Letter Home)</i>		

***NOTE:** *Teachers and or Administration may call a parent to discuss a behavior problem at any time if a student's behavior is not controlled. There are actions that may get a student straight to a White Slip and Detention.*

When a student has received 5 demerits, they will get a 30-minute detention. Parents will be made aware of the student's detention by a White Slip, which must be signed and returned. For every day the write up is not returned with a parent signature, 15 minutes will be added to the detention. Teachers will run their own detentions.

Lockers

Students who do not behave at the lockers will be given three chances to correct their behavior. If a student is asked three times to correct their behavior, by any teacher at Our Lady of Loretto, at the locker, they will LOSE their locker privileges for one month.

Middle School Meetings

During each trimester, the middle school teachers will have a meeting where the middle school teachers will discuss the behaviors of the students in middle school grades.

At the end of each trimester student who have received:

- 0-4 total demerits will receive a 1 in Behavior*
- 5-15 total demerits will receive a 2 in Behavior*
- 16-25 total demerits will receive a 3 in Behavior*
- 26+ total demerits will receive a 4 in Behavior*

Warning slips are issued for a variety of offenses, which include but are not limited to:

- Rudeness, insubordination, or disrespect*

- *Vulgar, profane language*
- *Cheating on tests, homework, or class assignments*
- *Failing to bring necessary materials to class*
- *Tardiness to class*
- *Ignoring the uniform regulations*
- *Chewing gum on campus or school-sponsored field trips*

Immediate Detention, Suspension, or Expulsion

An immediate detention may be issued for certain disciplinary offenses at the discretion of the teacher or administration. An immediate suspension may be issued by the administration for a serious offense or the last in a series of offenses.

- *Disrespect or abuse, physical or verbal, to any administrator, teacher, staff member, student or other person at school or at a school-sponsored activity.*
- *Harassment of/or by students (See Appendix) inclusive of, but not limited to sexual harassment.*
- *Fighting between students, such as bullying, intimidation, or other threatening conduct.*
- *Verbal threats of any type made against a student or staff member*
- *Falsification or alteration of school records or interception of any communication between home and school (this includes the forging of notes from parents to the school)*
- *Vandalism*
- *Stealing another's property*
- *Possession or use of weapons, drugs, or alcohol*
- *Misuse of technology both during and afterschool hours*

Expulsions

In severe cases, a student's enrollment may be terminated without detentions or suspensions.

Searches

Lockers, desks, and textbooks are school property and are maintained by school authorities to protect the safety of all. Students are assigned the use of a textbooks, desk and/or locker, but have no proprietary right to either. Our Lady of Loretto School reserves the right to search any textbooks, locker or desk on suspicion of a threat to the health, welfare, and safety of others.

The school principal and other paid school staff have the right and duty to protect the health, welfare and safety of students against drugs, weapons, and other contraband materials. Student backpacks may also be searched when the health, welfare, or safety of students is in question.

Off-Campus Conduct

The administration of Our Lady of Loretto School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

Safe School Environment

Our Lady of Loretto School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (whether made seriously, jokingly, written, or online) face serious consequences such as detention, suspension and/or expulsion. Harassment of any type is not tolerated. The principal, faculty, and staff investigate all complaints of harassment. Students involved in harassing behavior face detention, suspension and/or expulsion. Engagement in online blogs or social media, such as, but not limited to: Facebook, Instagram, Snap Chat, Twitter, Club Penguin, etc., will result in disciplinary actions if the content of the student's remarks includes defamatory comments regarding the school, parish, faculty, staff, parents, or other students.

Disclaimer

The Administration and Staff of Our Lady of Loretto School shall reserve the right to take whatever action is necessary to protect the safety and welfare of all its students at all times. In individual cases, decisions will be made as equitably as possible.

Harassment Policy

In 1992, the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. In 1996, a supplement to that policy was added specifically focusing on student-to-student harassment. The policy serves as a tangible witness to the Catholic commitment to live, love, and respect as Jesus did.

The Archdiocese of San Francisco affirms the Christian dignity of every student. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect. Harassment that is severe, pervasive, and deliberate is unacceptable conduct. Harassment occurs when an individual is subjected to treatment in a school environment, which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, or gender. Harassment of any student by any other student is prohibited and will not be tolerated. The harassment policy also covers use of Internet messaging.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action, up to and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged

harasser may be sent home pending conclusion of the investigation by the school.

A complete copy of the comprehensive Policy Against Harassment, including the detailed policies on child abuse and student-to-student harassment is available in the principal's office. The harassment policy also covers use of Internet messaging.

Recess and Lunch Procedures

Children who bring lunch to school must have a bag or lunch box marked with their name on it. There are to be no glass-bottled drinks brought to school. Parents, who, on rare occasions, bring a child's lunch to school, should leave it labeled with the student's name and grade in the school office. NEVER GO DIRECTLY TO THE CLASSROOM. Before leaving home, the student should be instructed to come to the office at lunch time to pick up their delivered lunch.

Recess and Lunch Schedules

- *Morning Recess*
 - *Grades K-4*
 - *10:25 am – 10:45 am*
 - *Grades 5-8*
 - *9:43 am – 9:58 am*
- *Lunch*
 - *Grades K-4*
 - *Eat @ 12:10 pm*
 - *Play @ 12:30 pm*
 - *Grades 5-8*
 - *Eat @ 12:30 pm*
 - *Play @ 12:10 pm*
- *Afternoon Recess - Grades 1-3 ONLY - 2:10 pm*

Hot Lunch

Families can choose to buy a Hot Lunch for their students on Tuesdays, Wednesdays, and Thursdays during the school year. All details of the program will be forwarded to parents when the lunch program begins. Hot Lunch orders and payments are done online through SchoolSpeak and can be ordered up until 9:00 am the morning of. Our Hot Lunch Program cannot take IOUs.

Fast Food

Our Lady of Loretto has a policy that fast food lunches are not to be brought to school. We do understand busy schedules and occasionally needing to drop off your child's lunch.

- *We respectfully ask that no food from the following places be brought to school:*
 - *Burger King, McDonalds, Taco Bell, In'n'Out, Habit, Chick-fil-A, Panda Express, KFC, Hi Tech, Chipotle, & Jack in the Box.*
 - *If these lunches are brought to school then the student will then have to eat in the office.*
- *Acceptable commercial lunches will be accepted from:*
 - *Noah's Bagel, Subway, any Deli sandwich or salad*
- *Sodas, sugary drinks, morning coffees are not allowed at any time*

Emergency Cards and Health Information

Emergency Cards

Emergency Cards are the most important source of family information. All information on these cards must be filled out completely (both sides) and kept up-to-date. It is vital that the names, current addresses, and phone numbers of two people be kept up-to-date in case of an emergency, and the parents cannot be reached. These people should be informed that they have been listed as a student's emergency contacts. Please list someone in the Novato area who can respond quickly. Please notify the school immediately when a change of home address, phone, or contact person occurs.

Health Information

Each child must have a Health Record with information requested by the school. This Health Record includes:

- ***Immunizations***

- *Updated immunization records are required for each student. Lack of proper immunization will necessitate EXCLUSION from school until the proper verification is received:*
 - *All Kindergarten students and new students to First Grade.*
 - *Transfer students must submit a certified copy of their immunization record AT THE TIME OF REGISTRATION.*
 - *All sixth and seventh graders must present documentation of a current TDAP (whooping cough) immunization, prior to entry on the first day of school.*

- ***Kindergarten Physical***

- *All Kindergarten students must have their C.H.D.P. physical.*
- *A copy of the C.H.D.P. examination certificate must be handed to the school office by October 1st of the new school year.*
- *Failure to submit the Health Examination Certificate will result in excluding your child from school until documentation has been received.*

- ***Accepted Documentation***

- *Report of Health Examination for School Entry*
- *A physician-signed statement that your child has received school entry examination.*
- *The parent's copy of the C.H.D.P., PM 160 Form. Note: Verbal confirmation by parents cannot be accepted as documentation of the C.H.D.P. health examination or immunizations.*

- ***Medication: (Appendix B)***

- *CHILDREN MAY NOT CARRY ANY MEDICATIONS ON THEIR PERSON. If a child must have prescription medication during a school day, the following procedure is followed:*

- *A release signed by the doctor must be presented stating the nature of the medication.*
- *Day's dosage must be sealed, labeled, and have the child's name attached and kept in the school office.*
- *The child is to come to the office for medication.*
- *Non-prescription medication, such as Tylenol and others, must be provided by the parent and have a note from the parent with instructions for administration (dosage, time, and how much should be given). These medications should be kept in the office and will be administered from there. With written permission from a doctor, the student may carry certain acute emergency medicine.*

Lice Policy

The school will conduct lice checks three times a year—the beginning of school, after Christmas vacation and after Easter vacation.

On these days, students should not use any hair products (gel, mousse, spray, etc.)

If a child in the classroom is found to have lice or nits, his/her parents will be notified and the child will be sent home immediately for treatment. Students will be permitted to return to school when their heads are free of lice and nits. A parent notification letter will be sent home to all parents of students in the infected classroom.

If a parent discovers that his/her child does have lice or nits, the parent must notify the school office immediately. This notification will help prevent the spread of lice, as the school will then examine the other students in the child's classroom.

Child Abuse Reporting

Each teacher or principal is required by state law to report to the juvenile authorities any case of suspected child abuse. Children coming to school regularly without adequate snacks/lunches fall into the category of suspected abuse. A complete description of Child Abuse and Procedures can be found in the 2001 and Addendum 2003 Archdiocesan Policies and Procedures Regarding Child Abuse and Harassment. A copy is in the principal's office.

Service Hours

Service is the expression of a lived faith. The school provides opportunities to share with others less fortunate by daily mission collections, Thanksgiving donations, and share-care boxes during Lent, etc. Classes participate in outreach projects (e.g., visiting convalescent homes, Senior Luncheon, etc.) An active service program exists for all students from Second through Eighth to serve within the school community. Assigned services include: watering plants in the courtyard, delivering the Wednesday Windows, etc.

Opportunities for service are offered to both adults and students. Our parents generally choose the option of 30 hours of service. They set the best example to our students by their sustained involvement in serving the school's needs.

Student Hours

All Middle School students are expected to live their faith by fulfilling service hours, as part of their Religion grade. All Sixth, Seventh and Eighth grade students are expected to fulfill the following required service hours:

- *Sixth Grade10 hours*
- *Seventh Grade.....15 hours*
- *Eighth Grade.....20 hours*

The Administration and Mrs. Kincheloe are working on the restructure of our student service program.

Parent Volunteers

Volunteers are a support that is welcomed by the staff. Possible volunteer opportunities are posted on SchoolSpeak at the beginning of the school year and consistently through Wednesday Windows in order to obtain the needed help. All volunteering during the school day must sign-in on the clipboard located in the school office and wear a visitor's badge. (See Addendum D)

According to Archdiocesan Policy, all persons working with children must have a current Negative TB Test or Chest Ex-Ray (taken within the last three years). TB Test can be secured from your Doctor or the County Health Service. Documentation must be presented to the school office before a parent volunteers on the school grounds.

*County of Marin
Dept. of Health and Human Services
Post Office Building
910 D Street, Corner of 3rd&D
Downtown San Rafael (enter on 3rd Street)
T.B. Tests administered Tuesday and read Friday.
12:00 - 4:00PM*

According to law and Archdiocesan guidelines, all persons volunteering to be with students must complete the Shield the Vulnerable training online at www.shieldthevulnerable.org and have LiveScan fingerprints taken. Volunteers return their Shield the Vulnerable certificate to the school office, and take their LiveScan form to the Marin Sheriff Office at the Marin County Civic Center (1301 Civic Center Drive - from 101 take Civic Center Exit; Room 105 first floor) for Live Scan fingerprinting. Calling 499-7284 on Mon., Wed., and Fri., from 9AM to Noon and 1:30 - 4PM, can make appointments. Fingerprinting can also be done at the UPS Store on 7th Street in Novato.

Parents are expected to volunteer and become involved in the various support, fundraising, and social events throughout the school year. A record of volunteer hours will be
Our Lady of Loretto School 2016-2017 Family Handbook

maintained and audited each trimester. Family Service hours can now be recorded online via SchoolSpeak.

Parent Drivers

If a parent plans to volunteer to drive for school outings or on class field trips, the school office must have current copies of the following:

- 1. Drivers License (Unrestricted)*
- 2. Declaration page of your auto insurance (Minimum \$300,000 in liability coverage)*
- 3. A copy of your Vehicle Registration*
- 4. Shield the Vulnerable training*
- 5. LiveScan fingerprinting*
- 6. TB Test*

It is important if you have previously submitted these items, to review the expiration date, as we need THE CURRENT DATES FOR ALL OF THE ITEMS. Note: Drivers must be 21 years of age.

Parents may not stop for any reason whatsoever in transit to a field trip or upon returning from a field trip. Parents must take the students assigned to their car and may not ask to exchange students going or returning from a field trip.

Traditions

Birthdays

Birthday Celebrations

The teacher should be contacted prior to your child's birthday. Usually, a treat is brought to the office area and sent for by the teacher at an appropriate time. We sincerely ask that you consider healthy treats and any allergies student may have. Birthday Invitations may not be passed out at school unless the entire class is invited. We do not allow bouquets, gifts, balloons, etc. of any kind being sent to students from the parents or others (including other students) during the day. If an item is delivered to school, it will be held in the school office until the end of the day.

Birthday Book Program

In order to encourage the importance of reading, to foster the spirit of giving through donation, and to maintain an up-to-date book supply, Our Lady of Loretto has established a Birthday Book Club. An application form is sent out to all families requesting a donation. With these funds, the librarian purchases books for the Library to keep our collection current and reflect curriculum needs. Students then have the opportunity to choose a book from this collection during the month of their birthday. A bookplate is placed in the book thanking your child and the student is the first to check out the book. When the book is returned, it is placed into circulation for others to enjoy. Students with summer birthdays choose their

books during the school year.

Morning Assembly

Each day, the Student Council officers lead a Morning Assembly, which includes a prayer, the Pledge of Allegiance, and announcements. On Mondays, the students sing "God Bless America." All are welcome to join us but we ask that you are respectful and reverent by being quiet. We also ask that you respect each teacher and allow them to start their with the students and not interrupt them during or after morning assembly

Student of the Month

Students are recognized on a monthly basis for particular school-wide virtues (C.H.R.I.S.T.) or talents that are promoted and encouraged. Our goal is the foster the students and their living our Student Learning Expectations (CHRIST),

Liturgies

Student body liturgies are held on a monthly basis and on Holy Days. Parents are always invited and encouraged to attend these liturgies. All students must be in full dress uniform for all liturgies.

Other Liturgical Celebrations

The Sacrament of Reconciliation is held during the school day during the season of Advent and Lent. While the school sees the importance of meaningful communal experiences for the Sacrament of Reconciliation, parents are always encouraged and expected to provide further opportunities beyond Advent and Lent.

School Families

Our Lady of Loretto has School Families. Each student is placed in a family that is lead by our 8th graders. Once a month we have a "school family" activity that is centered on the month's or religious seasons.

Class Buddies

Our Lady of Loretto has Class Buddies. Middle School students are buddied with a primary student. Buddy classes are TK, Kinder and 7th, 1st and 8th, and 2nd and 6th.

Charity POD Days

Each month a class picks a charity to honor and then students pay \$2.00-\$5.00 to receive POD Dress.

Mission Money

During Advent or Lent, money is collected on a daily basis for the Holy Childhood Association (HCA). Donation boxes are distributed to all the students. We encourage families to help foster the giving of donations to help those who are less fortunate.

Walk to School

Each month the Run Walk Club sponsors a Walk to School Day with a fun theme. All students, parents, and staff who wish to walk to school meet at the corner of Grant and Sherman in downtown Novato at 7:30 am on a designated Wednesday of each month. These are on the school calendar on SchoolSpeak.

2nd Grade Sacramental Celebrations

In Second Grade, the preparation of students for the Sacraments of Reconciliation and Eucharist is a part of the regular classroom Religion class throughout the year. Parents are asked to attend evening meetings related to these two sacraments. A Sacramental preparation fee (\$75.00) is charged to cover the cost of two Sacramental books, certificates, and other items prepared for the Sacramental liturgies.

8th Grade Graduation Celebrations

A graduation fee (\$75.00) is charged and collected in the beginning of the year to cover the expense of graduation ceremonies. All tuition and monies owed, such as library fines and office charges, must be paid in full before students can participate in any graduation activities (field trips, dinner dance, Mass, breakfast and ceremony.).

Pictures and Videos

School Pictures

A photography company provides its services for these annual pictures. The picture day is early in the school year, and pictures are distributed to each family before Christmas. A prepaid envelope is distributed to each family prior to picture day, and each child must return an envelope on picture day indicating their purchase selection. Although parents are under no obligation to buy, EVERY STUDENT must have pictures taken (free of charge for the class composite).

Graduation Pictures

These are taken by a photography company in late fall. Although, each student has his/her picture taken for the class composite, families are not required to make a purchase.

First Holy Communion

A photography company takes these on the day of the event. Although all students have their picture taken as a class group, the purchase of these pictures are optional. Parents may also opt to have individual pictures taken.

Disaster Preparation

The Disaster Preparation forms are distributed at the beginning of each school year and must be returned ASAP. These disaster forms must be kept up to date. At the time of a disaster, students will only be released to the parents or persons listed on these forms. Our Lady of Loretto School has made plans for supervising children for up to 72 hours with all supplies stored in a shed on the school grounds. Teachers have some additional emergency equipment in backpacks located in each classroom.

Emergency Procedures

In the case of an emergency, it is the responsibility of the school administration to assess the condition locally. Should an emergency occur, the students will be released only to parents or the persons listed on the Disaster Form. Any adult other than the child's parent MUST have a photo ID before the child will be released to them. Parents should park adjacent to the school or in designated parking spaces between the Church and School building and walk to the CHECK OUT area. School personnel will be at the location in order to monitor sign out procedures.

Fire Drills

Fire drills are held monthly. Students are instructed on safe procedures for evacuation of the school building. Evacuation routes for both fire drills and disasters are posted in each classroom.

Earthquake Drills

Regular earthquake drills are held for students. These include DUCK AND COVER DRILLS where students are instructed to take cover under a table or desk and cover their heads. Upon receiving a command, students are instructed to exit the building, with their emergency kits, and assemble in the assigned areas for roll call.

School Closures

If a situation warrants, the principal, in consultation with the pastor, will order the closure of the school. The school will send out notification through SchoolReach. Please make sure that your mobile number is entered into SchoolSpeak.

The following are other ways to determine if OLL will be closed due to weather or other emergency:

- 1. If you hear on the news that the Novato Unified School District schools are closed because of weather or other natural disaster, realize that OLL is also closed. We will always close when they close.*
- 2. Access the Marin County web page at:
www.mcoeweb.marin.k12.ca.us/emereprep/update/html. School closures, including OLL, will be listed.*
- 3. You can access the Novato Unified School District Information number, at 415-897-4201. It will provide school closure information. You may also access radio station 530 AM. They will also announce the Novato Unified School District closure information.*
- 4. If at all possible, when closure is in effect, we will have the information on our answering machine here at school. Our phone system will continue to work even in a power failure.*
- 5. In the event there is no electricity or telephones, the radio may be the sole source of school closure information. Remember to keep fresh batteries in your radio!*

Parent – Teacher Guild (PTG)

All parents of children attending Our Lady of Loretto School are members of the Parent-Teacher Guild (PTG). The purpose of our PTG is: (1) to promote Catholic Education at OLL, (2) to generate financial support for the school, (3) to provide a volunteer network for our school, (4) to foster Christian values and sociability among our members, and (5) to provide a forum of exchange for parents with school administration.

Annual Fee

There is an annual fee of \$50 for PTG dues assessed to each family at the time of registration. The PTG holds several annual fundraiser events. The school Auction raises the largest amount of funds. Your monetary and physical support of our PTG helps maintain its effectiveness in our Parish and School community.

Annual Events

- *Christmas Luncheon (the first Friday in December)*
- *School Auction*
- *Jog-a-thon*
- *Father Daughter Dance*
- *Movie Night*
- *Sock Hop*

Meetings

Full membership meetings are held 2 times a year to inform the parent body of all school updates, PTG events, and volunteer opportunities. At these meetings we try to provide speakers on topics of interest to us as parents. It is imperative for parents to attend.

Room Parents

One to two parents are selected to be room parents for each grade. These are extremely important volunteers who help the teacher in the organization of many of the class activities which will include, but are not limited to: field trip organization, Auction & Christmas Luncheon projects, and class parties. Classroom parties may be held for Christmas and Valentine's Day. Room parents need to contact the classroom teacher, so that they are fully aware of what the teacher would like to plan for their class. The PTG has an annual allowance for each class. Please note that all PTG expenditures need to be pre-approved, and check requests with attached receipts must be turned in within two weeks of the purchase. The PTG appoints a coordinator of room parents, and each grade should feel free to contact the coordinator any time if they should have any questions.

Keane Care

Our Lady of Loretto School's extended care is offered by the school under a program called MONSIGNOR KEANE EXTENDED CARE (Keane Care) and the supervisors of Keane Care are school employees. The school rules regarding behavior remain in effect at Keane Care. Keane Care is offered before school, starting at 6:30am. After school, Keane Care begins at 2:00pm for Kindergartners and 3:00pm for grades 1-8. Keane Care closes at 6:00pm. On minimum days, Keane Care is available for all grades starting at 12:30pm

Director of Keane Care

Teresa Loberg

415-898-5877

keanecare@ollnovato.org

Keane Care Hours

Morning Keane Care 6:30 am

Afternoon Keane Care is open until 6:00 pm

Admissions

Keane Care is open to all OLL students. However, a student may be suspended from Keane Care for behavioral or financial reasons. All students should be registered for the service. Registration and emergency forms must be completed and filed before the child's first day at Keane Care. All "drop in" students will be charged a higher fee.

Students who are not registered for Keane Care, whose parents are late for pick-up, and have not called the school, will be charged a \$10.00 fee in addition to the per-hour rate for the student's attendance.

Supply Requirements

Each family is required to bring supplies as indicated on the Supply List in the registration packet. Families who fail to fulfill the supply requirement by the first day of school will be charged \$25.00. Families registering later in the year should bring supplies within two weeks.

Rates

There is a two-rate structure, a monthly rate or an hourly rate. A Keane Care Supervisor will sign in the children that are on the hourly-rate. Parents need to indicate time when signing out, and to swipe their child/children's card(s). Parents failing to do so, will be charged a full-day rate. When two parties share the Keane Care payment, a second copy of the statement will be provided. It is the parents' responsibility to decide what portion is being paid by whom.

Registration Fee \$125.00 **Hourly Rate** \$6.75 **Monthly Rate** \$300.00

No Notification Fee

Our Lady of Loretto School 2016-2017 Family Handbook

Please call (415) 898-5877 to arrange for Keane Care. A 24-hour notice is appreciated. Please phone the same number if a student will not be attending Keane Care when they are normally scheduled. Please do this by 1:30 pm on the day of the absence. There is a 1-hour (\$4.50) "No Notification Charge" when parents fail to notify Keane Care that their child is NOT coming on a scheduled day, or IS coming on a non-scheduled day. Students who remain in the schoolyard 15 minutes after dismissal will be signed into Keane Care. Parents will be billed accordingly.

Late Pick-Up Fee

Keane Care closes at 6:00p.m. If a parent is late, a supervisor will stay with the child until the parent arrives. AFTER 6:00P.M. THE CHARGE IS \$1.00 PER MINUTE PER CHILD. If there is a catastrophe (such as the closing of the Golden Gate Bridge) this fee may be waived.

Late Account Fees

Accounts in arrears for more than 30 days will be assessed a \$20.00 late fee per month. Services are rendered before payment; so late payments are a financial hardship on the school. Accounts that are 60 days in arrears will result in the student(s) being suspended from Keane Care until the account is brought current. Monthly statements are sent home in the Wednesday Windows on the first Wednesday of the month.

**2016-2017 Monsignor Keane
Extended Care Registration**

Student's Name *Grade in the fall*

Student's Name *Grade in the fall*

Student's Name *Grade in the fall*

Mother's Name *Daytime Phone #* *Cell Phone #*

Mother's Address *Home Phone #*

Father's Name *Daytime Phone #* *Cell Phone #*

Father's Address *Home Phone #*

Anticipated Care Hours

	A.M	P.M	
<u>Mon.</u>			<i>Keane Care Hours of Operation</i> <u>6:30-8:00 AM AND</u>
<u>Tues.</u>			<i>School Dismissal until</i>
<u>Wed.</u>			<i>6:00 PM each day school</i>
<u>Thurs.</u>			<i>is in session.</i>
<u>Fri.</u>			

FAMILY REGISTRATION FEE - \$125.00 ck# date pd. Amount \$_____

AFTER WEDNESDAY, JUNE 22, 2016-LATE REGISTRATION FEE FOR RETURNING FAMILIES IS \$150.00.
Please make check payable to OLL-Keane Care. Thank you!

Keane Care Contract 2016-2017

The following child/children will be attending Monsignor Keane Extended Care for the 2016-2017 school year:

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

I, _____ (print parent name), agree to pay \$6.75 per hour (per child) for my child/children to attend Monsignor Keane Extended Care, with no child's monthly charge to exceed \$300.00

_____ (parent signature).

Please return this contract with a non-refundable registration check for \$125.00 to either the Our Lady of Loretto School Office or Keane Care Office by Wednesday, June 22, 2016 to secure a spot for your child/children to attend Keane Care in the fall. One registration fee per family. **Please make check payable to:**

OLL-KEANE CARE or Our Lady of Loretto School

My child/children will attend:

___ Mornings Only ___ Minimum Days Only ___ Afternoons Only

___ Combination of all of the above

Any contract received after the first day of school will be subject to paying the late registration fee of \$150.00. Please direct any questions to Teresa Loberg, Director, at 415-898-5877 or keanecare@ollnovato.org.

___ Check# \$ ___ Date received

___ EF ___ RegF ___ HWC ___ 2 photos ___ supl

ADMISSIONS POLICY

Our Lady of Loretto School admits students of any race, color, national origin, or age (in accordance with the law) to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, or ethnic origin in the administration of its educational policies, athletic program, and other school-administered programs. Our Lady of Loretto School gives first preference in admission to those with brothers and sisters currently enrolled in the school; second, to Catholic students currently registered in the parish; third, to students transferring from another Catholic school and to Catholic students registered in St. Anthony's Parish and adjacent parishes; fourth, to non-Catholics.

New Admissions

Starting in October the school offers tours, which will briefly visit each classroom, as well as the student areas of campus. Part of the tour is a meeting with the principal for questions and answers about the school and its programs. Everyone who comes for a school tour will receive an application folder.

All new families must fill out an application before any admission procedures can begin this included the application fee (\$100.00).

- *For the Kindergarten:*
 - *Age requirement is 5 years old before September 1st*
 - *We offer a Transitional Kindergarten for those students whose birthdays fall between September 1st – December 1st.*
 - *Students will be assessed in order to determine Kindergarten readiness.*
- *Students in Grades 1-2*
 - *are assessed individually by a teacher*
 - *copies of school records are submitted with their application and reviewed by the administration.*
- *Students in Grades 3-7*
 - *records and standardized test scores are reviewed,*
 - *a shadow day is scheduled for the student to participate in daily academics*
 - *an interview with the principal takes place.*

In general, students entering Eighth Grade are not accepted, unless there are unusual circumstances, such as a family moving from outside the area.

*The following items are required to complete **TK and Kindergarten registration**:*

- *Baptismal Certificate*
- *Birth Certificate*
- *Immunization Records*

- *Registration Fee: non-refundable*
- *Application Fee: non-refundable*
- *Kindergarten readiness*

*The following items are required to complete **Grades 1-8 registration**:*

- *Report Cards from previous years*
- *Sacramental Records*
- *Copy of Birth Certificate*
- *Immunization Records*
- *Registration Fee: non-refundable*
- *Application Fee: non-refundable*
- *Individual Educational Plan (IEP) or any other testing documents that is relevant.*

An official acceptance letter is sent from the office and a contract is enclosed, which should be returned with the registration payment. Upon the receipt of the signed contract and the registration fee, the new student is officially enrolled.

Right to Amend:

Our Lady of Loretto School reserves the right to amend this Handbook. Teachers and staff will be notified of any changes.

Appendix

Appendix A – Code of Christian Conduct

Covering Students and Parents/Guardians

The best interests of our students to receive a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the parents/guardians and students shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

2. Students and parents/guardians may respectfully express their concerns about the school operations and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.

3. These expectations for students and parents/guardians include, but are not limited to all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish school activities).

A copy of this policy is mailed to each home and must be signed and returned before the beginning of the new academic year.

Appendix B – Administration of Medicine by School Personnel

Physician's Statement

IF POSSIBLE PLEASE SCHEDULE MEDICATION OUTSIDE OF THE SCHOOL HOUR

Name of pupil _____ Gr. _____ Date of Birth ____/____/____

Address _____ Telephone _____

Condition for which medication is to be given _____

Name of medication _____

Method of administration: Oral _____ Inhalator _____ Injection _____ Other _____

Dose _____ Schedule of doses _____

The medication is to be continued as above until _____

Precautions advised _____

Possible reactions to medication _____

Actions to be taken in case of reaction to medication _____

Check one below:

____ I give this pupil permission to self administer the above medication

____ I authorize designated school personnel to administer the above medication.

Print name, address, and telephone of physician or use stamp

_____ Stamp Here

Signature of physician

Date

Administration of Medicine by School Personnel

Waiver and Release from Liability

ONE MEDICATION PER FORM PLEASE - Return completed form to School Office

The undersigned hereby requests _____ School to assist in the matters set forth in the above Physician's statement.

Name of Parent or Guardian _____

Telephone where a parent/guardian can be reached during the school day

_____ *Cell* _____ *Work*

Language(s) used at home _____

I will notify the Principal of the school immediately if there is a change in my child's medication schedule, or if the physician prescribing the medication is no longer providing health care for my child.

I understand it is my responsibility to send the medication to school in the original pharmacy container including the child's name and the doctor's instructions.

Check one below:

I give _____ permission to self-administer the above referenced medication.

I authorize designated school personnel to administer this medication.

I understand that _____ School reserves the right to discontinue its involvement in the above referenced administration of medicine.

I understand that _____ is not legally obligated to store or administer medication for students. Therefore, in consideration for the above referenced arrangements, the undersigned does hereby release and discharge the Archdiocese of San Francisco, its constituent organizations, including, but not limited to _____ parish/school and their officers, agents and employees, from any and all claims for personal injuries or property damage that I or my child may suffer as a result of this arrangement whether or not such injuries or damage are caused by the negligence (whether active or passive) of any of the entities or individuals named or described above.

Signature of Parent or Guardian

Date

Appendix C – Service Hours

We would like to continue to make Our Lady of Loretto School the best it can be while keeping it affordable. In joining what all other Catholic elementary schools have done in the past, Our Lady of Loretto will implement a mandatory service hour program in keeping with your registration responsibilities. Your active involvement in OLL School & Parish will ensure that important service activities and fundraising will continue at necessary levels.

Included in this handbook are pages of activities and projects that need your support and special talents. There's a way for everyone to participate. Your children will appreciate your special efforts, as always, on their behalf.

SERVICE HOUR GUIDELINES

- 1. The service hour requirement is 30 hours per family for the Participating Tuition Plan.*
- 2. Hours must be performed in service to OLL School or OLL Parish. A list of some of the approved activities is included in this handbook.*
- 3. Families who are unable to meet the service hour commitment may elect the Non-Participating Tuition Plan. (Please refer to your tuition contract)*
- 4. The service hour year starts June 2016.*
- 5. There is a Service Hours Coordinator who will report to the Principal of the school. All questions and clarifications regarding the Service Hours Program should be directed to the Service Hours Coordinator.*
- 6. Any adult member of a family can earn service hours for the family.*
- 7. Excess service hours cannot be carried over to the following school year.*
- 8. Excess service hours cannot be transferred to another family.*
- 9. Families are responsible to track their own service hours and report them at least trimesters.*
- 10. Families can report their hours on SchoolSpeak.*
- 11. The Service Hours Coordinator will prepare a status letter for each family periodically, however, it is each family's responsibility to budget and record their hours so they are completed by the above deadline.*

12. *It is possible for new areas of participation for service hours to be added at any time with the approval of the PTG Board and the principal.*
13. *Any paid position held within the school or parish will not be counted towards the Service Hours Program.*
14. *Service Hours Guidelines may be amended annually with the new guidelines to be initiated in the following Service Hours Year.*

POLICY FOR DELIQUENT SERVICE HOURS

1. *Half of your service hours should be completed by January 15th. You will receive a letter reminding you of the events occurring in the spring which can be used towards your service hours requirement.*
2. *If, at the end of the school term, the balance of your 30-hour service obligation is not completed, you will be required to register under the Non-Participating Tuition Plan the following year. The principal will inform the Business Manager to make the change in collections.*

Appendix D – Student Permission Slip

THE ARCHDIOCESE OF SAN FRANCISCO

PARENTAL PERMISSION FORM

ACTIVITY (Describe in detail, including time, place and transportation): _____

CHILD'S NAME: _____

ADDRESS (Street, City, Zip): _____

HOME PHONE: (_____) _____

SCHOOL: _____ **PARISH:** _____ **GRADE:** _____

BIRTHDATE: _____

PARENT/GUARDIAN'S NAME: _____

ADDRESS (Street, City, Zip): _____

HOME PHONE: (_____) _____ **WORK PHONE:** (_____) _____

PERSON (S) (OTHER THAN PARENT/GUARDIAN) TO NOTIFY IN CASE OF EMERGENCY:

NAME: _____ **PHONE:** (_____) _____

I, the parent/guardian of the above-named child, hereby give my permission for his/her participation in the activity named above. I agree to direct my child to cooperate and conform with the directions and instructions of the parish, school, or Archdiocesan personnel responsible for the activity.

I agree, to the extent permitted by law, that in the event my child is injured as a result of his/her participation in the above-named activity, including, but not limited to, transportation to and from the activity, whether or not caused by the negligence (active or passive) of the parish/school or Archdiocesan youth activities program, or any of its agents or employees, resource for the payment of any resulting hospital, medical, or related costs and expenses will first be had against any accident, hospital or medical insurance, or any available benefit plan of mine or of my spouse.

I am not aware of any medical condition of my child, which would render it inappropriate for him/her to participate in any such activity.

I hereby give permission to the physician selected by the youth activities supervisory personnel then present to render medical treatment deemed necessary and appropriate by the physician.

Further, I hereby waive any and all rights to, or compensation for, any photographs, videotapes, motion pictures, recordings, or any other record of this event or activity, which may be made by the Archbishop/Parish/School/Agency and affiliate organizations.

PARENT/GUARDIAN'S SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN'S SIGNATURE: _____ **DATE:** _____

While being sensitive to single-parent situations and possible embarrassment to the children, signature of both parents should be obtained when possible.

Parental and Student Agreement

I (we) have read the Parent/Student Handbook, have discussed its contents with my child/children and agree to be governed by:

- the policies and procedures of Our Lady of Loretto 2016-2017 Family Handbook***
- the policies and procedures of the Keane Care Program section of the Parent & Student Handbook***
- the Code of Christian Conduct. (Appendix A)***

<i>Family Name</i>	_____	
<i>Parent/Guardian Signature</i>	_____	_____
		<i>Date</i>
<i>Parent/Guardian Signature</i>	_____	_____
		<i>Date</i>
<i>Student(s) Signature:</i>	_____	_____
		<i>Grade</i>
	_____	_____
		<i>Grade</i>
	_____	_____
		<i>Grade</i>
	_____	_____
		<i>Grade</i>
	_____	_____
		<i>Grade</i>

Please sign and return this form to the classroom teacher no later than Friday, September 30.