



**Our Lady of the Assumption  
Catholic School**

*established in 1951*

# **Parent/Student Handbook**

**2011-2012**

1320 Hearst Drive NE

Atlanta, Georgia 30319

404-364-1902 • 404-364-1914 (fax)

[www.olaschool.org](http://www.olaschool.org)

*Our Lady of the Assumption Catholic School seeks to create a nurturing environment grounded in the Catholic faith, which provides for the spiritual and academic development of each child.*

The *Our Lady of the Assumption Catholic School Parent/Student Handbook* is a contract between the parents and the school. It states the mission, philosophy, and beliefs of the school as well as outlines the rules, regulations, and policies. It is very important for both parents and students to be aware of the information and to be supportive of the guidelines stated.

**Although the handbook attempts to be all-inclusive, it is impossible to foresee all circumstances. Therefore, the school administration or the school reserves the right to amend the handbook at any time. The school community will be notified of any changes in writing.**

All parents and students are required to sign a handbook contract to signify their understanding and acceptance of the policies, rules, and regulations contained in the *Our Lady of the Assumption Catholic School Parent/Student Handbook*.

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# OLA CATHOLIC CHURCH

1350 Hearst Drive NE • Atlanta, Georgia 30319

404-261-7181 • [www.olachurch.org](http://www.olachurch.org)

*For parish-run programs, including Cherub Choir, Boy/Girl Scouts, Basketball/Soccer/Volleyball, and Youth Group please contact the church office.*

**PARISH OFFICE: 404-261-7181      [www.olachurch.org](http://www.olachurch.org)**

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## OLACS PRAYER CHAIN

If you would like to be added to the OLACS Prayer Chain list  
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# TABLE OF CONTENTS

<b>Right to Amend this Handbook</b>	<b>12</b>
<b>Archdiocesan Compliance</b>	<b>12</b>
<b>Mission &amp; Philosophy</b>	<b>12</b>
<i>Staff Beliefs</i>	12
<i>Religion Program</i>	12
Non-Catholic Students	13
<b>History of OLA Catholic School</b>	<b>13</b>
<b>School Structure</b>	<b>14</b>
<i>Accreditation</i>	14
<i>Administrative Team</i>	15
<i>Advisory Council</i>	15
<i>Conflict of Interest</i>	15
<i>Home &amp; School Association (HSA)</i>	16
<i>Memberships</i>	16
<b>Academic Policies</b>	<b>16</b>
<i>Types of Academic Fraud</i>	17
<i>Consequences of Academic Fraud</i>	17
<i>Academic Probation</i>	17
<i>Alternative Educational Placement</i>	17
<i>Attendance</i>	17
<i>Promotion</i>	18
<b>Annual Fund</b>	<b>18</b>
<i>GRACE Scholarship Program</i>	18
<i>Making Donations</i>	18
<i>Development Office</i>	18
<b>Attendance</b>	<b>19</b>
<i>Absences</i>	19
Absence Notes	19
Absence Due to Vacation	19
<i>Tardiness</i>	20
<i>Early Dismissal</i>	20
<i>Sign In/Sign Out</i>	20
<i>Emergency Release</i>	21
<i>Make-Up Work</i>	21
<i>Requests for Homework</i>	21
<b>Awards and Honors</b>	<b>21</b>
<i>St. Peter Chanel (Grades PK-8)</i>	22
<i>Honor Roll (Grades 6-8)</i>	22
<i>National Junior Honor Society (Grades 7-8)</i>	22
<i>National Physical Fitness Award (Grades 4 - 8)</i>	23
<i>Presidential Physical Fitness Award (Grades 4 - 8)</i>	23
<i>Dr. Joan Tiernan Theater Award (Grade 8)</i>	23
<i>Presidential Academic Excellence Award (Grade 8)</i>	23
<i>Outstanding Christian Response Award (Grade 8)</i>	24
<i>Sisters of Mercy Award (Grade 8)</i>	24
<i>Society of Mary Award (Grade 8)</i>	24

<b>Carpool</b>	<b>24</b>
<i>NO Cell Phones</i>	24
<i>Traffic Pattern</i>	24
<i>Morning Drop-Off</i>	24
<i>Unloading Zone</i>	24
<i>Arrival Times</i>	25
<i>Safety Regulations</i>	25
<i>Afternoon Dismissal</i>	25
<i>Loading Zone</i>	25
<i>Dismissal Times</i>	25
<i>Arriving for Afternoon Carpool: Pre-K</i>	26
<i>Arriving for Afternoon Carpool: K-8</i>	26
<i>Display of Names</i>	27
<i>Safety Regulations</i>	27
<i>Missing Students/Missing Items</i>	27
<i>Carpool Cut-Off</i>	28
<i>Group Pick-Up/Special Circumstances</i>	28
<i>Walkers</i>	28
Definition	28
Requirements	28
Procedures	28
Chaperones	28
One-day Walkers	29
Inclement Weather	29
Dogs	29
<b>Channels of Communication</b>	<b>29</b>
<i>Grievances</i>	29
<i>From School to Home</i>	29
Renweb	29
Calendar	30
Calling System	30
Classroom Newsletter/Communication	30
Directory	30
Email Blast	30
“Good News” Weekly Newsletter	30
Handbook	30
Middle School Buzz	31
Parent-Teacher Conferences	31
Progress Reports (Grades 2-8)	31
Report Cards	31
Thursday Folder	31
Website	32
<i>From Home to School</i>	32
Administrative Open-Door Policy	32
Classroom Communications	32
Email	32
Teacher Conferences	32
Voicemail	33
Written Correspondence	33
<b>Class Acts</b>	<b>33</b>

<b>Clinic</b>	<b>33</b>
<i>Allergy Action Plan</i>	33
<i>Clinic Procedures</i>	33
<i>Student Emergency Care Forms</i>	34
<i>Illness</i>	34
Contagious Illnesses	34
Lice	34
When to keep your child home	35
Returning to school following illness	35
Absence Notes	35
<i>Immunizations</i>	35
Exemptions	35
Requirements	36
<i>Injury/Accident Reports</i>	36
<i>Medication</i>	36
Procedures	36
Epi-Pens	37
Inhalers	37
Non-Prescription Medication	38
Prescription Medication	38
<i>New Student Physicals</i>	38
<b>Code of Conduct</b>	<b>39</b>
<i>General School Rules</i>	39
<i>Displays of affection</i>	39
<i>Off-Campus Behavior</i>	40
<i>Search and Seizure</i>	40
<i>Serious Offenses</i>	40
<i>Use of Electronic Devices</i>	41
<i>Vandalism</i>	41
<b>Consequences for the Infraction of Rules</b>	<b>41</b>
<i>Citations</i>	41
<i>Detention</i>	42
<i>Accumulation of Citation Points</i>	42
<i>Probation/Suspension/Expulsion</i>	43
<b>Citation Point Guidelines: PK – 2nd Grade</b>	<b>44</b>
<b>Citation Point Guidelines: 3rd – 5th Grade</b>	<b>45</b>
<b>Citation Point Guidelines: 6th – 8th Grade</b>	<b>46</b>
<b>Computer, iPad, and Internet Acceptable Use Policies</b>	<b>47</b>
<i>Internet Terms, Conditions, and Regulations</i>	48
<i>General School Internet Policies</i>	48
Acceptable Use	49
Unacceptable Use	49
Vandalism	49
Privileges	49
Copyright	50
<i>Other Computer Policies</i>	50
<i>iPad Acceptable Use Policy &amp; Pledge</i>	50
Goals for Student Users	50
Equipment	51
Substitution of Equipment	51

Customization of Equipment	51
Printing at School and Home	51
Home Internet Access	51
Damage or Loss of Equipment	51
Network Etiquette and Privacy	52
Acknowledgement	52
<b>Contacting Students During School Hours</b>	<b>53</b>
<i>Lunch</i>	53
<i>Item Drop-Off</i>	54
<b>Dress Code</b>	<b>54</b>
<i>Out-of-Uniform Dress Code</i>	54
<i>Personal Appearance Policy</i>	55
Inappropriate Attire	55
Hairstyles	55
Makeup / Jewelry / Shoes / Socks / Outerwear	55
<i>Concert Attire</i>	56
<i>Field Day</i>	56
<i>Uniform Requirements</i>	56
<i>Effective Dates</i>	56
<i>Pre-K Students</i>	57
<i>Boy's Uniform: Grades K–5</i>	57
<i>Boy's Uniform: Grades 6–8</i>	58
<i>Girl's Uniform: Grades K–5</i>	59
<i>Girl's Uniform: Grades 6–8</i>	60
<i>PE Uniforms: Grades 4 – 8</i>	61
<b>Emergency School Closing</b>	<b>61</b>
<i>Channels of Communication</i>	62
<i>Emergency/Disaster/Unexpected Circumstances</i>	62
<i>Extended Care Program</i>	62
<i>Student Pick-Up</i>	62
<b>Enrollment</b>	<b>62</b>
<i>Admissions Statement</i>	62
<i>Admission Guidelines</i>	63
<i>Priority Guidelines</i>	63
<i>Probationary Period</i>	64
<i>Continuing Enrollment</i>	64
<i>Withdrawal of Student</i>	64
<b>Extended Care Program (ECP)</b>	<b>65</b>
<b>Family Custodial Situations</b>	<b>65</b>
<i>Court Decrees</i>	65
<i>Cooperation Between Parents</i>	66
<i>Separation</i>	66
<i>Divorce</i>	66
<i>Parent-Teacher Conferences</i>	66
<i>Student Records</i>	66
<b>Family Responsibilities</b>	<b>67</b>
<i>Parent Responsibilities</i>	67
<i>Student Responsibilities</i>	67
<i>Exhibiting a Positive Attitude</i>	67
<i>Problem Resolution</i>	67

<i>Temporary Caretakers</i>	67
<i>Updating Records</i>	68
<b>Field Trips</b>	<b>68</b>
<i>Attendance</i>	68
<i>Chaperones</i>	68
<i>Dress Code</i>	69
<i>Illness or Accident</i>	69
<i>Overnight Retreats</i>	69
<i>Permission Slips</i>	69
<i>Transportation</i>	70
<b>General School Policies</b>	<b>70</b>
<i>Prayers</i>	70
<i>Alcohol-Free Campus</i>	70
<i>Asbestos</i>	70
<i>Audio/Video Recording</i>	70
<i>Birthday Celebrations</i>	70
<i>Class Rosters</i>	71
<i>Classroom Parties</i>	71
<i>Deliveries to Students</i>	71
<i>Door-to-Door Solicitation</i>	71
<i>ECP Registration</i>	71
<i>Gift Giving to Faculty and Staff</i>	71
<i>Graduation</i>	71
<i>Inclement Weather</i>	72
<i>Indoor Recess</i>	72
<i>Instructional Program</i>	72
<i>Item Drop-Off</i>	72
<i>Party Invitations</i>	72
<i>Permission to Publish in Literary Magazine</i>	72
<i>Playground</i>	72
<i>Right to Privacy</i>	72
<i>Smoke-Free Campus</i>	73
<i>Teacher Certification</i>	73
<i>Textbook Policy</i>	73
<i>Tutoring</i>	73
<i>Use of Directory Information</i>	73
<i>Use of Grounds</i>	73
<i>Use of School Name, School Logo, and School Motto</i>	74
<i>Yearbooks</i>	74
<b>Grading</b>	<b>74</b>
<i>Grading Scale: PK through 1<sup>st</sup> Grade</i>	74
<i>Grading Scale: 2<sup>nd</sup> through 8<sup>th</sup> Grade</i>	74
<i>Assessment for Specials</i>	75
<b>Harrassment/Bullying</b>	<b>75</b>
<b>Homework</b>	<b>76</b>
<b>Lunch</b>	<b>78</b>
<i>Food Allergies</i>	78
<i>Visitors</i>	78
<b>Media Center</b>	<b>78</b>
<i>Media Center Policies</i>	79

Check-Out	79
Internet Use	79
Lost or Damaged Materials	79
Overdue Materials	79
<b>Safety Procedures</b>	<b>80</b>
<i>Background Investigation Reports for Volunteers and Employees</i>	80
<i>Drills</i>	80
<i>Emergency Situations</i>	80
<i>“Safe Environment”</i>	81
<i>Student Emergency Care Form</i>	81
<i>Student Visitors</i>	81
<i>Visitors to Campus</i>	81
<b>Standardized Tests</b>	<b>82</b>
<b>Student Activities</b>	<b>82</b>
<b>Supervision of Students</b>	<b>84</b>
<i>Before School/Early Bird Care</i>	84
<i>Late Carpool</i>	84
<i>Home &amp; School Activities</i>	84
<i>Non School-Sponsored Activities</i>	84
<b>Support Services</b>	<b>85</b>
<i>Academic Support Teacher</i>	85
<i>Confidential Information</i>	85
<i>MAC Program</i>	85
<i>Pyscho-Educational Evaluations</i>	86
<i>School Counseling Program</i>	86
<i>Student Support Team</i>	86
<b>Transcripts/Student Records</b>	<b>87</b>
<i>Family Educational Rights and Privacy Act</i>	87
<i>Teacher Recommendation Requests</i>	87
<i>Transcript Requests</i>	87
<i>Official Code of Georgia: Student Records</i>	88
<b>Tuition &amp; Financial Policies</b>	<b>88</b>
<i>Tuition and Fees for the 2011-2012 School Year</i>	88
<i>Application Fees and Deposits</i>	88
<i>Financial Aid</i>	88
<i>Payment Policies</i>	89
<i>Withdrawals</i>	89
<b>Use of Student Photos</b>	<b>90</b>
<b>Volunteer Program</b>	<b>90</b>
<i>Safe Environment</i>	90
<i>Sign In</i>	90
<i>Volunteer Hour Logging</i>	90
<i>Carpool Dismissal</i>	90
<b>Middle School Program</b>	<b>91</b>
<i>Middle School Policies</i>	91
Assignment Book	91
Conferences	91
Newsletter	91
Orientation Packet	91
Report Cards/Progress Reports	91

Snacks	91
Test Calendar	91
Tutorial Sessions	92
<b>Grading</b>	<b>92</b>
<i>Exams</i>	92
<i>Final Averages</i>	92
<i>Make Up Work</i>	92
<i>Homework Policy</i>	92
<i>Project/Take Home Test Policy*</i>	93
<b>Discipline</b>	<b>93</b>
<i>Student Code for Responsible Behavior</i>	93
<i>Citizenship Certificate</i>	93
<i>Citations</i>	93
<i>Accumulation of Citation Points</i>	94
<i>Citation Point Offenses</i>	94
<i>Detention</i>	95
<i>Probation/Suspension/Expulsion</i>	95
<b>iPad Acceptable Use Policy &amp; Pledge</b>	<b>96</b>
Goals for Student Users	96
Equipment	96
Substitution of Equipment	97
Customization of Equipment	97
Printing at School and Home	97
Home Internet Access	97
Damage or Loss of Equipment	97
Network Etiquette and Privacy	97
Acknowledgement	98
<b>Uniform Requirements and Personal Appearance Policy</b>	<b>99</b>
<i>Effective Dates</i>	99
<i>Clothing</i>	99
<i>Hairstyles</i>	99
<i>Inappropriate Attire</i>	100
<i>Uniform Requirements</i>	100
<i>Boys' Uniform: Grades 6–8</i>	100
<i>Girl's Uniform: Grades 6-8</i>	101
<i>PE Uniforms</i>	102
<i>Additional Guidelines for Student Uniforms</i>	103
<b>EXTENDED CARE PROGRAM (ECP) Handbook (Table of Contents)</b>	<b>105</b>

## **RIGHT TO AMEND THIS HANDBOOK**

Our Lady of the Assumption Catholic School administration reserves the right to amend this handbook at any time. The school community will be notified in writing of policy changes.

## **ARCHDIOCESAN COMPLIANCE**

Our Lady of the Assumption Catholic School is in compliance with Archdiocesan policies, available at the Archdiocese for review.

## **MISSION & PHILOSOPHY**

### **MISSION STATEMENT FOR CATHOLIC SCHOOLS IN THE ARCHDIOCESE OF ATLANTA**

The Catholic Schools of the Archdiocese of Atlanta serve a vital role in the educational ministry of the Church. Our schools are committed to providing quality education in an environment of spiritual, intellectual, and moral formation in accordance with the teachings of the Roman Catholic Church.

### **MISSION STATEMENT FOR OUR LADY OF THE ASSUMPTION CATHOLIC SCHOOL**

Our Lady of the Assumption Catholic School seeks to create a nurturing environment grounded in the Catholic faith, which provides for the spiritual and academic development of each child.

### **STAFF BELIEFS**

In the spirit of ecumenism, the school exists to teach and to engender the beliefs and practices of the Roman Catholic faith.

- Parents are the primary educators of their children. A partnership exists between the home and the school.
- The development of each child's spirit, mind, and body is fostered.
- An enriching academic environment is provided.
- Each child is unique and has the right to succeed.
- Students are involved in Christian service based on the respect and dignity for each person.

By implementing these beliefs, the expectation is that students will affect society through their lives and ideals.

### **RELIGION PROGRAM**

In line with the school's philosophy and goals, the religion program at Our Lady of the Assumption Catholic School is an integral part of student life. The religion program seeks to develop a vibrant faith response through an awareness of Catholic teachings,

knowledge of Scripture, participation in prayer and liturgical worship experiences, instruction in and reception of the sacraments, and service to others.

### **Non-Catholic Students**

Students enrolled in the school who may be of another faith participate in the school's religious education program according to the teachings of the Catholic Church.

## **HISTORY OF OLA CATHOLIC SCHOOL**

The parish of Our Lady of the Assumption was established in 1951 by the Most Reverend Gerald P. O'Hara, D.D., J. U. D., Archbishop of the Diocese of Savannah-Atlanta. Seven and a half acres of land were purchased in Brookhaven, and construction began immediately on the school, chapel, and convent.

With the construction of the school underway, Monsignor Moylan invited the Sisters of Mercy from the Savannah Mother House to come to Atlanta to minister to the educational and spiritual needs of OLA's students. Begun in 1831 by Catherine McAuley in Dublin, Ireland, the Religious Sisters of Mercy (RSM) had continued their dedication to the causes of education and health care.

This order of Catholic women remained renowned for taking a fourth vow of service in addition to the other evangelical counsels. In keeping with their mission of serving the community, the Sisters of Mercy had already established their presence in the Atlanta area with the founding of St. Joseph's Hospital in 1880. Now, seventy years later, the Mercy Sisters had been called to serve the needs of the students in the newest of the Catholic schools in the Atlanta area.

Our Lady of the Assumption Catholic School opened in 1952 with an enrollment of 176 students in kindergarten through the fifth grades; by 1957, grades six through eight had been added, and enrollment had more than tripled as 652 students were enrolled. The school continued to grow, and in the 1960's the enrollment ranged from 800 to 1000 children. Accreditation by the Southern Association of Colleges and Schools (SACS) in 1971 required a reduction in class sizes, and the current school population remains at approximately 475 students.

To meet the expanding needs of the school and parish, a new Parish Activity Center was dedicated on December 7, 1985. It is known as the Murray Center in memory of Father Ed Murray, S.M., Our Lady of the Assumption pastor from 1982-1988. This building is utilized during the school day as an indoor facility for physical education, art, and music classes and at other times is used for parish programs.

In 1988, the faculty transitioned to an all lay faculty when Sr. Judith Diane McGowan, principal for more than ten years, left to teach in Birmingham, Alabama. Today's faculty and staff is comprised of sixty-seven dedicated persons. Our Lady of the Assumption Catholic School now incorporates ten grades — Pre-Kindergarten through the eighth. The school year 2008-2009 marked the graduation of the students who attended the first Pre-K classes offered.

Additionally, the role of the Education Commission was expanded during the 1988-1989 school year. The Commission then implemented the Annual Fund Drive to initiate a philanthropic giving effort for the benefit of the school. The success of the Annual Fund Drive allowed for the establishment and funding of scholarships, as well as the

funds to tackle some very necessary capital improvements, such as air conditioning the entire school in 1992-1993.

In 1996, a building expansion program was proposed, and Archbishop John Francis Donoghue dedicated Mercy Hall on January 30, 1998. Honoring the Sisters of Mercy, who were a guiding presence in the school for almost forty-five years, the building includes the school library/media center, labs and classrooms, offices, and the Chanel Center. The Chanel Center is named in memory of Saint Peter Chanel, a Marist priest and the first martyr of Oceania.

Subsequent years saw funds devoted to upgrading technology, undertaking necessary capital improvements, and increasing the Teacher Endowment and Scholarship funds.

In 2006, state of the art Soundfield Audio System and Smart Boards were installed in classrooms allowing teachers to further expand and create learning opportunities for students. In 2007, the school's electrical system was completely replaced, and a popular improvement with the students, artificial turf, was installed on the P. E. field. A new roof is the latest upgrade to the physical facilities.

In 2007, a prayer garden was dedicated to honor Dr. Joan Tiernan, a teacher and principal who served OLA Catholic School from 1978 to her retirement in 2005.

Each proposed addition and improvement is carefully considered in light of its ability to enhance the school's mission — to provide for the spiritual and academic development of each child within a nurturing environment grounded in the Catholic faith.

Over the years, performing and visual arts have been intrinsic to the curriculum at all grade levels. Since 1994, the presentation of the school musical has become a much enjoyed and anticipated annual event. A tour of the school campus reveals a kaleidoscope of original art.

Our Lady of the Assumption Catholic School remains a vital force within the academic community of Atlanta. Each year students attain exemplary scores on standardized tests ranking OLA Catholic School in the top ten percent nationally. More than ninety-two percent of the students are accepted into Marist, St. Pius X, and Blessed Trinity High Schools, while other students attend leading private and public schools.

The celebration of its fiftieth anniversary in 2003 and its continuing accreditation by the joint Commission of SACS and SAIS are milestones appreciated by the OLA School Community. However, it is the value of service and the importance of education that are enduring hallmarks of Our Lady of the Assumption Catholic School. The community remains grateful to the Sisters of Mercy for establishing these time honored traditions and to the Marist priests for their support of this legacy.

## **SCHOOL STRUCTURE**

### **ACCREDITATION**

Our Lady of the Assumption Catholic School is fully accredited by the Southern Association of Independent Schools/Southern Association of Colleges and Schools (SAIS-SACS).

The standards for accreditation are available for review on the school website: [www.olaschool.org](http://www.olaschool.org).

## ADMINISTRATIVE TEAM

The Administrative Team of Our Lady of the Assumption Catholic School is an in-house advisory council.

The Administrative Team meets weekly or as necessary.

The Administrative Team creates, refines, and implements the business policies and procedures of Our Lady of the Assumption Catholic School

The Administrative Team enhances communication within the school (departments), with the OLA parish, and externally (parents).

## ADVISORY COUNCIL

The Our Lady of the Assumption Catholic School Advisory Council was established pursuant to the Archdiocesan Superintendent of Schools with the following purposes:

- To support effective administration, operation, and maintenance of the school
- To provide a means of communication
- To review and discuss programs in light of the administrative vision for the school
- To develop and strengthen the relationship between the school and its parish
- To develop and strengthen the financial functioning and viability of the school
- To assist the administration in the implementation of the policies of the Archdiocese of Atlanta

The Advisory Council is not a policy-making board and serves strictly as a support to the Principal and the Pastor. Members are appointees serving a three-year term.

The 2011-2012 members of the Council are:

Anita Nagel	Principal
Fr. James D. Duffy, S.M.	Pastor
Rob Aldrich	Facilities
Stephen Donahue	Advocacy
Brian Dorrien	Facilities
Tim Kalbas	Finance
Katie Lloyd (Chairperson)	Strategic Planning
Patsy Moeller	Mission Effectiveness
Jane Orman	Marketing/Development

Archbishop Wilton D. Gregory (*ex-officio*)  
Diane Starkovich, Ph.D., Superintendent of Schools (*ex-officio*)

## CONFLICT OF INTEREST

Governing policies and procedures at Our Lady of the Assumption Catholic School ensure that no conflict of interest exists between business, professional or parental roles and duties to the school. During conflicts of interest, individuals will be asked to recuse themselves.

## **HOME & SCHOOL ASSOCIATION (HSA)**

The Home and School Association (HSA) is a parent organization that provides a vital and much-appreciated service to school leadership and the entire school community. The activities sponsored by the HSA are designed to build community spirit and advance the mission of the school. The HSA supports the policies and decisions of the administration. The parents neither participate in policy-making by the school nor function as a lobbying group.

The finances of the HSA must be supervised and regularly monitored by the Principal and the Business Manager. Per Archdiocesan policy, all solicited funds are held by the school and belong to the school.

Cooperation and teamwork between the Principal and the officers of the parent association are crucial to the health of the school community.

The Constitution of the Home and School Association is provided by the Archdiocese of Atlanta, which makes clear procedures and roles of the service organization. The Constitution clearly states the association's mission to support the decisions and policies of the school. The Principal is closely involved in the association's nominating process.

Members of the Home and School Association organize yearly school fundraisers. The fundraisers may involve selling items for profit. Archdiocesan Policy forbids students to be involved in door-to-door soliciting/sales.

Mission: Promotes and maintains parental interest in the school and provides a vehicle for communication and community building between parents and the administration and faculty. Home and School facilitates cooperative activities that are beneficial to the school. Membership in the Home and School Association includes the parents or legal guardians of each child attending OLACS, the principal, the faculty, and the pastor of OLA Parish.

The purpose of the Home and School Association is to support the school and its mission by:

- Developing faith and community among parents, faculty, and students
- Fostering communication and cooperation between parents and faculty
- Encouraging and coordinating parent volunteerism within the school
- Raising funds to enhance the educational opportunities provided by the school

## **MEMBERSHIPS**

Our Lady of the Assumption Catholic School holds memberships in:

- National Catholic Educational Association (NCEA)
- Georgia Independent School Association (GISA)
- Atlanta Area Association of Independent Schools (AAAIS)
- National Middle School Association (NMSA)

## **ACADEMIC POLICIES**

Academic integrity is expected.

It is the right and responsibility of the administration to determine appropriate consequences for all disciplinary measures.

## **TYPES OF ACADEMIC FRAUD**

### **Homework/Classwork/Independent Projects**

- Copying homework/classwork or allowing one's work to be copied
- Excess assistance by parents/guardians or others
- Completion of homework/classwork by a group unless specifically assigned by the teacher.

### **Plagiarism**

- Copying the words or ideas of another from a book, internet, fellow student or other source without acknowledgement

### **Tests/Quizzes/Other Assignments**

- Cheating

## **CONSEQUENCES OF ACADEMIC FRAUD**

Teachers and the administrators will review situations of academic fraud and determine consequences.

Consequences may include but are not limited to:

- A citation may be issued. (Refer to *Consequences for Infractions of Rules*, page 41.)
- A student's grade may be affected.

## **ACADEMIC PROBATION**

Students in grades 3-8 who have failed two courses in one academic year and who have successfully remediated may return to the school in the following year with the status of academic probation. Should a student fail one core subject (final year average) within the year while on academic probation, alternative educational placement will be required.

## **ALTERNATIVE EDUCATIONAL PLACEMENT**

Students in grades 3-8 may not fail (definition: earned grade of "F" as a final year average) more than two core courses in one academic year. Should a student fail three or more courses in an academic year, alternative educational placement will be required.

Students who fail one or two core subjects in one academic year will be required to remediate the coursework according to the parameters set by the school. Failure to successfully remediate according to school guidelines indicates the parents' choice to seek alternative educational placement.

## **ATTENDANCE**

Students who are absent or tardy in an excess of twenty (20) days risk not being promoted to the next grade level.

## **PROMOTION**

Promotion is based on individual assessment of student progress.

It should be noted that academic failure in any core subject may adversely impact a student's ability to attend an Archdiocesan Catholic high school. Core courses are defined as religion, language arts, mathematics, social studies, and science, as well as Spanish for grades 6-8 only.

## **ANNUAL FUND**

The Annual Fund is the largest source of non-tuition income for Our Lady of the Assumption Catholic School. Proceeds from the Annual Fund cover the tuition gap (the difference between the actual cost to educate each student as compared to the current tuition rate) and provides for additional academic programs, technology advancements, campus improvements, and scholar-ships.

The success of the Annual Fund depends on the support of the entire school community — parents, grandparents, faculty and staff, parishioners, alumni, parents of alumni, friends, corporate matching funds, and grants.

Anyone can participate in the Annual Fund through the Gift of Prayer and/or a monetary gift. One hundred percent of a financial donation to the Annual Fund can be claimed as a charitable tax deduction.

## **GRACE SCHOLARSHIP PROGRAM**

GRACE Scholars Inc. is a qualified Student Scholarship Organization (SSO) established in 2008 by the Atlanta and Savannah Archdioceses in cooperation with the State of Georgia. GRACE Scholars provides tuition assistance to children entering Catholic schools in Georgia.

Any Georgia resident who pays State of Georgia taxes can participate in this program. The program is a 100%, dollar-for-dollar tax credit that allows tax payers to "redirect" (move the tax payment) to scholarships for students.

## **MAKING DONATIONS**

Our Lady of the Assumption Catholic School encourages every family to participate in the Annual Fund. One hundred percent of one's Annual Fund financial gift directly benefits OLACS and its students. Additionally, a high participation percentage helps the school when seeking grants from outside organizations.

## **DEVELOPMENT OFFICE**

Both the Annual Fund and the GRACE Scholar program are coordinated through the OLACS Development Office. Questions should be directed to the Development Director. Information is also available on the school website: [www.olaschool.org](http://www.olaschool.org).

# ATTENDANCE

Our Lady of the Assumption Catholic School will comply with the Compulsory School Attendance Law of the State of Georgia. The Archdiocese of Atlanta requires 180 student instructional days.

## ABSENCES

In the event of a student absence, the parent is obligated to telephone the school between the hours of 7:50 a.m. and 8:30 a.m. to notify the office of the absence.

If a student misses two (2) hours during the school day, the student will be marked ½ day absent.

When a student is physically present at an off-site Archdiocesan/school sponsored activity, i.e. Spelling Bee, Oratorical Contest, etc., the student is marked present for attendance purposes.

Students who are absent during the day may not participate in OLACS-sponsored extracurricular activities/events and may not attend ECP on that day.

Students with a pattern of frequent absences or tardiness will be referred to the administration. At the discretion of the administration, a letter will be sent or a parent conference will be held to determine a plan of action to ensure punctuality.

Excessive absences or tardiness may impact acceptance to higher education institutions.

If a student surpasses twenty (20) days absent, readiness for the next grade is determined through the effective communication of the parents, professional staff of the school, and the Office of Catholic Schools. Excessive absences may affect grade placement. The final decision will be made by the principal.

### Absence Notes

Per Archdiocesan regulations, principals are authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of the student from all or any part of the day.

This explanation must be in writing. Email is not acceptable.

On the day the student returns to school, a written note with a legal signature by the parent/guardian MUST be submitted to the homeroom teacher.

The note must include the reason(s) and date(s) of the absence(s). It is the responsibility of the student to personally present the absence note to the homeroom teacher.

Failure to do so will result in the student being sent to the office until the parent presents a letter of explanation.

### Absence Due to Vacation

Vacations not on the school calendar are strongly discouraged. If parents choose to take students on family vacations during the school year, the student is marked absent for days missed.

Missed assignments, tests, projects, etc. are expected to be made-up following the student's return.

Vacations should not be taken during the scheduled time for the ITBS/CogAT testing. The dates for standardized testing are established by the Archdiocese and published at the beginning of the school year.

## **TARDINESS**

A student must be in the classroom by 7:50 a.m.

If a student arrives in the classroom after 7:50 a.m., the student must return to the clinic and receive a late pass prior to being admitted to class.

Tardiness is cumulative, and this information is part of the student's permanent record. Excessive tardiness will result in communication from the principal and can lead to denial of re-enrollment.

Excessive absences or tardiness may impact acceptance to higher education institutions.

## **EARLY DISMISSAL**

The school strongly encourages all parents to schedule appointments after school hours.

Students requesting early dismissal may not be signed out within 30 minutes of the regular dismissal time.

A written note **MUST** be presented to the homeroom teacher by 8:00 a.m. on the day of the early dismissal. If a student does not submit a note prior to 8:00 a.m., parents must allow up to 15 minutes for dismissal to occur.

Students will not be dismissed early without written authorization which bears the signature of the legal custodial parent/guardian. The note must list by whom the student will be picked up and the time. **Email notifications of early dismissals are not acceptable.**

Students will be sent to the school clinic at the time stated on the dismissal note. This may result in students missing class. It is the responsibility of the student to request missed work.

A student taking a quiz or test will not be released from the classroom until he/she is finished.

Parents may **NOT** retrieve their child by going directly to the classroom; the parent/authorized representative must sign the student out at the school clinic.

## **SIGN IN/SIGN OUT**

No student is allowed to leave school grounds during the school day without being signed out at the clinic by the custodial parent, legal guardian, or authorized representative.

If the student returns to school, she/he must sign in at the clinic and receive a pass to class.

The sign-in/sign-out sheets must accurately reflect the student's name, homeroom, date, reason, and time of arrival/departure. Students failing to sign in/out are considered to be absent without authorization.

## **EMERGENCY RELEASE**

Students will only be released to a custodial parent or authorized individual. This person must sign the student out at the school clinic.

If someone other than the custodial parent/guardian requests permission to pick up a student:

- The Student Emergency Care Form is consulted, *or*
- The parent of the student must provide written permission signed by the custodial parent/legal guardian.
- A photo identification is requested at the time of pick-up.

It is the responsibility of the custodial parent/legal guardian to list on the Student Emergency Care Form all individuals allowed to pick up the student from OLA Catholic School and to submit changes to the information to the school office in writing as soon as they occur.

Any individual who picks up a child more than one (1) time during the school year should be listed on the Student Emergency Care Form.

## **MAKE-UP WORK**

It is the student's responsibility to arrange with his/her teachers to make up all work missed (i.e., tests, projects, etc.) due to illness, tardiness, or early dismissal.

On the day of return, the student is expected to take any previously scheduled test(s) or quiz(zes).

It is the student's responsibility to arrange with his/her teachers to determine the due date for homework that was due during the absence, tardiness, or early dismissal.

*See Middle School section of this handbook (page 90) for Middle School policies.*

## **REQUESTS FOR HOMEWORK**

Requests for homework, books and/or materials for absent students must be made to the school office prior to 8:30 a.m.

Requested books and materials will be available for pickup at the school office during afternoon carpool time. Please do not request early pickup as items will not be available prior to this time.

# **AWARDS AND HONORS**

An award ceremony is held at the end of each academic quarter. Academic honors are presented to students in grades 6-8 based on quarterly grades; the St. Peter Chanel award is presented to students from all grade levels. Separate award ceremonies honor National Junior Honor Society inductees and the 8th grade graduates.

## **ST. PETER CHANEL (GRADES PK-8)**

The purpose of this award is to acknowledge students who consistently demonstrate exemplary Christian behavior. Recipients are kind and considerate to teachers and students and demonstrate that they respect the dignity of all persons. This award is presented to one or two students from each class each quarter.

## **HONOR ROLL (GRADES 6-8)**

The purpose of the honor roll is to reward outstanding scholastic achievement for students in grades 6-8. The honor roll is divided into High Honors and Honors.

### **Qualifications for High Honors:**

- Grade of 90 or above in all subject areas: religion, literature, English, writing, math-concepts, math-basic skills, science, social studies, and Spanish
- Grade of Satisfactory in: art, music, and physical education.
- Satisfactory Conduct and Effort grades in all subject areas

### **Qualifications for Honors:**

- Grade of 85 or above in all subjects areas with three (3) grades of 90 or above in the core subject areas: religion, literature, English, math-concepts, science, social studies, and Spanish
- Grade of Satisfactory in art, music, and physical education.
- Satisfactory Conduct and Effort grades in all subject areas.

## **NATIONAL JUNIOR HONOR SOCIETY (GRADES 7-8)**

Students in grades seven and eight who meet the following requirements during the first two quarters of the school year are eligible to apply for membership in the NJHS.

The selection of members is determined by a majority vote of the Faculty Executive Council of the OLACS National Junior Honor Society.

Discussions are not disclosed, and all decisions are final.

### **Qualifications for NJHS:**

- 1. Scholarship** — Grade of 90 or above per quarter in all subject areas: religion, literature, English, writing, math, math-basic skills, science, social studies, and Spanish; a grade of satisfactory in art, music, and physical education; and satisfactory Conduct and Effort grades in all subjects.
- 2. Leadership** — A student who demonstrates leadership:
  - is resourceful in proposing new solutions, applying principles, and making suggestions
  - demonstrates leadership in promoting school activities
  - exercises influence on peers in upholding school ideals
  - contributes ideas that improve the civic life of the school
  - exemplifies a positive attitude
  - inspires positive behavior in others
  - demonstrates academic initiative
  - successfully holds school offices or positions of responsibility, conducting business efficiently and effectively
  - demonstrates leadership in the classroom and in school or community activities
  - is thoroughly dependable for a given responsibility

**3. Service** — A student who:

- serves to uphold scholarship and maintain a loyal school attitude
- participates in some community activities
- volunteers in a dependable, effective way
- cheerfully and enthusiastically renders any requested service to the school
- is willing to represent the class or school in inter-class and in inter-scholastic competition
- does committee and staff work without complaint
- shows courtesy by assisting visitors, teachers, and students

**4. Character** – A student of character:

- takes criticism willingly and accepts recommendations graciously
- consistently exemplifies desirable qualities of behavior
- upholds principles of morality and ethics
- cooperates by complying with school regulations
- demonstrates the highest standards of honesty and reliability
- shows courtesy, concern, and respect for others
- observes instructions and rules
- demonstrates perseverance and application to studies

**5. Citizenship** — A student who is a good citizen:

- understands the importance of civic involvement
- respects democratic principles
- demonstrates mature participation and responsibility through involvement with community activities

**NATIONAL PHYSICAL FITNESS AWARD (GRADES 4 - 8)**

Presented to students who achieve 50% or above in set physical fitness tasks.

**PRESIDENTIAL PHYSICAL FITNESS AWARD (GRADES 4 - 8)**

Presented to students who achieve 90% or above in set physical fitness tasks.

**DR. JOAN TIERNAN THEATER AWARD (GRADE 8)**

Dr. Joan Tiernan, former principal, was instrumental in establishing and initiating school musicals and plays, which are much enjoyed and anticipated annual events. This award is presented to the student who has shown an eagerness to develop their craft, a strong work ethic and presents a good role model for younger students.

**PRESIDENTIAL ACADEMIC EXCELLENCE AWARD (GRADE 8)**

Students in eighth grade are eligible if the following criteria are met:

- Most recent ITBS scores in Total Reading and/or Total Math at or above the eighty-fifth (85%) percentile
- A grade of 90 or above in all subjects from 4th grade through the first quarter of 8th grade

## **OUTSTANDING CHRISTIAN RESPONSE AWARD (GRADE 8)**

The Outstanding Christian Response Award has a long and prestigious history at Our Lady of the Assumption Catholic School. At the graduation Mass, an eighth grade student is recognized for outstanding Christian behavior. The recipient of this award is selected by fellow eighth grade students through secret ballot.

## **SISTERS OF MERCY AWARD (GRADE 8)**

For almost 45 years the Sisters of Mercy were a guiding presence at Our Lady of the Assumption Catholic School. They laid the foundations for, nurtured, and established the school's time-honored traditions. This award is presented to those students, and thus their parents, who have shown their commitment to Our Lady of the Assumption Catholic School by their attendance at OLA Catholic School since Pre-Kindergarten.

## **SOCIETY OF MARY AWARD (GRADE 8)**

The Society of Mary (The Marists) is a presence at Our Lady of the Assumption Catholic School, where they have been a guiding support since 1965. The Society of Mary Award is presented to students, and thus their parents, who have demonstrated a commitment to OLACS and to Catholic education since kindergarten.

# **CARPOOL**

The safety and well-being of our students remains our primary concern. For the safety of our students, please observe the following drop-off and dismissal procedures.

## **NO CELL PHONES**

For the safety of all children, cell phone use is prohibited during loading and unloading and at any time the vehicle is moving during carpool.

## **TRAFFIC PATTERN**

During school hours, entrance to the school campus must be made from Hearst Circle nearest to the church. Carpool drop-off and pickup are ONLY in the designated areas.

## **MORNING DROP-OFF**

### **UNLOADING ZONE**

The designated drop-off zone for morning carpool is from the double glass doors of the Murray Center (gym) to the canopied entrance by the main school office. Please do not drop off the children prior to the canopied area as there are no adults to ensure their safety.

There is no drop-off in the upper parking deck. Only staff members or school volunteers may park in the upper deck and escort their child(ren) into school.

No students in any grade may be dropped off in the circular driveway facing Hearst Drive or in front of the church building.

## ARRIVAL TIMES

Students are allowed on the school campus beginning at 7:15 a.m. Students arriving after 7:15 a.m. will be supervised by staff members. There is no charge for this service.

### Between 7:15 a.m. and 7:40 a.m. students report to:

- Pre-K — Library
- K-8 — Murray Center (gym)

### Between 7:40 a.m. and 7:50 a.m. students report to:

- PK-8 — Classroom

Beginning at 7:50 am, all arriving students must report to the school clinic to receive a tardy slip. No student will be admitted to class after 7:50 a.m. without a tardy slip.

## SAFETY REGULATIONS

In the drop-off zone parents should:

- Not use cell phones
- Follow all staff directions
- Put the car into park while stopped
- Never pull around the car in front of yours
- Stay in a single line

Students should:

- Never exit the vehicle prior to the drop-off zone
- Have backpacks ready and be prepared to exit once the car has stopped within the drop-off zone
- Walk in front of their own vehicle

## AFTERNOON DISMISSAL

### LOADING ZONE

**Pre-K:** Pick-up is in the circular driveway facing Hearst Drive.

**K-8:** Pick-up is in the main parking lot between the school and the church from the brick wall outside the cafeteria doors to the canopied entrance to the main school office.

Cars outside the designated loading zone may be allowed to load at the discretion of staff members only.

Parents may not park elsewhere on the property and walk students from the carpool waiting area to their car. Students must be checked out of the school office 30 minutes prior to dismissal or must be picked up following regular carpool procedures.

### DISMISSAL TIMES

For the safety of the children and employees, please do not arrive prior to ½ hour before carpool begins. Fire lanes must be kept open to ensure that safety vehicles can move with easy access to the school.

Unless otherwise noted on the school calendar, dismissal times are as follows:

**Pre-K:**

- 2:45 p.m. on Monday, Tuesday, Thursday and Friday
- 1:30 p.m. on Wednesdays
- Pre-K students who will attend ECP in the afternoon will receive supervision by an ECP staff member in the Pre-K room from 2:45/1:30 p.m. until ECP begins at 3:15/2:00 p.m. for an additional charge of \$2.50 per day.
- On noon dismissal days, Pre-K students will be dismissed at 11:30 a.m.

**K-8:**

- 3:15 p.m. on Monday, Tuesday, Thursday and Friday
- 2:00 p.m. on Wednesdays

NOTE: ECP is not open on noon dismissal days.

Following afternoon prayers, walkers and ECP students are dismissed from the building. The first round of carpool students is called over the intercom; the remaining students are then dismissed to their outside carpool groups.

**NOTE:** The school dismissal time is not when the first round of cars will be allowed to leave the loading zone.

**ARRIVING FOR AFTERNOON CARPOOL: PRE-K**

Carpool drivers for Pre-K may not enter the circle until 2:40 p.m. (1:20 p.m. on Wednesdays). For the safety of the children and employees, please do not arrive prior to ½ hour before carpool begins.

Fire lanes must be kept open to ensure that safety vehicles can move with easy access to the school.

Cars should line up along the curb on Hearst Drive until that time. Do not block access to the front circle, cross streets, driveways, or other vehicles travelling in the outside lane of Hearst Drive.

**ARRIVING FOR AFTERNOON CARPOOL: K-8**

Carpool drivers for grades K-8 will not be allowed on the campus until 2:45 p.m. (1:30 p.m. on Wednesdays). For the safety of the children and employees, please do not arrive prior to ½ hour before carpool begins.

Fire lanes must be kept open to ensure that safety vehicles can move with easy access to the school.

Anyone arriving prior to 2:45/1:30 p.m. must line up along the curb starting at the entrance from Hearst Circle nearest the church. At 2:45/1:30 p.m. a staff member will signal access to the campus.

Once on campus, cars should form a single line until instructed by a staff member to create a second line. At no time should the second carpool line extend past the church marquee.

Please remain in a single line until your car passes the church marquee.

Parents volunteering in the school during the last hour of the day must park in the upper level of the parking lot. (See *Volunteer Program*, page 89, for additional dismissal information.)

## **DISPLAY OF NAMES**

Each driver is required to display a placard bearing the names of all students in the carpool that day. Parents should make multiple signs, as needed, to designate changing carpools, exit plans, etc.

Names on display must be printed in 2-inch high, wide, black letters so that staff can easily read the placards.

Placards should clearly indicate in the upper left corner if the car will be exiting to Ashford ("A") or Lanier ("L").

Drivers of students in kindergarten should include a "K" designation beside the student's name.

Placards must remain visible while on campus until all children in the carpool are in the vehicle.

## **SAFETY REGULATIONS**

In the pick-up zone parents should:

- Not use cell phones
- Turn off engines while stopped in the loading zone
- Follow all staff member directions
- Keep the car in park while idling
- Never pull around the car in front of yours; stay in a single line

Students should:

- Not enter the parking lot until all cars are stopped and the "go to your cars" announcement is made
- Go directly to his/her vehicle when instructed
- Not exit the vehicle once loaded

No car will be allowed to move out of the loading zone until every car in the zone is loaded and checked by staff.

## **MISSING STUDENTS/MISSING ITEMS**

If a carpool is missing students when the staff signals it is okay to leave, that driver will be directed to pull forward to a waiting zone.

Should a member of the carpool need to return to school for forgotten items, the driver will be instructed to circle the building, re-enter the carpool line, and park along the island near the canopied school entrance.

Students are not allowed to enter the building after dismissal without a teacher escort. Students who need to retrieve forgotten items must wait until carpool has ended before being allowed inside.

## **CARPOOL CUT-OFF**

Afternoon carpool runs from 3:15 p.m. (2:00 p.m. on Wednesdays) until 3:35 pm/2:20 p.m. Pre-K carpool runs from 2:45 pm (1:30 pm on Wednesdays) until 3:00 pm/1:45 pm.

Any student remaining after the end of his/her designated carpool time will be escorted to ECP. Fees will apply for students checked in to ECP.

Students are not allowed to wait unattended anywhere on school property.

## **GROUP PICK-UP/SPECIAL CIRCUMSTANCES**

Written permission signed by the custodial parent/legal guardian must be submitted to the homeroom teacher by 8:00 a.m.

The note must list the name of the responsible chaperone, the name of the carpool driver, and the date of the function.

Children must be aware that they will be dismissed with a group.

## **WALKERS**

### **Definition**

"Walker" is defined as a student living within a one-mile radius of the school. Students must meet this requirement to be defined as a walker.

### **Requirements**

Students walking to/from school **MUST** have the required form on file with the school administration prior to the first day of school. Forms may be downloaded from the school website.

Should walker status change, an updated form must be submitted immediately to the Assistant Principal.

Walker forms must be resubmitted each year.

### **Procedures**

Walkers will be called for dismissal following afternoon prayers.

Walkers are dismissed from the school library.

Walkers are expected to promptly leave the school grounds.

Students in Pre-K who are designated as walkers must either be met by their escort at Pre-K dismissal time or be checked into ECP.

### **Chaperones**

Our Lady of the Assumption Catholic School personnel is not responsible for escorting any student from the school campus.

Chaperones meet students under the bridge outside the school library. Chaperones are not allowed to wait inside the building.

Once released to parent/guardian or parent/guardian-designated individual, students are no longer the responsibility of Our Lady of the Assumption Catholic School.

### One-day Walkers

No non-walker student will be allowed to leave campus with a walker unless written permission is on file with the Assistant Principal prior to the requested walking day.

**Email is not an acceptable means of notification as permission requires an original signature.**

### Inclement Weather

Please call the school office by 2:45 pm/1:30 p.m. if your walker will be picked up in carpool due to inclement weather. Email is not an acceptable means of notification.

### Dogs

Per Archdiocesan policy, no dogs/animals are allowed on school grounds.

## CHANNELS OF COMMUNICATION

Good communication between the home and school is important in serving the needs of our children. We ask that the parents become familiar with the following procedures for communications.

### GRIEVANCES

From time to time, parents may have concerns with school operations, policies or personnel. Parents are expected to follow school protocol in order to obtain information and resolution.

1. Seek fact, not rumor. Do not perpetuate rumors.
2. Contact and discuss the concern with the appropriate teacher or staff member.
3. If satisfaction is not obtained at step two, contact the principal to schedule a meeting.
4. The pastor should only be called if a solution cannot be obtained at step three.
5. The Archdiocesan Superintendent of Schools should not be contacted unless all other channels have been exhausted.

Anonymous letters, petitions, phone chains, informal parent surveys, and gossip will not be recognized. No one has the right to confront another parent, student, or any member of the OLA Catholic School family regarding personal matters on school property.

Family email addresses may not be used for solicitation of personal opinions or the distribution of personal or business matters not related to school activities.

### FROM SCHOOL TO HOME

#### Renweb

Renweb is a password-protected, internet-based system for making sensitive information available to the school community. Each family is required to register with the Renweb system to receive email blasts from the school administration.

Grades for students in grades 2 through 8 will be posted in the parent portal in Renweb each week. It is the responsibility of the parents to monitor their child(ren)'s grades and missing work.

## **Calendar**

Each family receives one copy of the tentative school calendar at the beginning of the school year. This printed version is subject to change. The parent portal within Renweb will contain the most current calendar information available.

## **Calling System**

In cases of extreme emergency or urgency, the school may communicate with families via an automated calling system. It is the responsibility of the family to notify the school office of phone number changes for the emergency system.

## **Classroom Newsletter/Communication**

Teachers in grades PK through 5 post weekly classroom newsletters on their classroom webpages in the parent portal of Renweb. Newsletters are not posted on weeks with fewer than four school days.

Classroom teachers also use a variety of communication methods — folders, assignment books, etc. — which will be outlined in the orientation packet for each class.

## **Directory**

Each family receives one copy of the family directory. It is the responsibility of each family to keep family contact information current in the parent portal within Renweb.

The family directory is published for the convenience of the OLA Catholic School community and is not to be used for personal or promotional purposes. Information contained therein, including family email addresses, may not be used for solicitation of personal opinions or the distribution of personal or business matters not related to school activities.

In the case of joint custody entitling both parents access to school personnel and activities, the non-custodial parent may request a directory, which may be picked up at the school office.

## **Email Blast**

Information which cannot wait for the regular Thursday weekly newsletter may be communicated via an email blast. These will be sent to the email address for each family in the Renweb system. It is the responsibility of the family to maintain an updated email address within Renweb.

## **“Good News” Weekly Newsletter**

A weekly school newsletter will be emailed to each family and posted in the parent portal in Renweb each Thursday. If a family does not have internet access, a hard copy may be requested through the homeroom teacher.

The *Good News* is not distributed on weeks with fewer than four school days.

## **Handbook**

Each family receives one copy of the parent/student handbook. This handbook is a contract between the home and the school.

The school reserves the right with notification to amend the handbook at any time. Parents will be notified of amendments in the weekly newsletter. Amendments will also be posted on the school website.

In the case of joint custody entitling both parents access to school personnel and activities, the non-custodial parent may request a parent/student handbook, which may be picked up at the school office.

### **Middle School Buzz**

A weekly middle school newsletter will be posted in the parent portal in Renweb each Thursday. This contains information and updates specific to the middle school program.

### **Parent-Teacher Conferences**

Parents of Pre-K students are required to attend two mandatory conferences, one in October and one in March.

Parents of students in K-8 are required to attend a mandatory conference during the first quarter of the school year. Conference dates are listed on the official school calendar. An additional scheduled conference date is available during the second semester.

Other conferences may be scheduled throughout the year at the request of the school or parent; however, parents are always expected to attend conferences called by school personnel.

Conferences must have at least two faculty members present.

### **Progress Reports (Grades 2-8)**

Midway through each nine-week quarter, each student's progress for the quarter will be posted to the parent portal in Renweb. This report includes conduct and effort grades.

Uploading dates for progress reports are listed on the school calendar.

### **Report Cards**

At the end of each nine-week quarter, parents of students in grades 1-8 will receive a report card and a citation card showing the number of citations the student has received. Following the first three quarters, parents must sign the report card envelope and the citation card and return to the homeroom teacher the next day. The last report card of the year includes cumulative grades for the school year; the envelope and citation card do not need to be returned.

Parents of students in Pre-K will receive reports related to their child(ren)'s progress in the fall and spring. Parents of students in Kindergarten grade will receive reports related to their child(ren)'s progress in the fall, winter, and spring.

See the *Grading* section, page 73 for an explanation of these report cards.

### **Thursday Folder**

School-related information is sent home on Thursdays. Parent(s)/guardians should sign and return the envelope the next day. A \$1.00 fee will be assessed for envelope replacement.

Thursday folders are not distributed on weeks with fewer than four school days.

It is the policy of OLA Catholic School to send one copy of Thursday folder information home with the child. In the case of joint custody entitling both parents access to school personnel and activities, it is expected that information will be shared by and between the parents.

All information contained in the Thursday folder must be approved by the administration. Information must be submitted by Monday afternoon for consideration to be included for Thursday distribution.

### **Website**

School-related information and updates can be found in the secure parent website within Renweb. Renweb can be accessed from the official school website: <http://www.olaschool.org>. Each classroom teacher maintains an individual page within the parent portal of Renweb for homework and supplemental classroom information.

## **FROM HOME TO SCHOOL**

Parents are encouraged to communicate regularly with the faculty and staff regarding the welfare of their child. Concerns about a student's academic progress must be addressed to the appropriate teacher(s), and appointments to meet can be made by voice mail, written communication, or email. Please check with your child's teacher regarding his/her preferred method of communication.

No one is allowed to go to a classroom or other part of the building to speak with a teacher during the school day without an appointment and/or a pass from the school office.

### **Administrative Open-Door Policy**

The principal maintains an open-door policy and welcomes parents to schedule an appointment discuss concerns or ideas they would like to address. However, concerns about a student's academic progress or other grievances must first be addressed to the appropriate faculty member(s) as outlined below.

### **Classroom Communications**

Classroom teachers also use a variety of methods of communication — folders, assignment books, etc. — which will be outlined in the orientation packet for each class.

### **Email**

Email communications between teachers and parents are for general information purposes only, such as to confirm a conference time, request a phone call or to clarify an assignment. When a discussion or conversation is needed, a conference or a phone call should be scheduled.

Email may not be used for time-sensitive information such as carpool changes or for items requiring original signatures such as absence notes. If there is an emergency, please call the front office for assistance.

Teachers will check email at the beginning of each school day. Because they are teaching during school hours, teachers may not answer emails that come in during the instructional period. Please allow 24-hours for a response. Teachers are not expected to check or respond to email during non-school hours.

### **Teacher Conferences**

Each parent is required to attend a mandatory conference during the first quarter of the school year. Conference dates are listed on the official school calendar. An additional scheduled conference date is available during the second semester.

Other conferences may be held throughout the year at the request of the parent or teacher. Because conferences must have at least two faculty members present, appointments must be scheduled.

**Teachers will not discuss children in hallways, during performances, at carpool, in the grocery store, etc.**

### **Voicemail**

The best way to reach teachers is via **email**.

Voicemail may **not** be used for time-sensitive information, such as carpool changes, or for items requiring original signatures, such as absence notes. If there is an emergency, please call the front office for assistance.

### **Written Correspondence**

Students are the primary means of conveying messages and correspondence. Students should be reminded to give all notes, forms, communications, etc., from home to the teacher at the beginning of the school day when these items are not sent via the Thursday folder.

Items with checks or of extreme urgency or importance should be given or mailed directly to the school office rather than sent via "backpack mail".

## **CLASS ACTS**

Class Acts is an OLACS school-wide Good Manners program, which reminds students and faculty of the premier Golden Rule: treat others as you would like to be treated. Weekly themes are presented by students and faculty throughout the school year.

## **CLINIC**

The school clinic is staffed by qualified health personnel. The purpose of the school clinic is to provide care for minor injuries and illnesses, administer medication, and to notify parents if the symptoms appear more serious.

### **ALLERGY ACTION PLAN**

An Allergy Action Plan is required for food allergies as well as any allergy requiring medication should a reaction occur (bee sting, etc.)

The Allergy Action Plan requires a physician's signature and must be completed and on file with the clinic prior to the first day of school. Once the Plan is completed, the parent/guardian, student, school nurse and a representative of the school administration must meet to review the plan.

The clinic requires that any child who requires Benadryl™ as part of an Allergy Action Plan must provide either the "fast-melt tabs" or "strips." Liquid Benadryl™ will not be accepted.

### **CLINIC PROCEDURES**

In the event that a child becomes ill during school hours, Our Lady of the Assumption Catholic School clinic personnel will contact the custodial parent/guardian. If the

custodial parent/guardian cannot be reached, the school will attempt to contact the persons noted on the Emergency Information Card.

If a child loses consciousness, 911 will be called.

As soon as changes occur to the information on the Emergency Card it is the responsibility of the custodial parent/guardian to submit those changes to the school office in writing.

If in the judgment of school authorities, the child is too ill to remain in school and the parents and emergency contact people cannot be reached, the situation will be treated as a medical emergency (911). The child's physician will be contacted and/or hospitalization may be required.

There is a 30-minute window during which a sick/injured child must be picked up from school.

For the purpose of attendance, students will be counted absent from the time clinic personnel determine that the child is too ill/injured to remain in school.

Once the nurse determines that a child is too ill to be in school, the child may not return to school at any time during that school day. Students who are sent home from the clinic during the school day may not participate in OLACS-sponsored extracurricular activities/events and may not attend ECP on that day.

A child's temperature must remain normal for 24 hours without the use of medicine prior to returning; a student may not have vomited for 24 hours prior to returning.

## **STUDENT EMERGENCY CARE FORMS**

A Student Emergency Care Form must be on file by the first day of school. No child will be allowed into the classroom until the form is completed and received by the school.

These emergency medical forms for students must be FULLY completed. Phone, cell, or pager numbers are required of two people in the event parents cannot be reached.

Parents are required to update this information in writing when needed (i.e., change of address, phone numbers, doctors, etc.) throughout the year.

Parents are expected to notify the people listed and to make arrangements for emergency care for their child.

## **ILLNESS**

### **Contagious Illnesses**

Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat, head lice, pink eye, etc. Notice of the contagious disease is sent home to parents of students in the homeroom and other areas where contact may have taken place.

Schools are required to notify the State Department of Health and the local Health Department in cases of student absences due to a communicable disease.

### **Lice**

When a student is found to have head lice, the parent will be called and the student sent home for treatment and removal of nits.

Upon returning to school, the student will report to the clinic with custodial parent/guardian to be checked for the absence or presence of nits.

Only when the student is found to be nit free by clinic personnel will that student be permitted to return to class.

Parents will then be notified that head lice are present in the classroom. Parents are expected to check their child's head regularly and treat as necessary.

### **When to keep your child home**

Children must be kept at home for 24 hours after any of the following symptoms have disappeared:

- Any temperature of 100° or above. Children must be fever free without the use of medication for 24 hours before returning to school.
- Any vomiting, flu symptoms such as headaches, general aching, or diarrhea.
- Any unexplained pains or cramping.
- Treatment for head lice.

### **Returning to school following illness**

Once the nurse determines that a child is too ill to be in school, the child may not return to school at any time during that school day.

**Fever:** If a student has had an elevated temperature, the child's temperature must remain normal for a 24-hour period without the use of Advil, Tylenol or other medication prior to the student being re-admitted to school and/or ECP.

**Lice:** Students may not return to class until 24 hours after treatment has been completed AND they have been cleared following a head-check by the school nurse.

**Vomiting:** Any student who has vomited may not return to school or to ECP until 24 hours have passed since last vomiting. A child who vomits at 10:00 a.m. may not return to school until after 10:00 a.m. the following day.

**Wounds:** Contagious students with open wounds or lesions releasing fluid must be sent home. Students may not return until the wound/lesion has healed and/or documentation provided by a licensed physician.

### **Absence Notes**

A written excuse bearing the signature of the custodial parent/guardian must be presented to the teacher following any absences.

## **IMMUNIZATIONS**

State law requires that an updated "Certificate of Immunization" must be on file for every child enrolled in the school. The certificate must be readily available in the event of a disease outbreak.

### **Exemptions**

The Catholic Church does not recognize an immunization exemption based upon matter of conscience/religious convictions and does not accept any alternative or homeopathic immunization that has not been approved by the FDA. Medical exemptions are considered and are applicable when a child has a long term condition that contraindicates immunizations.

Parents requesting a medical exemption from any Georgia State required immunization must provide a detailed explanation of the child's disability and/or disease process as documented by a licensed pediatrician. This documentation must be provided on the pediatrician's office official letterhead, must contain the physician's medical license number, and must state if the medical exemption is temporary or permanent. The Archdiocese of Atlanta reserves the right to obtain a second medical opinion in such cases.

### **Requirements**

According to Archdiocesan guidelines, the Certificate of Immunization must be completed by a pediatrician and certify that the student has met the following standards:

- Five (5) doses of DTP, DtaP, DT. However, if the fourth (4<sup>th</sup>) dose was on or after the fourth (4<sup>th</sup>) birthday, the fifth (5<sup>th</sup>) dose is not needed.
- Three (3) doses of Hepatitis B.
- Four (4) doses of Polio vaccine. If a child received all OPV or all IPV and dose three (3) was given on or after the fourth (4<sup>th</sup>) birthday, dose four (4) is not needed. If a child has received a mix of OPV and IPV, all four (4) doses are needed regardless of age of the initial dose and/or age of the third (3<sup>rd</sup>) dose.
- Two (2) doses of MMR vaccine for all children entering school for the first time. The requirement for children entering 6<sup>th</sup> grade to have two doses of MMR remains in effect.
- One (1) dose of Varicella vaccine for all children entering school for the first time, with an additional one (1) dose for those entering kindergarten and sixth grade.

## **INJURY/ACCIDENT REPORTS**

Every effort will be made to contact the parent or guardian directly if an injury or illness is judged to require medical attention. In the event the school is unable to reach the parent or guardian, the situation will be treated as a medical emergency (911). The child's physician will be contacted and hospitalization may be required.

Accidents will be reported in writing to the parents/guardian of the child involved. A written report of the accident will be forwarded to the parents of the child involved. The written report will include the following information:

- Brief summation of the activities surrounding the accident
- Date and Time
- Name of supervising adult
- Follow-up medical care administered (ice, bandaging, etc.)
- Signature of an administrator

The parent or guardian needs to sign the report, keep the yellow copy, and return the rest to the school clinic.

## **MEDICATION**

### **Procedures**

No prescription OR non-prescription medicine will be administered by school personnel without the Medication Permit Form (5300) signed by the legal parent/guardian AND physician on file with the clinic personnel and/or individual(s) administering the medication.

**Antibiotics will not be given at school by school personnel.** If the parent feels the antibiotic must be given during the school day, the parent may come to the school office/clinic and administer it.

Experimental medications will not be given at school by school personnel. Herbal medications, dietary supplements, and other nutritional aids not approved as medication by the FDA will not be administered at school.

Students may not carry any over the counter drugs or prescription medicines on their person. (Refer to *Serious Offenses*, page 40). Only necessary and limited quantities of medicines may be kept at school.

Medication will be taken by the child at the designated time and administered by the clinic personnel or by the other individual who has been identified to do so. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.

Teachers and/or staff members may not dispense medication to students during school hours.

An individual and confidential record will be kept for each student receiving medication.

All medications administered at the school will be kept under lock in a cabinet/drawer in the school office/clinic and administered in the school office/clinic.

A list of pupils needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued, will be kept in the clinic and will be updated periodically.

The parent is responsible to bring all medication to the clinic/office and to pick up unused medication in person at the end of the school year. Medications remaining after the last day of school will be destroyed.

Only the parent or adult designee can perform nebulizer treatments in school.

Clinic/school personnel will report any unusual behavior of pupils on medication.

### **Epi-Pens**

The State of Georgia has a law in place regarding the use of epi-pens in schools. If you choose to have your child carry his/her epi-pen during school hours, the school must have written permission from your child's physician stating that the child may carry his/her epi-pen along with the signed Archdiocese of Atlanta Medication Permit Form.

Additionally, students who carry the epi-pen on their person must have a second epi-pen stored in the school clinic. If the child self-administers the epi-pen, he/she must alert the clinic immediately and 911 will be called.

A meeting with the clinic personnel, the principal, and the parents must occur prior to allowing a student to carry an epi pen on campus.

### **Inhalers**

Students may carry rescue inhalers on their person provided

- Form 5300 is on file in the clinic, AND

- A second inhaler is kept in the clinic

### **Non-Prescription Medication**

Students may not carry over the counter drugs on their person. (Refer to *Serious Offenses*, page 40).

School personnel may NOT dispense any over the counter medications without the Medical Permit Form (5300) on file in the clinic. This includes, but is not limited to, Tylenol, Ibuprofen (Advil or Motrin), Neosporin ointment, Benadryl cream, hydrocortisone cream, Tums, cough syrup, or cough drops.

Form 5300 must have the physician's signature AND the custodial parent/legal guardian's signature on the form before any medicine can be administered.

If your child needs to be given any non-prescription medications during school hours, it is the responsibility of the custodial parent/legal guardian to provide a new, small, unopened bottle with the following information on the container:

- Child's full name
- Name of the drug and dosage
- Time to be given
- Physician's Name

The Medical Permit Form (Form 5300) and medication shall be brought to the clinic by the custodial parent/legal guardian.

The clinic requires that any child who requires Benadryl™ as part of an Allergy Action Plan must provide either the "fast-melt tabs" or "strips." Liquid Benadryl™ will not be accepted.

### **Prescription Medication**

Students may not carry prescription drugs on their person. (Refer to *Serious Offenses*, page 40).

The school may NOT dispense any prescription medications without the Medical Permit Form (5300) on file in the clinic. Form 5300 must have the physician's signature AND the custodial parent/legal guardian's signature on the form before any medicine can be administered.

If your child needs a prescription medicine during school hours, please send the bottle labeled with the following information:

- Child's full name
- Name of the drug and dosage
- Time to be given
- Physician's Name

The Medical Permit Form (Form 5300) and medication shall be brought to the clinic by the custodial parent/legal guardian.

## **NEW STUDENT PHYSICALS**

A comprehensive physical examination is required on all new students. This examination must be signed by a licensed physician, MD, DO, RNP or PA working under the direction of a licensed physician. If a student is transferring from another school

within the Archdiocese and has met the requirements, another examination is not necessary.

## **CODE OF CONDUCT**

It is the student's responsibility to:

- Conduct himself/herself in a manner which contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Immediately report all incidents to a supervising adult.

When informed he/she is perceived as engaging in intimidating, harassing, or unwelcome conduct, the person must discontinue that conduct immediately.

The purpose of the Student Conduct Program is to promote among the students a sense of responsibility for one's actions, an understanding of the element of personal choice in determining one's behavior, and an understanding of consequences for one's behavior both during and outside of school hours. This system is designed to support, not supplant, individual classroom rules.

The teacher is granted flexibility within the program to allow for the particular needs of the students. All faculty, school personnel, substitute teachers, and supervising volunteers are a part of this process and are expected to discipline a student when needed.

Other inappropriate behavior not mentioned in this handbook or any conduct unbecoming of a student in a Catholic school is not tolerated. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

### **GENERAL SCHOOL RULES**

Respect and dignity for each person is the foundation of the Student Conduct Program. Toward this end, any behavior inconsistent with these standards is subject to discipline. The school has certain regulations which students are expected to follow:

- Be prepared for school at all times with assignments, supplies, and all signed parental communication.
- Behave in a manner that does not interfere with another student's right to learn, to play, to pray, and to feel safe.
- Respect all children and adults, the property of others, and the property of the school and church.
- Follow the directions of all school personnel.
- Be a good citizen. Show compassion, tolerance, selflessness, leadership, and community involvement.

### **DISPLAYS OF AFFECTION**

Hugging, kissing, cuddling, holding hands, or inappropriate touching is never permitted. Students who engage in such behavior will conference with the principal and may be subject to further disciplinary action.

## **OFF-CAMPUS BEHAVIOR**

Parents of students and students who attend Our Lady of the Assumption Catholic School must understand they are members of a faith and educational community, and they have the responsibility to conduct themselves appropriately at all times. Parents and students should understand that what a student does on or off campus, outside the school day and property, reflects on the school; therefore, inappropriate conduct that is detrimental to the reputation of OLA Catholic School is not acceptable and subject to disciplinary procedures.

## **SEARCH AND SEIZURE**

Our Lady of the Assumption Catholic School reserves the right to search any item(s) on campus.

OLACS is the co-tenant of desks and cubbies, as well as their contents, and reserves the right to search or inspect them at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book-bags, purses, or articles of clothing that are left unattended on school property.

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

School administrators must always have another school authority present when a personal search is conducted.

If a student refuses to voluntarily empty pockets or to permit inspection of his/her personal property, the student will be detained until parents are contacted and arrive. Parents will then be informed that the student is risking possible suspension or dismissal for refusing to comply.

In some cases, if a weapon or other dangerous ordinance is suspected, the school will contact the local police department immediately and will not attempt to disarm the individuals.

If a weapon or illegal drug is actually seized, the school authorities may contact the local police department to report the incident and secure the contraband until the police arrive.

## **SERIOUS OFFENSES**

In addition to the general school regulations, serious offenses will be handled by the administration and/or a disciplinary committee. These offenses will be handled on a case-by-case basis and may result in suspension or expulsion from school and/or referral to an appropriate agency. These offenses include but are not limited to:

- Immoral behavior on school grounds or in cyber-space/ internet
- Written or spoken profanity or vulgarity
- Assault, battery, or any threat of force or violence directed toward any school personnel or student
- Any bullying i.e., verbal, physical, sexual, and/or emotional harassment toward any school personnel or student

- Open, persistent defiance and or disobedience of the authority of the teacher or supervising adult
- Use, sale, or possession of narcotics, prescription or nonprescription drugs, and/or other controlled substances on or off the school campus
- Use of any product which acts as a chemical stimulant on or off the school campus
- Use of over the counter or prescription drugs outside of the school clinic
- Use, sale, distribution or possession of any alcohol on or off the school campus
- Stealing
- Deliberate absence from class or school
- Cheating/Academic Fraud/Lying
- Smoking or possession of tobacco products on or off the school campus
- Willful vandalism
- Possession of firearms (real or toy)
- Possession of weapons, material that can be used as weapons, and other contraband materials (real or toy)
- Possession of matches, lighter, or any flammable substances
- Any violation of state or local law

## **USE OF ELECTRONIC DEVICES**

Electronic devices, which includes but is not limited to cell phones, electronic book reading devices, PDA's, electric hair devices, cameras, gaming, musical devices are not permitted to be in use on or off campus unless approved by and under the supervision of school personnel. If used without permission of school personnel, these items will become the property of the school to be returned at the administration's discretion.

iPad usage while at school is limited to the eighth grade students and is subject to all rules and regulations in the iPad Acceptable Use Policy & Pledge (see page 50).

## **VANDALISM**

Parents of students shall be responsible for vandalism by their children. Vandalism comprises those acts that result in significant damage to schools, including burglary, theft, malicious mischief, school pranks, property damage, breaking and entering, and arson.

It is the intent of the Archdiocese to seek damages as permitted by law from students and/or their parents/guardians who vandalize or otherwise destroy or deface school property.

# **CONSEQUENCES FOR THE INFRACTION OF RULES**

## **CITATIONS**

A citation is a written form of communication between teachers and parents concerning a child's behavior. Citations are issued to students who fail to follow the school rules and to heed the warnings of classroom teachers and other school personnel.

### **PK - 2nd Grade**

- If a student breaks a school rule, the student will receive a written citation with a 1-, 2-, or 3-point value.
- Citation points are cumulative for the entire school year.
- One-point and 2-point citations are issued for minor infractions of the general school rules.
- A 3-point citation is issued to a student for a serious offense.

### **3rd – 5th Grades**

- If a student breaks a school rule, the student will receive a written citation with a 1-, 3-, or 6-point value.
- Citation points are cumulative for the entire school year.
- One-point and 3-point citations are issued for minor infractions of the general school rules.
- A 6-point citation is issued to a student for a serious offense.
- Grade 5 only — Detentions will be served for the accumulation of 6, 12, and 18 citation points.

### **6th-8th Grades**

- If a student breaks a school rule, the student will receive a written citation with a 1-, 3-, or 6-point value.
- Citation points are cumulative for the entire school year.
- One-point and 3-point citations are issued for minor infractions of the general school rules.
- A 6-point citation is issued to a student for a serious offense.
- Detentions will be served for the accumulation of 6, 12, and 18 citation points.
- Minor infractions of school rules include, but are not limited to, any type of inappropriate behavior, uniform infractions, lack of all necessary supplies/ textbooks for each class, not returning any form of school to home communication (Thursday folder, report card, etc.), leaving trash or personal belongings in inappropriate places, chewing gum, and other infractions as deemed necessary by teachers and staff members.

## **DETENTION**

Only students in grades 5-8 will receive detentions.

Parent/guardian will receive written notification of any detention to be served by a student. This notification will include the date and place the detention is to be served.

Detention will be served on Tuesday morning from 7:00 a.m. to 7:45 a.m.

No student will be admitted to detention after 7:00 a.m.

Any student arriving in the classroom after 7:00 a.m. will serve the detention the following Tuesday.

## **ACCUMULATION OF CITATION POINTS**

Parents will receive written notification of the number of points their child has accumulated on with the quarterly report cards.

Consequences for the accumulation of points is as follows:

**6 points** — Student will serve a 45-minute detention. Parents will be notified by Friday of any detention to be served the following week.

**9 points** — Parents will receive written notification from the school administration. Middle School students who accumulate 9 points in a quarter will lose dance privileges.

**12 points** — Student will serve a 45 minute detention. Parents will be notified by Friday of any detention to be served the following week. Student will lose field trip privileges but will attend school on the day of the field trip.

**15 points** — Parents will receive a formal notification that their child has accumulated 15 points and is placed on disciplinary notice. Parents must sign and return the letter to the assistant principal or principal. A conference may be scheduled with appropriate personnel in order to outline a behavioral plan/contract to assist the student in maintaining appropriate conduct.

**18 points** — Student will serve a 45 minute detention. Parents will be notified by Friday of any detention to be served the following week. Parent/student conference may be scheduled with the principal, assistant principal and appropriate school personnel. Parents receive written notification that with the accumulation of 3 more points the student will be placed on disciplinary probation.

**21 points** — Parents will receive formal notification that their child has accumulated 21 points and is now on disciplinary probation. This may jeopardize the student's re-enrollment for subsequent years. Parent/student conference will be scheduled with the principal, assistant principal, and appropriate school personnel. In addition, with the accumulation of three more points the student will serve an in-school suspension. Parents must sign and return the letter to the assistant principal or principal.

**24 points** — Student will receive a one-day suspension. At the administration's discretion, the suspension will be either in school or out-of-school. The suspension will be held the day following parent notification. This will jeopardize the 6th, 7th, and 8th grade student's formal disciplinary record.\* A parent/student conference will be scheduled with the principal, assistant principal, and appropriate school personnel.

**27 points** — Student will receive a two-day out-of-school suspension. The suspension will be held the two days following parent notification. This will jeopardize the 6th, 7th, and 8th grade student's formal disciplinary record\*. A parent/student conference will be scheduled with the principal, assistant principal, and appropriate school personnel. Students will be given the opportunity to withdraw from OLA Catholic School.

\*Reference Official Code of Georgia, page 87.

**30 points** — Possible expulsion action initiated

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. It is the right and responsibility of the principal to determine appropriate consequences for all disciplinary measures.

## **PROBATION/SUSPENSION/EXPULSION**

It is the right and responsibility of the administration to determine appropriate consequences for all disciplinary measures.

## **Probation**

A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's custodial parent/guardian and relevant school personnel, the principal sets conditions for release from the probation.

## **Suspension**

Suspension is a severe measure. Prior to suspension, the student must be advised of the reason for the suspension and the custodial parent/guardian given prompt notice of the suspension and the reason for the action.

Suspension may be given in cases of extreme disrespect, inappropriate behavior, or an accumulation of points based on the Student Conduct Program. (Refer to *Citation Point Guidelines*, pages 44-47.)

## **Expulsion**

As a definition, expulsion is considered a termination of enrollment. Expulsion shall be used in response to an egregious offense. It may also be used when an excessive number of citation points are accumulated. (Refer to *Citation Point Guidelines*, pages 44-47.)

The Archdiocesan Superintendent of Schools is to be informed before any action leading to expulsion is taken.

Students asked not to return the following year for behavior reasons are not considered to be expelled. The student has not been accepted for re-enrollment in the next academic year because of prior behavioral problems.

Students not allowed to return due to failure to meet required academic standards are not to be considered expelled.

# **CITATION POINT GUIDELINES: PK – 2ND GRADE**

Point values will increase for repeat offenses.

This list is not all-inclusive.

Other infractions will be assigned a point value by teacher/ administration.

### **1-POINT OFFENSES**

- Running
- Out of Uniform
- Chewing gum
- No Hall Pass
- Misusing playground equipment
- Lack of cleanliness/orderliness in any school setting
- Not reporting to the Murray Center upon arrival
- Inappropriate cafeteria manners/behavior
- Inappropriate use of time
- Speaking loudly in the hall, cafeteria, assemblies or other inappropriate places
- Improper behavior during emergency drills
- Not being prepared for class

## **2-POINT OFFENSES**

- Not following directions
- Inappropriate language
- Not keeping hands, feet, and objects to one's self
- Not being respectful
- Not following designated traffic patterns
- Leaving assigned area without permission and a pass
- Throwing harmful objects or food
- Inappropriate use of restroom
- Inappropriate recess behavior

## **3-POINT OFFENSES (Serious Offenses)**

- Immoral behavior
- Profanity or vulgarity
- Physical violence or threat to another student or adult
- Willful vandalism
- Bullying: Verbal /physical/sexual/emotional harassment
- Persistent defiance/disobedience
- Stealing
- Cheating/academic fraud/lying
- Possession of firearms (real or toy)
- Possess weapons/materials used as weapons (real or toy)
- Possess flammable substance
- Possess over-the-counter/prescription drugs

# **CITATION POINT GUIDELINES: 3RD – 5TH GRADE**

Point values will increase for repeat offenses.

This list is not all-inclusive.

Other infractions will be assigned a point value by teacher/ administration.

## **1-POINT OFFENSES**

- Running
- Out of Uniform
- Chewing Gum
- Late to class
- Using telephones without permission
- No Hall Pass
- Mis-using playground equipment
- Lack of cleanliness in any school setting
- Not reporting to the Murray Center upon arrival
- Inappropriate cafeteria manners/behavior
- Inappropriate use of time
- Speaking loudly in the hall, cafeteria, assemblies or other inappropriate places

- Improper behavior during emergency drills
- Not being prepared for class

### **3-POINT OFFENSES**

- Not following directions
- Inappropriate language
- Not keeping hands, feet, and objects to one's self
- Not being respectful
- Using vending machines
- Using electronic devices not approved by teachers
- Not following designated traffic patterns
- Leaving assigned area without permission and a pass
- Throwing harmful objects or food
- Inappropriate use of restroom
- Loitering in the halls
- Inappropriate recess behavior

### **6-POINT OFFENSES (Serious Offenses)**

- Immoral behavior
- Profanity or vulgarity
- Assault / battery / threat of violence
- Willful vandalism
- Bullying: Verbal /physical / sexual/ emotional harassment
- Persistent defiance/disobedience
- Stealing
- Cheating/academic fraud/lying
- Possession of firearms (real or toy)
- Possess weapons/materials used as weapons (real or toy)
- Possess flammable substance
- Possess over-the-counter/prescription drugs
- Use/sell/possess alcohol
- Use of any product which acts as a chemical stimulant
- Use/sell/possess controlled substance
- Any violation of state or local law.

## **CITATION POINT GUIDELINES: 6TH – 8TH GRADE**

Point values will increase for repeat offenses.

This list is not all-inclusive.

Other infractions will be assigned a point value by teacher/ administration.

### **1-POINT OFFENSES**

- Running
- Out of Uniform

- Chewing gum
- Late to class
- No Hall Pass
- Lack of cleanliness/orderliness in any school setting
- Not reporting to the Murray Center upon arrival
- Inappropriate cafeteria or recess manners/behavior
- Inappropriate use of time
- Speaking loudly in the hall, cafeteria, assemblies, or other inappropriate places
- Improper behavior during emergency drills
- Not being prepared for class

### **3-POINT OFFENSES**

- Not following directions
- Inappropriate language
- Not keeping hands, feet, and objects to one's self
- Not being respectful
- Using electronic devices not approved by teachers
- Not following designated traffic patterns
- Leaving assigned area without permission and a pass
- Throwing food
- Inappropriate use of restroom
- Loitering in the halls
- Use of cell phone/telephone without permission

### **6-POINT OFFENSES (Serious Offenses)**

- Immoral behavior
- Profanity or vulgarity
- Assault / battery / threat of violence
- Willful vandalism
- Bullying: Verbal /physical /sexual/emotional harassment
- Persistent defiance/ disobedience
- Stealing
- Cheating/academic fraud/lying
- Possession of firearms (real or toy)
- Possess weapons/materials used as weapons (real or toy)
- Possess flammable substance
- Possess over-the-counter/ prescription drugs
- Use/sell/possess alcohol
- Use of any product which acts as a chemical stimulant
- Use/sell/possess controlled substance
- Any violation of state or local law
- Deliberate absence from class/school

## **COMPUTER, IPAD, AND INTERNET ACCEPTABLE USE POLICIES**

Technology resources at OLACS are provided for the purpose of supporting the educational mission of the school. The school's goal in providing these resources is to

promote educational excellence by facilitating resource sharing, innovation, scholarship, research, creativity, and communication.

Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the school handbook. It is understood that members of the OLACS community will use all types of computing devices and the school network in a responsible, ethical, and legal manner at all times.

## **INTERNET TERMS, CONDITIONS, AND REGULATIONS**

The Internet will be available for educational use in the Media Center, the computer labs, and in most classrooms at Our Lady of the Assumption Catholic School.

It is the policy of Our Lady of the Assumption Catholic School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below. Access privileges may be revoked; school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

### **Student:**

I have read the OLA Catholic School Computer and Internet Acceptable Use Policy (below). I know that the use of the computers and Internet at school is a privilege and not a right, and I agree to follow the guidelines set forth in this document. Inappropriate use could result in cancellation of these privileges.

I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

### **Parent or Guardian:**

As the parent or guardian of this student I have read the Computer and Internet Acceptable Use Policy for OLA Catholic School (below). I understand that this access is designed for educational purposes and OLA Catholic School has taken available precautions to eliminate controversial material.

However, I also recognize it is impossible for OLA Catholic School to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child.

## **GENERAL SCHOOL INTERNET POLICIES**

- I will only use a computer when a teacher, lab assistant, media specialist or other faculty member is present.
- Before I use the Internet, I will have all topics that are to be researched on the Internet approved by my teacher, lab assistant, or the Media Specialist.
- I will not browse the Internet without special permission from my teacher, lab assistant, or Media Specialist.
- Prior to going online, students must get an Internet Pass from the librarian. The pass must be displayed at all times while student is online.

- Personal email may not be checked from school computers.
- Access of obscene, inappropriate and/or pornographic material, including the printing of such materials, is strictly prohibited. If I find myself in an uncomfortable or inappropriate situation on the computer or Internet, I will stop immediately and tell the teacher, lab assistant or Media Specialist in charge.
- I understand that I can download information from the computer or Internet onto disk, but that Our Lady of the Assumption Catholic School and the Archdiocese of Atlanta are not responsible for any virus, spyware, or adware on downloaded files.
- I will be courteous to my fellow students by not monopolizing the computer or wasting paper by excessive printing.
- I will not tamper with school computers, including, but not limited to, changing any of the settings.
- Attempts to log in to the network as a system administrator or teacher will result in removal of user privileges and possible disciplinary action.

### **Acceptable Use**

The use of Internet and related technologies must be in support of education and research and consistent with the educational and religious objectives of Our Lady of the Assumption Catholic School. Electronic communications to or from Our Lady of the Assumption Catholic School should reflect the Christian principles and educational goals of the school. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

### **Unacceptable Use**

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat," or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, texting of inappropriate material, etc.

### **Vandalism**

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data or another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

### **Privileges**

The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to Internet and related technologies will participate in a training session with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.

## Copyright

It is the policy of Our Lady of the Assumption Catholic School that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

- copyright law
- fair use guidelines
- specific licenses or contractual agreements
- other types of permission

Employees, volunteers and students who willfully disregard copyright law are in violation of Our Lady of the Assumption Catholic School policy, doing so at their own risk and assuming all liability.

## **OTHER COMPUTER POLICIES**

- Security problems must be promptly reported to the supervising adult. Users will notify the supervisor immediately if any individual is trying to contact him/her for illicit or suspicious activities.
- Users shall not reveal their personal home address, phone number, or personal information about anyone else. Users' personal identifier on any email must use the school address only.
- No software of any kind may be brought from home for use in any school computer. All school software must be properly purchased or donated, including licenses.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Prior approval for List-serves is required for students.

## Acknowledgement

I understand that the Internet access at Our Lady of the Assumption Catholic School is designed for educational purposes, and that my use of this system must be in accord with the educational and religious goals Our Lady of the Assumption Catholic School. I further understand that for any violation of the Acceptable Use Policy my access privileges may be revoked and school disciplinary action will be taken.

**My signature on the handbook contract indicates that I understand and agree to abide by the Acceptable Use Policy for Internet access use at Our Lady of the Assumption Catholic School.**

## **IPAD ACCEPTABLE USE POLICY & PLEDGE**

### Goals for Student Users

- To increase students' productivity in and outside of the classroom when completing assignments, projects, and other activities assigned in all classes.

- To capitalize on the multitude of academic resources found on content rich media sources.
- To facilitate mobile learning in preparation for high school.
- To promote leadership in one's own learning by establishing access to resources and providing a host of tools to craft information in ways that supports the curriculum of the Archdiocese of Atlanta.

### **Equipment**

OLACS retains sole right of possession of the iPad and related equipment.

Students who transfer, withdraw, are suspended or expelled from Our Lady of the Assumption Catholic School during the school year must surrender the iPad upon termination of enrollment.

Student iPads will be labeled in the manner specified by the school. iPads will be identified by serial number.

The iPad will be issued to students according to the guidelines set forth in this document. OLACS retains the right to collect and/or inspect the iPad at any time and to alter, add, or delete installed software or hardware.

Each student must purchase earbuds to use when the iPad's audio is in use at school. Earbuds must be brought to school each day.

### **Substitution of Equipment**

In the event that the iPad is inoperable due to repair, OLACS has a limited number of spare iPads for use while the iPad is repaired or replaced. This agreement remains in effect for the substitute.

If a student forgets to bring his/her iPad, earbuds, and/or power charger to school, a substitute will not be provided. If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

### **Customization of Equipment**

The student is not permitted to alter, add files, or customize the assigned iPad to his/her own working styles (i.e. System Preferences). The student is not permitted to install software/apps on the assigned iPad.

Photo/Image storage on the iPad will be for school projects only. Storage of student personal photos or downloaded images is not allowed.

### **Printing at School and Home**

Printing will be available with the iPad. Students will be given information and instruction on printing with the iPad at school. Printing at home will require a wireless printer, proper settings on the iPad and the correct app. OLACS provides no information and/or technical support for the home set-up/use of iPads.

### **Home Internet Access**

Students are allowed to set up wireless networks on their iPads to assist them with iPad use while at home. OLACS provides no information and/or technical support for the home set-up/use of iPads.

### **Damage or Loss of Equipment**

All iPads are covered by a manufacturer's extended warranty (AppleCare) as well as an additional insurance policy. The warranty covers manufacturer's defects. The

"Find My iPad" feature will be enabled on each iPad in the event the iPad is lost. This feature allows the technologist, with the student's knowledge, to track the iPad's location.

Each family is required to purchase an insurance policy for a fee of \$52. This insurance policy requires a \$50 deductible for each claim. The \$50 deductible is also the financial responsibility of the student's family. The insurance covers accidental damage from liquid spills, power surges, drops, falls, collisions, theft, vandalism, flood, fire, smoke, wind, and earthquake, as well as damage to batteries and ac adapters. Insurance does not cover negligence and abuse. For example, throwing the iPad or using the iPad as an umbrella would be considered examples of neglect and abuse.

If an iPad is damaged by neglect or abuse, it is the family's financial responsibility to replace the iPad at a price of approximately \$500. If an iPad is damaged, it is the responsibility of the student and the student's family along with the insurance company to determine if it is a warranty or insurance claim incident. All repairs will be handled by the student's family through AppleCare or Worth Ave. Group, a Hanover Insurance Company.

### **Network Etiquette and Privacy**

Students must always be mindful that they are a representative of Our Lady of the Assumption Catholic School.

Students are expected to use appropriate language when using email, journals, blogs, or any other forms of communication. Students will not create nor will they encourage others to create discourteous or abusive content. Students will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other students, faculty, or persons associated with or not associated with OLACS.

iPads will be password protected. During orientation, each student will choose a 4-digit password. This password will be kept on record with the technology department and may not be changed without school permission.

Students will be assigned a school email account through Google Apps for Education. OLACS will provide a password to each student for his/her email account. This password may not be changed by the student. Passwords may not be shared with other students. Students will access only their school-assigned email accounts.

**All the rules of conduct described in the *OLACS Parent/Student Handbook* apply at all times, whether student is on the network at school or at home using his/her personal computer. Possible consequences for violating any portion of this agreement include, but are not limited to, disabling of network account, loss of iPad, detention, suspension, or expulsion.**

### **Acknowledgement**

#### **STUDENT:**

I have read the iPad Initiative Technology Use Agreement and agree to follow these rules and guidelines when using technology. All these rules apply while I am a student at OLACS and are not limited to my being on campus or using school computers. I will engage in no activity at any time that is in violation of this iPad Initiative Technology Use Agreement.

All policies related to behavioral conduct expressed in the *OLACS Parent/Student Handbook* also apply to the use of the iPad, computer, computer network, email, and the Internet.

I understand that an individual search of my data and activity records will be conducted if there is reasonable suspicion that I have violated this policy or the law.

**PARENT OR GUARDIAN:**

I hereby release OLACS and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school network, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding the rules of use of the information systems contained in this document and understand and agree that the agreements contained herein are incorporated into the contract under which my child is enrolled at OLACS.

I understand that it is impossible for OLACS to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate use of the system of which I am aware to the school administration.

I accept full responsibility if and when my child's use of technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school.

I agree to replace/repair my student's iPad if necessary per the terms of this agreement.

I have read and understand the information contained in this agreement and agree to abide by the rules set forth in this agreement.

**My signature on the handbook contract indicates that I understand and agree to abide by the Acceptable Use Policy for Internet access use at Our Lady of the Assumption Catholic School.**

## **CONTACTING STUDENTS DURING SCHOOL HOURS**

In order to maintain an appropriate classroom environment, classroom interruptions must be kept to a minimum.

The office will not relay messages to your child unless in case of extreme emergency. Carpool and schedule changes do not constitute an emergency.

Students are not permitted to call home for homework, test papers, PE uniforms, folders, etc, nor will these items be delivered to the classroom if they are delivered to the school office.

### **LUNCH**

It is not the responsibility of the school staff to deliver lunch to your child. Lunches should be sent with the child in the morning.

## ITEM DROP-OFF

P.E. uniforms, homework, projects, school uniforms, and lunches should not be dropped off for students. It is the student's responsibility to come prepared for school. Teachers may not be disrupted and the front entrance and phones cannot be left unattended while items are delivered to the student.

## DRESS CODE

The OLACS uniform is expected to be worn with pride as it represents Our Lady of the Assumption Catholic School. The dress code emphasizes the word "uniform," underscoring the need for all students to abide by the intent of the uniform code.

The administration is the judge on the suitability of attire.

Students in grades K-8 are required to arrive at school in proper uniform attire. It is the student's responsibility to be in complete uniform each morning. Throughout the day, students are expected to maintain a neat and proper uniform appearance.

All components of the school uniform are available for inspection and for purchase at Buckhead Uniforms. See page 56 for the uniform requirements for specific grade levels.

Students in Pre-K are not required to wear the OLACS uniform but are expected to abide by the Personal Appearance Policy regulations, which apply to students in all grades.

## OUT-OF-UNIFORM DRESS CODE

"Out-of-uniform" days are designated by the school administration. Clothing should not be in conflict with our Catholic identity. Students are expected to be neat, well groomed, and to adhere to these rules:

### Shorts

At the administration's discretion, students may wear shorts on out-of-uniform days during the regular uniform time period. Shorts must be average length or longer (at least to the length of fingertips with arms at side) and in good taste.

At no time are students in grades 6-8 allowed to wear shorts.

### Capris

Capris may be worn by girls at the administration's discretion.

### Jeans

Students may wear jeans on any out-of-uniform day. The jeans must be in good condition.

### Shirts

T-shirts must fit appropriately and be in good taste. Sleeveless shirts must have straps at least 4 fingers wide. No bare midriffs are permitted. No logos on any clothing that is in conflict with our Catholic identity.

### Shoes

No flip-flops.

## **PERSONAL APPEARANCE POLICY**

### **Inappropriate Attire**

Citation points will be issued for inappropriate attire or other infractions to the personal appearance policy.

Parents will be expected to bring a change of clothing before the student is readmitted to class.

Students may not have visible body piercing or tattoos.

### **Hairstyles**

A simple hairstyle consistent with the simple, tailored appearance of the school uniform is expected. Extreme hairstyles or hair colors and excessive hair length is not acceptable.

Boys' hair must be cut above the eyebrows (not pushed back or to the side), above the collar in the back, and above the ears on the sides.

For girls, hair ornaments should be limited to small barrettes, headbands without decoration, combs, or small bows, which coordinate with the color of the uniform.

### **Makeup**

Seventh and eighth grade girls may wear pale lipstick and a light amount of makeup. Heavy eyeliner is not appropriate.

Clear nail polish, only, is allowed for all grades.

### **Jewelry**

Jewelry is limited to thin gold or silver chains, bracelets, small crosses, or medals for both boys and girls.

Girls may wear small gold or silver earrings or simple colored earrings no longer than the ear lobe. Hoop earrings are limited to the size of a dime.

The number of earrings per ear is limited to one.

Boys are not permitted to wear earrings.

### **Shoes**

When shoes are worn-out, they are to be replaced immediately.

Writing on shoes is not acceptable.

### **Socks**

Neither ankle socks nor athletic socks are acceptable. Only crew socks which are able to fold over or dress socks, as indicated by the specific grade-level uniform requirements, are allowed.

### **Outerwear**

Outerwear may not be worn in the classroom. Only uniform sweaters, sweater vests, or school sweatshirts may be worn in the classroom during cold weather.

## CONCERT ATTIRE

Unless specifically instructed by the classroom teacher, the following is the generally-accepted dress code for school concerts and public performances. Denim of any sort may not be worn by either male or female. If the student does not abide by these guidelines, he or she may wear the school uniform.

### PK – 3rd Grade

<i>Christmas:</i>	Christmas colors
<i>Spring:</i>	Spring colors Following "out of uniform guidelines"/Seasonal guidelines

### Boys 4-8

<i>Christmas:</i>	Black Dress Pants (NO DENIM) Black shoes, Black socks White Buttoned Down Long Sleeve Shirt Christmas Tie
<i>Spring:</i>	Khaki Pants Spring Colored Polo (no t-shirts)

### Girls 4-8

<i>Christmas:</i>	Black Skirt (dress code length) White Dress Blouse Christmas Accessories (when appropriate) Closed-toed Black Flats Black tights or knee socks
<i>Spring:</i>	Spring colored dress (dress Code) Flats or Sandals

## FIELD DAY

Field day may require a dress code which differs from the one stated above. Field day dress code will be distributed by the homeroom teachers prior to the event.

## UNIFORM REQUIREMENTS

OLA Catholic School's uniform attire must meet the following specific regulations.

- Uniform must be worn appropriately.
- Skorts and jumpers will be measured for appropriate length (no shorter than at the knee) by having girls kneel on the floor.
- When uniforms become worn, discolored, or torn they must be replaced immediately.
- When uniforms are no longer of an appropriate fit, including length, they must be replaced immediately.
- Skort and pant waists must fit and be worn at the waistline of the student.
- All items of clothing should be clearly marked with the student's name.

## EFFECTIVE DATES

### Dress Uniform

Required each day between November 7, 2011, and March 5, 2012.

All students are required to wear the Dress uniform EVERY Wednesday from August through May.

Dress Uniform shall be worn to field trips, Archdiocesan events, and any other day as specified by the Principal.

### **Regular Uniform**

Students may wear the regular uniform every day not specified as a Dress Uniform Day.

Students in Grades PK-5 may NOT wear shorts from November 1, 2010, to February 28, 2011.

## **PRE-K STUDENTS**

The school uniform is optional for students in Pre-K.

Students in Pre-K are expected to abide by the Personal Appearance Policy regulations (see page 54).

## **BOY'S UNIFORM: GRADES K-5**

### **Socks**

**Neither ankle socks nor athletic socks are acceptable.** Only crew socks which are able to fold over or dress socks, as indicated by the specific grade-level uniform requirements, are allowed.

### **Regular Uniform**

- **SHORTS** — Navy Pleated or Flat Front Shorts (No Duckheads or Dockers) (No Long Shorts)
- **SLACKS** — Navy Pleated or Flat Front Slacks
- **KNIT SHIRTS** — White or Burgundy (Cardinal) Short Sleeve or Long Sleeve Knit Shirt with School Logo (Poly/Cotton Acceptable for White or Burgundy; 100% Cotton Acceptable for White ONLY)
- One Burgundy (Cardinal) Knit Shirt with School Logo is **REQUIRED** for Field Trips
- **SOCKS** — K-5th White Crew Socks with Shorts
- K-2nd White Crew Socks ONLY with Slacks
- 3rd-5th Navy Crew Socks ONLY with Slacks

### **Dress Uniform**

- **SLACKS** — Navy Pleated or Flat Front Slacks
- **KNIT SHIRTS** — White or Burgundy (Cardinal) Short Sleeve or Long Sleeve Knit Shirt with School Logo (Poly/Cotton Acceptable for White or Burgundy; 100% Cotton Acceptable for White ONLY)
- One Burgundy (Cardinal) Knit Shirt with School Logo is **REQUIRED** for Field Trips
- **SOCKS** — K-2nd White Crew Socks ONLY
- 3rd-5th Navy Crew Socks ONLY

### Additional Required Items for Dress and Regular Uniform

- **SWEATERS or SWEATSHIRTS** — Navy Crewneck Pullover with Embroidered School Monogram OR Navy Crew Sweatshirt with School Appliqué or Embroidered School Monogram
- **REQUIRED** to have either a sweater with embroidered school monogram OR sweatshirt with school appliqué or embroidered school monogram for classroom wear
- **BELTS** — Navy Stretch Belt
- **SHOES** — Black Bucs or Black Merrells
- Kindergarten students may wear gray, blue or white sneakers year round. NO flashing lights

### Optional Uniform Components

- **OUTERWEAR** — Navy Evolux Jacket with Embroidered School Monogram (JACKET NOT TO BE WORN IN CLASSROOM)

## **BOY'S UNIFORM: GRADES 6–8**

### Socks

Neither ankle socks nor athletic socks are acceptable. Only crew socks which are able to fold over or dress socks, as indicated by the specific grade-level uniform requirements, are allowed.

### Dress Uniform (6th-7th)

- **SLACKS** — Charcoal Gray Flannel Slacks
- **SHIRTS** — White or Blue Short Sleeve or Long Sleeve Oxford Cloth Shirt (May not be worn with Regular Uniform)
- One White Short Sleeve or Long Sleeve Oxford Cloth Shirt **REQUIRED** for Field Trips
- **TIE** — Stripe #6 Tie- Red with Navy, Green, and Yellow Stripes
- **SWEATER VEST or SWEATER** — Navy Sweater Vest with Embroidered School Monogram OR Navy Crewneck Pullover Sweater with Embroidered School Monogram

**NOTE:** Navy Crew Sweatshirt with School Appliqué or Embroidered School Monogram May Be Worn Over Vest/Sweater in Classroom

### Dress Uniform (8th)

- **SLACKS** — Charcoal Gray Flannel Slacks
- **SHIRTS** — White or Blue Short Sleeve or Long Sleeve Oxford Cloth Shirt (May not be worn with Regular Uniform)
- One White Short Sleeve or Long Sleeve Oxford Cloth Shirt **REQUIRED** for Field Trips
- **TIE** — Solid Burgundy Tie
- **SWEATER VEST** — Burgundy (Cardinal) Sweater Vest with Embroidered School Monogram
- **NOTE:** Navy Crew Sweatshirt with School Appliqué or Embroidered School Monogram May Be Worn Over Vest in Classroom

### Regular Uniform (6th-7th)

- **SLACKS** — Charcoal Gray Flannel Slacks
- **KNIT SHIRTS** — White Short Sleeve Knit Shirt with School Logo (Poly/Cotton or 100% Cotton)
- One White Short Sleeve Knit Shirt with Logo REQUIRED for Field Trip

### Regular Uniform (8th)

- **SLACKS** — Charcoal Gray Flannel Slacks
- **KNIT SHIRTS** — Navy or White Short Sleeve Knit Shirt with School Logo (Poly/Cotton or 100% Cotton)
- **NOTE:** Navy crew sweatshirt with school appliqué or embroidered school monogram may be worn over knit shirt in classroom

### Additional Required Items for Dress and Regular Uniform

- **BELTS** — Black Braided Belt
- **SOCKS** — Black Crew Socks (No ankle sock/no logos)
- **SHOES** — Black Bucs or Black Merrells (Buckhead Uniforms ONLY)

### Optional Uniform Components

- **OUTERWEAR** — Navy Evolux Jacket with Embroidered School Monogram (JACKET NOT TO BE WORN IN CLASSROOM)

## **GIRL'S UNIFORM: GRADES K-5**

### Socks

**Neither ankle socks nor athletic socks are acceptable.** Only crew socks which are able to fold over or knee socks are allowed.

### Regular

- **SHORTS or SKORTS** — Navy Pleated or Fashion Fit Shorts (No Duckheads or Dockers) OR Navy WRAP Skort (Style #907) No shorter Than Knee Length
- May be worn all year. May not be worn on Wednesday/ Mass/Field Trips/Special Designated Days.
- **KNIT SHIRTS** — White or Burgundy (Cardinal) Short Sleeve or Long Sleeve Knit Shirt with School Logo (Poly/Cotton Acceptable for White and Burgundy; 100% Cotton Acceptable for White ONLY)
- White Short Sleeve or Long Sleeve Knit Overblouse with School Logo (No Banded Sleeve Overblouse. No Fashion Fit Polo)
- **BELTS** — Navy Stretch Belt (Required with Shorts and Slacks)

### Dress

- **JUMPERS** — Plaid Jumper (Style #172) (Color #60) No Shorter Than Knee Length
- Must purchase for Wednesday/Mass/Field Trips/Special Designated Days
- **BLOUSES** — White Short Sleeve or Long Sleeve Peter Pan Blouse

### Additional Required Items for Dress and Regular Uniform

- **SWEATERS or SWEATSHIRTS** — Navy Crewneck Pullover with Embroidered School Monogram OR Navy Crew Sweatshirt with School Appliqué or Embroidered School Monogram

- **REQUIRED** to have either a Sweater with Embroidered School Monogram OR Sweatshirt with School Appliqué or Embroidered School Monogram for classroom wear
- **SOCKS** — Plain White Crew Socks (No ankle socks/no logos)
- Navy or White Knee Socks
- **SHOES** — Black Bucs, Black Mary Janes, Black Merrells, or Black/White Saddle Oxfords (Saddles Available at Buckhead Uniforms ONLY)
- Kindergarten students may wear gray, blue or white sneakers year round. NO flashing lights

### Optional Uniform Components

- **SLACKS** — Navy Pleated or Fashion Fit Slacks (Regular Uniform Only) May not be worn on Wednesday/Mass/Field Trips/Special Designated Days
- **HAIR ACCESSORIES** — #60 Plaid Headband, Scrunchie, or Hair Barrette
- **TIGHTS** — White or Navy Tights (Cold Weather)
- **OUTERWEAR** — Navy Evolux Jacket with Embroidered School Monogram (JACKET NOT TO BE WORN IN CLASSROOM)

## **GIRL'S UNIFORM: GRADES 6-8**

### Dress Uniform (6th-7th)

- **SKORTS** — Plaid WRAP Skort (Style #907) (Color #60) No Shorter Than Knee Length\*\*
- **BLOUSES** — White or Blue Short Sleeve or Long Sleeve Oxford Cloth Blouse (Winter Attire Only)
- One White Short Sleeve or Long Sleeve Oxford Cloth Blouse **REQUIRED** for Field Trips
- **SWEATER VEST or SWEATER** — Navy Sweater Vest with Embroidered School Monogram OR Navy Crewneck Pullover Sweater with Embroidered School Monogram
- **NOTE:** Navy Crew Sweatshirt with School Appliqué or Embroidered School Monogram May Be Worn Over Vest/Sweater in Classroom

### Dress Uniform (8th)

- **SKORTS** — Plaid WRAP Skort (Style #907) (Color #60) No Shorter Than Knee Length\*\*
- **BLOUSES** — White or Blue Short Sleeve or Long Sleeve Oxford Cloth Blouse (Winter Attire Only)
- One White Short Sleeve or Long Sleeve Oxford Cloth Blouse **REQUIRED** for Field Trips
- **SWEATER VEST** Burgundy (Cardinal) Sweater Vest with Embroidered School Monogram
- **NOTE:** Navy Crew Sweatshirt with School Appliqué or embroidered school monogram may be worn over vest in classroom

### Regular Uniform (6th-7th)

- **SKORTS** — Plaid WRAP Skort (Style #907) (Color #60) No Shorter Than Knee Length
- **KNIT SHIRTS** — White Short Sleeve Knit Shirt with School Logo (Poly/Cotton or 100% Cotton) (No Fashion Fit Polo)

- White Short Sleeve Knit Overblouse with School Logo (May Not Wear Banded Sleeve Overblouse)

### Regular Uniform (8th)

- **SKORTS** — Plaid WRAP Skort (Style #907) (Color #60) No Shorter Than Knee Length\*\*
- **KNIT SHIRTS** — Navy or White Short Sleeve Knit Shirt with School Logo (Poly/Cotton or 100% Cotton) (No Fashion Fit Polo)
- Navy or White Short Sleeve Knit Overblouse with School Logo (May Not Wear Banded Sleeve Overblouse)
- **NOTE:** Navy Crew Sweatshirt with School Appliqué or Embroidered School Monogram May Be Worn Over Knit Shirt in Classroom

### Additional Required Items for Dress and Regular Uniform

- **SOCKS** — White or Navy Knee Socks (Navy Preferred for Winter Attire)
- **SHOES** — Black Bucs, Black Mary Janes, Black Merrells, or Black/White Saddle Oxfords (Saddles Available at Buckhead Uniforms ONLY)

### Optional Uniform Components

- **HAIR ACCESSORIES** — #60 Plaid Headband, Scrunchie, or Hair Barrette
- **TIGHTS** — White or Navy Tights (Cold Weather)
- **OUTERWEAR** — Navy Evolux Jacket with Embroidered School Monogram (JACKET NOT TO BE WORN IN CLASSROOM)

## PE UNIFORMS: GRADES 4 – 8

- Ash T-shirt with navy OLACS P.E. logo
- Navy mesh shorts with white OLACS P.E. logo
- Navy Crew Sweatshirt with School Appliqué or Embroidered School Monogram
- Navy sweat pants
- Tennis shoes

P.E. uniforms must be worn during every scheduled P.E. period.

Sweat shirts and pants must be brought to every P.E. period

Five failures to dress out will result in an N in Effort; eight failures to dress out will result in a U in Effort for the class.

## EMERGENCY SCHOOL CLOSING

In the event that Dekalb County schools close for the day or close early during the day because of inclement weather conditions or other unforeseen circumstances, OLA Catholic School will do the same. However, the school may elect to close, begin the school day late, or dismiss early, even if Dekalb County has not done so.

OLACS recognizes that many of its students travel from various locations throughout metro Atlanta. If the weather conditions/ roads surrounding one's home are too dangerous to travel, the school encourages parents to keep student(s) at home until the weather improves.

## **CHANNELS OF COMMUNICATION**

The primary means of notification in the case of severe weather conditions or other conditions necessary to the closing of school is an announcement on WSB-TV Channel 2, and/or other local TV channels, and AM-750 WSB radio. It is the parent's responsibility to monitor the radio and television stations for an announcement concerning severe weather conditions or school closings.

OLACS also has at its disposal the capability to send notification of emergency closings and/or information via an automated phone system and email. The immediacy and severity of the situation determines the use of these systems. It is the responsibility of the parent to ensure the phone number(s) and email address on file is current at all times.

## **EMERGENCY/DISASTER/UNEXPECTED CIRCUMSTANCES**

In the event of a disaster, emergency, or unforeseen circumstance that requires school to close during normal operation hours, please follow the procedures listed below:

- Do not phone the school. There may not be anyone in the building. Phone lines should be kept clear for communicating with emergency services.
- Listen to WSB radio and watch local television stations for announcements.
- Check your email, voicemail and/or the school website for specific pick-up instructions.
- Complete the student sign-out log when you pick up your child(ren).

## **EXTENDED CARE PROGRAM**

In the event that OLACS closes due to a disaster, emergency, or other unforeseen circumstance, the Extended Care Program (ECP) will also be closed.

## **STUDENT PICK-UP**

Parents are encouraged to make emergency plans for retrieval of students well in advance. Anyone signing out a student must be listed on the student's Emergency Card. Students will not be released into the care of anyone not listed on the form.

# **ENROLLMENT**

Attending a Catholic school is a privilege and not a right of the student. (*Archdiocese of Atlanta Office of Catholic Schools Policy Manual* — Section 5120)

## **ADMISSIONS STATEMENT**

Our Lady of the Assumption Catholic School does not discriminate on the basis of race, gender, color, national, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Our Lady of the Assumption Catholic School accepts students for whom there is a reasonable expectation of success from the program.

## **ADMISSION GUIDELINES**

Our Lady of the Assumption Catholic School follows Georgia State Law for beginning age requirements for school entrance.

Admission to any Archdiocese of Atlanta Catholic school is contingent upon having met all financial obligations at a previous private school.

No eighth grade student is guaranteed admission into the Atlanta Archdiocesan high schools upon graduation from Our Lady of the Assumption Catholic School.

### **Pre-Kindergarten**

- Child must be four years old on or before September 1, 2011.
- Applicants must participate in a pre-school screening.
- All students accepted to Pre-K must be potty trained.

### **Kindergarten**

- Child must be five years old on or before September 1, 2011.
- All applicants must be screened.
- All students accepted to Kindergarten must be potty trained.

### **1st Grade**

- Child must be six years old on or before September 1, 2011.
- All applicants must participate in a standardized assessment.

### **Grades 2 – 8**

- All applicants must participate in a standardized assessment.
- Local transfer of students from any public, private, or Archdiocesan School into grade 8 is not generally considered for admittance.
- Catholic school students whose families have relocated to the Atlanta area may apply for admission into grade 8 in an Archdiocesan school.

The Admissions Team processes the applications and determines if Our Lady of the Assumption Catholic School can meet the needs of the applicant. The decision is communicated to the parents in writing.

## **PRIORITY GUIDELINES**

Once it is determined that Our Lady of the Assumption Catholic School can meet the needs of the applicant, priority consideration is given to students in the following order:

- currently enrolled students
- siblings of currently enrolled students
- students currently on the wait list
- students from Our Lady of the Assumption Parish
- students of alumni
- students transferring from another Catholic school (out of town)
- students from other parishes in the Archdiocese
- students from other religious affiliations

## **PROBATIONARY PERIOD**

All students are accepted on a probationary basis for the first semester of enrollment. During this period, and at any other time, the administration reserves the right to assess your child's progress at Our Lady of the Assumption Catholic School and to require alternative placement if necessary.

## **CONTINUING ENROLLMENT**

### **Archdiocesan Policy**

Continuing enrollment of all students is subject to the student observing all school rules in the school handbook, including but not limited to general behavior, academic performance, and attendance.

Continuing enrollment in any given school year, and re-enrollment in any subsequent years, is subject to the parents'/guardians' continuing support of the mission of the school as documented in the school handbook and the maintenance of a demonstrably effective and supportive relationship between the school and the parents/guardians.

Re-enrollment in any subsequent year is subject to mutual agreement.

### **Family/School Cooperation**

Enrollment at a parochial school such as Our Lady of the Assumption Catholic School is a privilege, not a right.

Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. However, a situation may arise in which the uncooperative or destructive attitude, actions, or words of parents so diminishes the effectiveness of the school that the family may be required to withdraw from the school.

### **Student Annual Review**

Students who show observable unchristian behavior, misconduct, repeated disregard for school rules and the policies, or repeated academic deficiencies, will be evaluated at the end of the school year.

## **WITHDRAWAL OF STUDENT**

A withdrawal form should be submitted to the school office at least one week prior to the withdrawal or transfer. Withdrawal forms can be downloaded from the school website.

Students who are accepted into other private schools during the spring admissions period for the coming school year are requested to notify the school office immediately upon acceptance.

Textbooks, library books, and school property must be returned and all financial accounts settled before an official transcript will be sent to the new school.

Students who withdraw from the school will pay tuition through the end of the month in which they withdraw. The withdrawal form is required before the business office will discontinue tuition withdrawals.

## **EXTENDED CARE PROGRAM (ECP)**

For complete information, paperwork, dates, and fees, see the ECP Handbook, page 104.

Our Lady of the Assumption Catholic School provides after school care for students of all ages attending OLACS. ECP is available daily from dismissal until 6:00 p.m.

Students attending ECP will receive safe, attentive, fun supervision by trained, experienced Counselors who provide homework assistance as well as age appropriate outdoor play supervision, organized games, arts and crafts and other assorted activities for the children. A nutritious snack is also provided daily.

### **HOURS OF OPERATION**

Parents should consult the ECP calendar for dates that ECP is not open on days when there is a noon dismissal or an unanticipated school closing. In the event that OLACS closes due to a disaster or emergency or other unforeseen circumstance, the Extended Care Program will also be closed.

ECP closes at 6:00 pm each day of operation. Parents who did not sign out their student(s) by 6:00 pm will be charged at a rate of \$1.00 per minute past \$6.00 pm.

### **LATE CARPOOL PICK-UP**

Any student remaining after the end of carpool will be escorted to ECP. Fees will apply for students checked in to ECP.

### **PAYMENT OF FEES**

ECP will use the FACTS Management System for fees.

Late payments will incur a \$35 late charge.

## **FAMILY CUSTODIAL SITUATIONS**

When families experience transitions in parental custodial relationships, including separation, divorce, and court decrees regarding custody, they are required to notify the school administration immediately. Faculty and staff cannot proceed on hearsay, rumors, or demands of a parent; therefore, the appropriate documentation detailed below must be provided to the school administration.

### **COURT DECREES**

For currently enrolled families, any court decree regarding child custody must be supplied to the school as soon as the decree is issued. Intentional withholding of these legal documents could result in denial of acceptance or withdrawal of the invitation to return or to remain at Our Lady of the Assumption Catholic School.

All court decrees and parent directives regarding custody are maintained in a confidential file. The information is shared with those entrusted with the student's safety and on a need-to-know basis including to the child's teachers, the administration, and front desk personnel.

## **COOPERATION BETWEEN PARENTS**

In families experiencing separation of parents or pending divorce, school information — including but not limited to report cards, progress reports, student work, Thursday folders, and conference appointments — will be sent home with the child or mailed to whichever parent currently has primary physical custody of the child. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent.

In cases of joint custody (shared parenting agreements) entitling both parents access to school personnel and activities, one copy of communications and information will be sent to the home where the child resides, and it is assumed that this will be shared by and between the parents.

## **SEPARATION**

If the family has separated but no court decree has been issued, a letter from the parents with detailed directives for the school to follow with regard to whom the child may be released is required and must be notarized by the principal's administrative designee.

## **DIVORCE**

In order to insure the safety of each student, OLA Catholic School has the right to know immediately when there is a current separation, a pending divorce, a shared parenting agreement, a modification of custody status, and/or any other information regarding the child's family situation. Parents are required to provide this information immediately in the form of a valid and current court order or other written notarized documentation that is signed by both parents.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the final decree bearing the case number and the page bearing the judge's signature, are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the parent that has primary physical designation or primary physical custody.

## **PARENT-TEACHER CONFERENCES**

Regarding parent conferences in all custody situations, it is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both parents wish to be present.

## **STUDENT RECORDS**

Unless the divorce decree specifically limits the non-custodial parent's right to access the records, the non-custodial parent has a right to the same access as the custodial parent. OLA Catholic School will, unless otherwise restricted by a court order, release such records upon request to the non-custodial parent.

"Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily classwork and papers, or routine communications sent through the children to the home of residence.

# FAMILY RESPONSIBILITIES

The staff believes that parents are the primary educators of their children and that a partnership exists between the home and the school.

## PARENT RESPONSIBILITIES

Parents are responsible to:

- Be a role model for my child(ren) in the practice of the Catholic faith.
- Promote a positive atmosphere.
- Be knowledgeable of and comply with all school policies and procedures
- Be informed by reading all communications from the school.
- Support the faculty/staff, administration, parents, students in a loyal and community-building manner
- Take an active role in the partnership between the home and the school for your child(ren)'s successful learning experience.

## STUDENT RESPONSIBILITIES

Students are responsible for:

- Being prepared for school at all times with assignments, supplies, and all signed parental communication.
- Behaving in a manner that does not interfere with another student's right to learn, to play, to pray, and to feel safe.
- Respecting all children and adults, the property of others, and the property of the school and church.
- Following the directions of all school personnel.
- Being a good citizen. Showing compassion, tolerance, selflessness, leadership, and community involvement.

## EXHIBITING A POSITIVE ATTITUDE

The exhibiting of a positive attitude by parents or guardians toward the school community is of vital importance to preserve the union of authority that makes the teacher in the classroom an extension of parental authority. Parents are reminded that children absorb negativity, criticism, gossip, words spoken in anger or perhaps in jest, and that these become part of his/her education. Obedience and respect for authority should be taught at home and at school.

## PROBLEM RESOLUTION

From time to time, parents may have complaints or problems with school operations, policies or personnel. Parents are expected to follow school protocol, as outlined on page 29, in order to obtain information and resolution.

## TEMPORARY CARETAKERS

If custodial parent(s) are going to be out of town for more than one (1) day the school MUST be notified in writing of the authorized caretaker. Notification must include:

- Name, relationship, phone numbers (home/work) and address of authorized caretaker
- Dates for which the above information applies

## **UPDATING RECORDS**

It is the responsibility of the custodial parent/guardian to keep the school informed of all changes to contact information. This includes, but is not limited to, home address, phone numbers, emergency contacts, names of adults authorized to pick up your child, and custodial situations. Changes should be submitted in writing as soon as they occur.

## **FIELD TRIPS**

Field trips are privileges afforded to students. No student has an absolute right to attend a field trip.

Field trips may occur if there is an educational or cultural value directly related to the curriculum or contribute service to the community.

Field trips may be scheduled at the discretion of the principal and occur not more than two times each school year per grade. In-house cultural arts presentations may substitute for off-campus field trips.

Students are not permitted to use electronic devices, cameras, or cell phones on field trips.

## **ATTENDANCE**

The Administration may deny participation to a student whose classroom behavior pattern indicates possible non-compliance with field trip rules. In this event, parents will be notified prior to the field trip. Students are expected to attend school on the day of the field trip.

Students who have accumulated 12 points on the disciplinary scale may not participate in field trips.

## **CHAPERONES**

Chaperones accept supervisory responsibilities and are expected to follow the directions of the classroom teachers.

Teachers will designate chaperones for field trips. Chaperones will be notified of the opportunity in a timely manner.

To assist in making a field trip a well-organized, thoroughly enjoyable experience, chaperones must be fully aware of their responsibilities. These include, but are not limited to:

- Chaperones **MUST** be compliant with the Archdiocesan Safe Environment Policy.
- Chaperones must have submitted a signed Field Trip Chaperone form one week prior to the field trip.

- Field trips are arranged for students of Our Lady of the Assumption Catholic School. Due to the number of available spaces and the school's liability, siblings, and guests are not permitted to attend a trip.
- Chaperones will be assigned small groups of students for whom they will be responsible. This means that the chaperones will know, at all times, where each child is. Children must never go anywhere unsupervised. The chaperone will stay with the same group of students throughout the entire trip. Chaperones must accompany students to the restrooms.
- All chaperones are expected to be at school and ready to leave at the designated time.
- Chaperones must provide their own transportation to and from the field trip location.

The ultimate responsibility for assuring a safe trip falls on Our Lady of Assumption Catholic School teachers. Chaperones must abide by school guidelines and teacher requests.

## **DRESS CODE**

Students must wear clothing which identifies them as OLA Catholic School students while on field trips. Specific acceptable items will be determined by the teacher for each trip.

## **ILLNESS OR ACCIDENT**

In the event of illness or an accident, the same procedures as noted under *Clinic* section page 33, will be followed. If hospitalization is required, the student will be transported by emergency vehicle to the nearest facility.

## **OVERNIGHT RETREATS**

Only seventh and eighth grade students are allowed to participate in overnight religious retreats.

Students who behave inappropriately may not remain at the retreat site. Should this occur, the parents will be notified and must go to the retreat site within a reasonable time frame and accompany the child home.

## **PERMISSION SLIPS**

An official Archdiocesan permission slip will be sent home with the student prior to the field trip. Students who fail to return the proper form prior to the day of the field trip will not be allowed to participate.

In the event that a student forgets to bring the form home, a parent can download the form from the school website and fill in the appropriate date and place. The school will not accept forms other than the official one distributed by the teacher or downloaded from the school website. Emails or telephones calls will not be accepted in lieu of the proper form.

Parents also have the right to refuse to allow their child to participate in a field trip. School attendance is expected.

## **TRANSPORTATION**

Students must leave from and return to school in the school-provided transportation. Chaperones must provide their own transportation to and from the field trip location.

# **GENERAL SCHOOL POLICIES**

## **PRAYERS**

As prayer is an important part of our faith, prayers will be said in the morning, at lunch and at the end of the school day.

## **ALCOHOL-FREE CAMPUS**

All school buildings and the surrounding campuses of the Archdiocese have been designated as alcohol-free. This designation includes after-hours meetings by inside or outside groups who use the school. Alcohol may be served at special functions with the prior knowledge and expressed permission by the Principal.

## **ASBESTOS**

Our school building contains asbestos in limited, controlled concentrations. It is maintained according to all AHERA regulations, including annual inspection. Our management plan is available for your review upon request.

## **AUDIO/VIDEO RECORDING**

No audio/video recording devices may be used during functions of the school without the expressed permission of the principal. Such events include, but are not limited to: classroom presentations, awards ceremonies, performances, parent conferences, administrative conferences, religious services. This policy also includes recording of conversations either in person or by telephone; by or among students, parents, teachers or school administrators; on school property or involving the use of the school telephone.

## **BIRTHDAY CELEBRATIONS**

Birthday treats may be provided by the parents to students in Pre-K through 5th grade. Sixth through eighth grades may not share birthday treats.

Because academic time is at a premium, the sharing of treats will be a short, low-key function. The sharing of treats is *not* to be considered a party for the birthday child.

Siblings may not attend birthday celebrations.

Treats must be pre-portioned into individual servings by the parents or pre-packaged. Messy treats and items on sticks (lollipops, etc.) are not acceptable.

Treats for fourth and fifth grade celebrations should be brought in by the student. Treats are to be provided for the birthday student's homeroom only and will be distributed during the lunch period.

## **CLASS ROSTERS**

Class rosters are prepared by the homeroom teachers in consultation with the administration and appropriate Support Services personnel. In the composition of class rosters, careful consideration is given to meeting the needs of the students.

If there is a documented academic need and/or significant disciplinary or social issue, parents may contact the administration, but the final decision on class placement rests with the principal.

## **CLASSROOM PARTIES**

Parents who are chaperoning or visiting during classroom parties should refrain from bringing siblings during this time.

## **DELIVERIES TO STUDENTS**

No balloons, baskets, flowers, or other personal items should be sent to the classroom or school office for any occasion.

## **DOOR-TO-DOOR SOLICITATION**

Our Lady of the Assumption Catholic School adheres to the established policy of SAIS-SACS concerning door-to-door solicitation: children in schools are prohibited from door-to-door fundraising activities sponsored by the school or by a school-sponsored organization.

## **ECP REGISTRATION**

All parents are required to submit the necessary documents to the ECP Director prior to the beginning of the school year or before attending OLA Catholic School.

## **GIFT GIVING TO FACULTY AND STAFF**

Per Archdiocesan policy, there is to be no class collection of fund for teacher gifts.

OLA Catholic School treasures its human resources and recognizes the commitment our faculty and staff make to insure the success of our school and our children. The Home & School Association, of which every family is a member and to which every family has paid dues, provides a Christmas bonus to every faculty member.

Should parents wish to additionally express their gratitude, the school has established the following guidelines for families in regards to gift giving to faculty members.

- Individual students may purchase a small gift for their teacher(s) should they desire.
- Small groups of parents may go together and purchase a small gift or gift certificate.

## **GRADUATION**

Students who have satisfactorily completed the eighth grade courses and satisfied all financial obligations will participate in a dignified, simple graduation ceremony to be held no earlier than within the week preceding the last day of the school year. Student

participation in the graduation ceremony is contingent on the parents paying all financial obligations to the school within one month of graduation.

## **INCLEMENT WEATHER**

In case of tornado warning or actual tornado, parents should not call the school. It is important to keep phone lines free for emergency situations. Carpool dismissal will not begin until all warnings are expired.

## **INDOOR RECESS**

Recess will be inside if it is raining; if it is lightning; if the wind chill or actual temperature is below 32 degrees Fahrenheit; if the heat index is above 100 degrees Fahrenheit; or if there are other hazardous conditions.

## **INSTRUCTIONAL PROGRAM**

The Archdiocese of Atlanta prescribes the curricular standards and benchmarks that must be achieved at each grade level for each subject. The individual schools secure the instructional materials necessary to insure the achievement of those outcomes for each child.

## **ITEM DROP-OFF**

P.E. uniforms, homework, projects, school uniforms, and lunches should not be dropped off for students. It is the student's responsibility to come prepared for school. Teachers may not be disrupted and the front entrance and phones cannot be left unattended while items are delivered to the student. (See *Contacting Students During School Hours*, pages 46-47.)

## **PARTY INVITATIONS**

The school values the dignity of all persons and makes every attempt to insure that all OLACS students are included. At times, party invitations have been exclusive. Therefore, NO party invitations may be distributed at school. Student addresses can be found in the school directory.

## **PERMISSION TO PUBLISH IN LITERARY MAGAZINE**

I do hereby give Our Lady of the Assumption Catholic School the right to use my child's artwork, literary entry, and name for reproduction in the OLACS Literary Magazine distributed to students and teachers. This material will be used only for that purpose.

## **PLAYGROUND**

Students are allowed to play on the playground equipment or in the designated play area during their recess time under the supervision of a faculty/staff member. Students may not play unsupervised in the playground areas before or after school.

## **RIGHT TO PRIVACY**

Recognizing that faculty, staff, students and visitors have a right to privacy, photos may not be taken on school grounds or at school-sponsored functions without the express written permission of the principal.

Posting of photos or videos in cyberspace, including on internet-based social networking sites (such as YouTube and Facebook) which identifies students, faculty, and/or staff as members of the OLA Catholic School community, is strictly forbidden and will result in disciplinary action.

## **SMOKE-FREE CAMPUS**

All school buildings and the surrounding campuses of the Archdiocese of Atlanta have been designated as smoke-free.

## **TEACHER CERTIFICATION**

Teachers are placed in instructional positions on the basis of certification. Only in emergency situations will a teacher be placed in a position out of field. Employees of the Archdiocese of Atlanta are subject to a Code of Ethics as established by the Professional Standards Commission and the Code of Conduct revised in November 2004.

## **TEXTBOOK POLICY**

The policy of Our Lady of the Assumption Catholic School is to provide each student with a single copy of the required textbooks and materials. Upon parental request, the school will provide sources for additional copies of textbooks and materials.

Lost or damaged textbooks must be replaced in a timely fashion at the expense of the student's family. Failure to replace lost or damaged textbooks will jeopardize re-enrollment for the following school year.

## **TUTORING**

A teacher may not provide paid tutoring services to any student who is a member of the teacher's class.

## **USE OF DIRECTORY INFORMATION**

Information regarding students and families in the directory is provided as a service for the use of the school community. Names or addresses (including email) in the directory may not be used for solicitation of personal opinions or the distribution of personal or business matters not related to school activities.

## **USE OF GROUNDS**

Our Lady of the Assumption Catholic School is a ministry of the OLA Parish and occupies buildings belonging to the parish. Parents wishing to use the buildings before, during, or after school for strictly school-related purposes must seek permission from the principal. Parents wishing to use the building for non-school related activities (scouts, sports, etc.) must seek permission through the parish office.

School personnel DO NOT supervise students who participate in non-school sponsored activities on church/school grounds. Parents are responsible for ensuring adequate supervision when school is not in session.

## USE OF SCHOOL NAME, SCHOOL LOGO, AND SCHOOL MOTTO

The school and its administrators have the right to restrict the use of the school name, logo, and motto to only those authorized by the principal or other administrator. No one may use the school name, school logo, or school motto on any type of social media or in any other way, e.g. putting the name on t-shirts, without the express written permission of the principal or other administrator.

## YEARBOOKS

Each student receives one copy of the OLACS yearbook at no charge, and time will be set aside for yearbook signing. Prior to signing day, a lesson on yearbook signing etiquette will be provided stressing appropriateness, neatness, and respect for the property of others. Students found abusing this privilege will be disciplined at the discretion of the principal.

# GRADING

Our Lady of the Assumption Catholic School uses the grading policy of the Archdiocese of Atlanta.

## GRADING SCALE: PK THROUGH 1<sup>ST</sup> GRADE

### Academic

S = Secure

D = Developing

B = Beginning

I = Insufficient Progress

X = Not Assessed

### Conduct

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

## GRADING SCALE: 2<sup>ND</sup> THROUGH 8<sup>TH</sup> GRADE

### Academic

A = 90 – 100

B = 80-89

C = 75-79

D = 70-74

F = 69 and below

INC (Middle School Policy) = Incomplete: If work is not completed within two weeks after the semester ends, the Incomplete becomes a numeric grade. In extenuating circumstances, a student may appeal for a time extension.

## **Conduct and Effort**

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

## **ASSESSMENT FOR SPECIALS**

### **Conduct**

Within one class period

- One correction
- Second correction: student signs "note home"
- A third correction: student takes "note home" which is signed by the parents and returned to the teacher.

If poor behavior continues after "note home", a citation or conference will result. If poor behavior does not improve student's conduct grade on the report card will be lowered.

Positive methods will also be used to enhance a student's behavior.

### **Effort: Kindergarten – 3rd Grade**

PE, Music, Computer, Spanish and Art will measure objectively S, N, or U without percentages.

### **Effort: 4th – 8th Grade**

The Effort assessment Music, Art, PE, and Computer will use a quantitative scale of:

S = 80% and above

N = 70%-79%

U = Below 69% = U

NOTE: All Physical Education students must participate in activities. Dressing out alone will not entitle the student to an S grade.

## **HARRASSMENT/BULLYING**

It is imperative to maintain an educational environment that encourages optimum human growth and development on school grounds and in cyberspace/internet. Respect for the dignity of each person is essential to Catholic tradition. OLA Catholic School maintains a learning and working environment free of any form of harassment or intimidation toward students.

OLA Catholic School will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary actions, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment that is hostile or intimidating because of the individual's perceived difference including but not limited to race, creed, color, national origin, physical disability or sex.

Harassment can occur at any time during school, during school related activities, on school grounds or in cyberspace/internet. It includes, but is not limited to, any or all of the following:

**VERBAL Harassment:**

Derogatory comments and jokes, threatening words spoken to another person.

**PHYSICAL Harassment:**

Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

**VISUAL Harassment:**

Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures.

**SEXUAL Harassment:**

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Sexual harassment as defined above may include but is not limited to:

- Sex oriented verbal "kidding", abuse, or harassment.
- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome touching, such as patting, pinching, or constant brushing against another's body.
- Suggestive or demeaning sexual involvement.

The Archdiocese of Atlanta enforces and maintains a zero-tolerance policy relating to harassment. Our Lady of the Assumption Catholic School is compliant with all school policies of the Archdiocese of Atlanta. OLA Catholic School has established prevention and intervention programs to meet the needs of students who have become depressed and suicidal.

<h2 style="text-align: center;">HOMEWORK</h2>
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Homework is an outgrowth of class work that allows students to practice and review material initiated by the teacher. It provides an opportunity for the student to identify skills or concepts that he/she finds difficult. It also allows the teacher to provide positive and corrective feedback to the students. Homework should be approached as a meaningful learning experience. It can provide practice or an opportunity to solidify skills and concepts that have been taught, or to use research skills, which are an integral part of the learning process.

**TIME ALLOTMENT**

Time allotment for homework depends on the type of assignment and the age and grade of the student. Each grade level — primary, intermediate, and middle school — has home-work policies. This information is shared with the parents during Mini Class Night at the start of the school year. The teacher will also share the policy regarding homework that is not done, is late, or is incomplete when submitted.

If a student is exceeding the suggested limits on a regular basis, or is experiencing difficulty, communication with the child's teacher is an important first step in addressing the concern.

## **PARENTS' ROLE**

A student's work should be his or her own. A parent's role is to support the child's efforts by providing a proper setting, necessary materials, and guidance regarding the directives. Assignments completed at home are the student's opportunity to practice skills and concepts that have been taught. Therefore, if a child encounters difficulty at home, it is important for the teacher to become aware of that. He or she can then assist the student by providing additional instruction.

## **TIPS TO PARENTS**

It is difficult for the school to delineate universal guidelines for parents about homework because what applies for one student may not be appropriate advice for another child. We can, however, offer these basic recommendations, which may be particularly helpful for parents of younger students. In this way, the parents will establish work habits that guide their children from an early age to become active and independent learners.

- Allow your child the opportunity to complete his/her own homework.
- Be sure that your child records all of his /her homework responsibilities in the assignment book provided by the school. Encourage him/her to consult the website as a way of checking to ensure agreement with the written copy.
- Develop an after-school schedule for your child; the student should be involved in the process. Having a short time to relax before beginning homework is usually beneficial. Weather permitting, it is preferable that he/she spend time outdoors. Watching television is not a good way for a child to 'unwind' after school.
- Encourage your son/daughter to complete the most difficult assignments first. If it is saved for the end, fatigue or frustration may exacerbate the difficulty.
- Help your child with the process, but avoid giving the answers. Teachers are eager to see the child's work, and when they see errors, it helps them understand how best to proceed to help your child.
- Remind your son/daughter that he/she may often have homework even if there is not a written task assigned for that night. Many subjects (especially in the upper grades) require that the student do a little work nightly that does not involve paper and pencil. This may include reading pages in a textbook, reviewing notes taken in class, studying vocabulary words, or practicing math facts.
- It is better to prepare for tests by studying a little bit at a time rather than waiting to 'cram' at the last minute. This practice can commence in the intermediate grades.
- For many reasons, it is preferable for students to have limited exposure to technological media during the school week. This includes television, movies, and electronic games.
- Most of all, try to be patient, understanding and encouraging. Your reaction to your children when they are doing their homework, and especially when they

are having difficulty with work, has much to do with the attitudes and habits that they develop regarding the learning process.

- Assist your child in developing a system for remembering to return the homework to school the day it is due. It is your child's responsibility.

## LUNCH

Please help us maintain a safe, healthy, and orderly lunch period for our students when you visit your child during lunch.

Lunches should be sent with the child in the morning. It is not the responsibility of the school staff to deliver lunch to your child.

Student lunches may not include sodas or glass bottles.

Please refrain from bringing younger siblings to lunch.

### FOOD ALLERGIES

A table within the cafeteria is designated as the food allergy-free zone table. This table is placed separately from the other tables and is used exclusively by students with food allergies and designated friends.

The student with a food allergy who chooses the option of sitting at the allergen-free table may choose 2-3 friends with whom to sit during lunch.

The allergen-free zone lunch table is wiped down before each lunch period using sanitizer recommended by the CDC/FAAN, etc. for removal of food allergens on tabletops.

Students are encouraged not to trade or share food or food utensils.

(See *Clinic* section, page 33.)

### VISITORS

All lunchroom visitors/volunteers must sign in at the school office and must wear a visitor badge at all times while on campus.

Please use the lunchtime to spend time and have lunch with your child. Meet your child in the lunchroom and say, "Goodbye" to him/her directly after lunch.

Please do not seek out your child's teachers to meet with them.

Visiting students are welcome to accompany a student to lunch provided that the visitor is accompanied by a parent and follows all visitor policies.

## MEDIA CENTER

The Library/Media Center is a place of learning. Students come to learn about the inner workings of the Media Center, to check out books and magazines for pleasure, to do research, and to understand copyright laws and issues.

Formal lessons are presented to students in grades Pre K-8. Students attend the Library/Media Center once weekly as a class. The Media Center is open daily during school hours.

The Media Center will open approximately two weeks after the school year begins and will have an orientation period for each class. The Media Center policies and procedures will be thoroughly reviewed with the students at that time.

There is always a need of parents willing to volunteer to help in the Media Center. If you would like to do so, please call Mrs. Miller-Deasy at 404-364-1902 to volunteer.

## **MEDIA CENTER POLICIES**

The librarian and staff members work hard to instill in the students a spirit of responsibility in all facets of student life. This spirit of responsibility includes the use of the Media Center, its materials, and its resources.

The Media Center policies should be read and discussed by every parent and student. Parents of Pre-K and kindergarten students should give appropriate explanation of Media Center policies to their children.

### **Check-Out**

Students are responsible for checking out and returning materials on time. The date is stamped on the material for the student's information. There is a two week check out period for books. Magazines (current issue excepted) will check out for a one week period. Current issues of magazines may not be checked out.

### **Internet Use**

Students who wish to use the internet in the Media Center will use it for educational purposes only.

All students must have a signed Computer and Internet Acceptable Use Policy on file at the school, stating that they have read and agree to the Computer and Internet Acceptable Use Policy (see page 47).

Prior to going online, students must get an Internet Pass from the librarian. The pass must be displayed at all times while the student is online.

### **Lost or Damaged Materials**

Students are responsible for returning materials in good condition and paying for any material that is lost or damaged. If a book is lost, the replacement cost will be the actual price of the book, with a minimum of \$15.00. A flat fee of \$5.00 will be charged for any lost magazine.

All lost materials must be paid for by check. No replacement materials will be accepted.

### **Overdue Materials**

There are no overdue fines. Reports that list students who have overdue materials are given to the classroom teacher every Wednesday. The overdue report lists the number of days that a student's Media Center material is overdue.

The first two times that a student's name appears on the list, the classroom teacher will remind the student to return the material.

If the material is not returned, and the student's name appears on the list for a third time, the student's library privileges will be frozen and an email will be sent home.

If the student's name appears on the list for a fourth time, another email is sent home.

If the student's name appears on the list a fifth time, a citation will be issued.

## **SAFETY PROCEDURES**

Our Lady of the Assumption Catholic School has security measures in place, which include but are not limited to: video cameras, identification badges, emergency evacuation and lock-down procedures, two-way classroom-to-office intercom, classroom emergency call buttons, two-way mobile radio system for on-campus use, and an audio system in the locker rooms.

### **BACKGROUND INVESTIGATION REPORTS FOR VOLUNTEERS AND EMPLOYEES**

Employees of Our Lady of the Assumption Catholic School are required to undergo a background investigation and receive an affirmative report prior to hiring.

Volunteers who work on a regular basis with or in close proximity to students during the school day or at school-sponsored activities will also be required to obtain an affirmative background investigation report through the same agency as employees.

Results of background investigative reports will be kept strictly confidential and, except as required by law, information will only be revealed to the applicant or a person whose duty required him/her to review the results. The sole purpose of the investigative report is a determination regarding the qualifications of an individual to work as an employee or volunteer at the school.

### **DRILLS**

When parents and visitors are on school grounds during drills, they must follow all safety procedures and instructions of the OLACS staff.

- Fire drills are held monthly.
- Tornado drills are conducted at least twice during the school year.
- Lockdown and evacuation procedures are conducted periodically.

### **EMERGENCY SITUATIONS**

In the event of a disaster or emergency that requires school to close during normal operation hours, please do not phone the school. There may not be anyone in the building. Phone lines should be kept clear for communicating with emergency services.

In the event of a tornado warning, no student will be released from school until the warning expires. All parents on the school campus must follow school emergency procedures and the directions of the school staff.

Carpool dismissal will not begin until all warnings are expired.

In the event of an emergency situation all parents must follow school emergency procedures and the directions of the school staff. No student will be released from

school without the signature of the parent/guardian or person listed on the Student Emergency Care Form.

## **“SAFE ENVIRONMENT”**

Any volunteers, including but not limited to, classroom moms, library helpers, field trip chaperones, and lunchroom monitors, are required to undergo all “Safe Environment” requirements as set by the Archdiocese of Atlanta. A link to the “Safe Environment” requirements/paperwork is available on the school website. Completed paperwork must be submitted to the Assistant Principal two weeks prior to participating as a volunteer.

Per Archdiocesan regulations, volunteers who have completed the “Safe Environment” paperwork for another Archdiocese are required to undergo the Archdiocese of Atlanta “Safe Environment” screening.

Safe Environment certification is required to be renewed every three years.

## **STUDENT EMERGENCY CARE FORM**

The Student Emergency Care Form must be filled out in its entirety and all information must be accurate and legible. As changes occur, a new form must be submitted immediately.

It is the responsibility of the custodial parent/guardian to update the school in writing of changes.

No student will be released from school without the signature of the parent/guardian or person listed on the Student Emergency Care Form.

## **STUDENT VISITORS**

Students not enrolled at OLA Catholic School may not walk about or sit in on classes without prior approval of the administration.

Student visitors must be accompanied by an adult.

Visiting students are welcome to accompany a student to lunch provided that the visitor is accompanied by a parent and that the visitor checks in at the school office and wears a visitor’s badge at all times while on campus.

Student visitors may not participate in classroom or recess activities.

## **VISITORS TO CAMPUS**

Visitors, defined as anyone not employed by the school, must report to the school office immediately upon arrival.

All visitors **MUST** sign in at the school office and receive a visitor’s badge. Badge information **MUST** be filled in, and badge **MUST** be worn at all times while on the school campus.

The school reserves the right to determine the legitimate cause or need of persons to be present on campus. The school further reserves the right to limit the amount of time a visitor or visitors are allowed to remain on campus.

## STANDARDIZED TESTS

Our Lady of the Assumption Catholic School is an Archdiocesan School. Therefore, standardized testing dates, which are established by the Archdiocese and enacted by OLA Catholic School, are published at the beginning of the school year for parent planning. Vacations should not be scheduled during the scheduled time for the ITBS/CogAT testing.

Standardized test results are a required component of student placement evaluations for MAC and advanced math placement.

Individual student reports will be mailed to each family or designated parent in the situation of joint custody.

At the Home and School general meeting in the spring the principal will share the annual ITBS results with parents who would like additional information regarding school goals and achievements.

### **IOWA TEST OF BASIC SKILLS (ITBS)**

The school administers the Iowa Tests of Basic Skills to students in grades one through eight.

If a student is absent due to illness, the school will make every effort to administer missed subtests.

No make-up tests will be administered for students who were absent due to vacation.

### **COGNITIVE ABILITIES TEST (COGAT)**

The Cognitive Abilities Test is administered to students in grades 2, 5, and 7.

If a student is absent due to illness, the school will make every effort to administer missed CogAT subtests.

No CogAT make-up tests will be administered for students who were absent due to vacation.

### **ACRE**

The ACRE is administered to students in grades 5 and 8 and is a standardized Catholic religion assessment.

## STUDENT ACTIVITIES

### **SCHOOL SPONSORED**

These activities are directed by the school and supervised by school personnel.

**Band** — Students in grades 4-8 may participate in the beginning or intermediate band.

**Battle of the Books** – Students in grades 3-6 participate in the OLACS Battle of the Books contest. Winners are eligible to participate at the Archdiocesan level.

**Christmas Play** — Students in grades PK-5 may try out for a role in the annual Christmas play.

**Field Day** — In the spirit of good sportsmanship, a day of competition and fun is arranged by appropriate grade levels and guided by the P.E. teacher.

**Geography Bee** — Students in grades 4-8 participate in the annual OLACS Geography Bee. The winner is eligible to participate on the Archdiocesan level.

**Literary Magazine** — Sixth grade students publish a literary magazine containing the works of students from all grades throughout the school.

**National Junior Honor Society** — Students in grades 7 and 8 who meet the requirements are eligible for membership.

**Oratorical Contest** — Students in grades 6-8 participate in the annual OLA Catholic School Oratorical contest. Winners are eligible to compete at the Archdiocesan level and go on to the state competition.

**Peace Patrol** — Students in grades 6-8 are trained to promote problem solving and conflict resolution among our students.

**Safety Patrol** — Students in grades 5-8 assist teachers in morning carpool.

**School Choir** — Students in grades 4-8 provide choral music for school Masses and other school functions.

**School Liturgy** — Students in grades 3-8 are invited to participate in the school Mass as lectors, altar servers, and music ministers. Outstanding students are selected by the CRE to serve as Liturgy Leaders: ushers, lector trainers, and altar server captains.

**School Musical** — Students in grades 5-8 may try out for a role in the annual school musical production.

**School Ushers** — Students in the 8th grade are eligible to act as ushers at all school Masses.

**Spelling Bee** — Students in grades 4-8 participate in the annual OLACS Spelling Bee. The winner is eligible to participate on the Archdiocesan level and state level.

**Student Ambassadors** — Students in grades 6-8 are selected to provide a welcoming atmosphere, share the spirit of our community, and articulate the mission of our school to visitors.

**Student Council** — The student government is comprised of elected officers and class representatives for grades 5-8.

**Talent Show** — Students in all grades are given the opportunity to share their talents with the school community.

**Yearbook** — Seventh and eighth grade students are eligible for selection to the OLACS yearbook staff.

## **PARISH SPONSORED**

These activities are under the auspices of the parish, and the parish assumes responsibility for these programs. Any questions or concerns about the following activities should be directed to the parish office.

**Cherub Choir** — Students in K-5 may participate in the Cherub Choir.

**Basketball** — Students in grades K-8 may participate in the parish basketball program.

**Scouts** — Boy Scouts, Cub Scouts, Girl Scouts, and Brownies are parish programs open to all students.

**Soccer** — The parish sponsors a soccer program.

**Volleyball** — The parish sponsors a volleyball program.

**Youth Group** — Students in grades 4-8 may participate in the parish youth group program.

## **SUPERVISION OF STUDENTS**

During regular school hours, the students are under the direct supervision of faculty and staff. Students are expected to adhere to all school regulations and OLACS staff directions.

### **BEFORE SCHOOL/EARLY BIRD CARE**

Students are not allowed on the school campus before 7:15 AM, as there is no adult supervision.

Supervised care is provided beginning at 7:15 AM. No fee is charged for this service.

All students in Pre-Kindergarten who arrive before 7:40 a.m. must report to the library. Students in grades K-8 who arrive before 7:40 AM are required to report to the Murray Center for supervision. Students must remain in their designated area during Early Bird Care. The only exception is for students serving detentions.

### **LATE CARPOOL**

Students must be picked up by 3:35 p.m. on Monday, Tuesday, Thursday, and Friday, by 2:20 p.m. on Wednesdays, and by 12:20 p.m. on noon dismissal days. Students remaining after these times, or when carpool officially ends, will be escorted to the Extended Care Program (ECP). Regular ECP charges will apply. (See the ECP Handbook, page 104)

### **HOME & SCHOOL ACTIVITIES**

Periodically, the OLACS Home and School Association sponsors social activities for students and/or parents. These events, however, are NOT sponsored by OLA Catholic School, and the school does not provide supervision for students attending these events. Parents are responsible for supervising their own children during all Home and School activities.

### **NON SCHOOL-SPONSORED ACTIVITIES**

Students who participate in non-school sponsored activities on church/school grounds will NOT be supervised by school personnel. Parents are responsible for ensuring adequate supervision when school is not in session.

Parties held outside of school hours are not school-sponsored, and the school does not provide supervision.

## SUPPORT SERVICES

The Student Support Team exists to support the teachers in their efforts to serve the students. Team members do this through the consultation model and/or by providing direct services to meet the student's academic, behavioral, or emotional needs.

### ACADEMIC SUPPORT TEACHER

The academic support teacher is a member of the Student Support Team at OLACS. This professional acts in consultation with the teacher and/or members of the SST and provides academic assistance to the student.

### CONFIDENTIAL INFORMATION

Occasionally parents request that school personnel have contact (verbal or written) with an outside professional. This may include communicating with the student's tutor, speech therapist, or other professional. Parents may request that forms be completed for a physician, psychologist, or other individual. In all cases, a parent should first complete a *Consent for Release of Confidential Information* form, available on the school website, and return it to the school office. This policy exists to preserve the confidentiality of the student and the family.

### MAC PROGRAM

MAC, which stands for multi-age curriculum, is a daily pull-out program, which follows the Archdiocesan curriculum standards for each subject area in which it is offered. The program provides deductive, inventive, analytical, creative, visual/spatial, and evaluative thinking opportunities that enhance the curriculum and provide connections with student interest areas and other subjects. MAC literature classes are offered for third, fourth, and fifth grade students, and MAC math classes are offered to fifth grade students.

Student evaluations using the criteria below are conducted in May for the following school year. For students new to the school, evaluations will be reviewed in the early fall of the school year.

Students must meet the following criteria for Mental Ability and Achievement. Additionally, the student must meet either the Motivation or Creativity requirement in order to qualify for the program.

- **Mental Ability** — Students must obtain a score at or above the 96th percentile on a verbal or quantitative component score of the Cognitive Ability Test (CogAT). This test is age-normed, is administered to students in grades two, five, and seven at OLACS, and is valid for three years. For MAC language arts placement, the verbal scores are used. For MAC math placement, the quantitative scores are used.
- **Achievement** — Students must score at or above 95 percent on a standardized achievement test in one of the following subtest areas: total reading or total math. OLACS administers the Iowa Test of Basic Skills (ITBS) in grades 1-8. For

MAC language arts, the total reading score is used; for MAC math, the total math score is used.

- **Motivation** — Motivation as evidenced by reliability in turning in homework and classroom performance must be demonstrated.
- **Creativity** — Creativity will be measured using the Torrance Test of Creative Thinking with a total score of 112 or above.

### Continuation policy

After initial eligibility for the MAC program, students who are in MAC must maintain an A average in MAC and in all other classes. Students must also maintain at least the 95% in the total reading or total math areas of the ITBS.

## **PYSCHO-EDUCATIONAL EVALUATIONS**

Psycho-educational testing alternatives are available to OLACS students. The Archdiocese of Atlanta provides testing services that are performed at no cost to the parents. The school psychologist at OLACS provides testing a minimal cost (i.e., cost of materials) to parents. Payment to the school is expected prior to a student being tested. Parents also have the option to obtain testing through their local public school or by a private practitioner.

At all times, the report should be shared with the teachers, counselors, administrators, and school psychologist in order to create a plan of action that will meet the needs of the student. All of the psycho educational records are held in the strictest of confidence and shared on an “as need to know” basis with relevant school personnel.

## **SCHOOL COUNSELING PROGRAM**

Our Lady of the Assumption Catholic School provides counseling services which reflect our mission to create a nurturing environment grounded in the Catholic faith for all students. OLACS employs both a School Psychologist and a Licensed Professional Counselor.

Counseling services may take the form of individual meetings, small group guidance, student and parent consultation, and/or classroom guidance.

Students may be referred to the counselor or educational psychologist by teacher recommendation, parent request, counselor initiative, self-request, or any other method that communicates a need for consultation.

The school educational psychologist serves the academic needs for all grades and also provides counseling for grades PK-3. The Licensed Professional Counselor provides counseling for grades 4-8. The educational psychologist and the LPC may consult with each other to meet the needs of OLACS students.

## **STUDENT SUPPORT TEAM**

The Student Support Team meets to discuss alternative strategies as a first step to meeting individual student’s needs. The Resource teacher will implement a plan to assist the student.

The Student Support Team is comprised of:

- Academic assistance teacher

- The school counselor
- The school educational psychologist
- The principal
- The assistant principal
- The classroom teacher

### **Student Support Team Process**

The teacher shares with the appropriate Support Team personnel concerns about students who are exhibiting academic, social, emotional, or behavioral difficulties.

The teacher and the Support Team member develop a plan of assistance to help the student. The plan may include, but is not limited to, classroom interventions implemented by the teacher, direct support with the grade level Academic Assistance teacher, observations of the student, parent conferences, and consultation with other staff members who work with the student.

If the student continues to struggle after the implementation of the assistance plan, the teacher and member(s) of the Support Team will convene to review progress and develop additional strategies and interventions as needed.

## **TRANSCRIPTS/STUDENT RECORDS**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The school abides by the provisions of the Buckley Amendment, also known as the Family Educational Rights and Privacy Act (FERPA). If a parent/guardian wishes to view his/her child's records, the school must receive a written request with a twenty-four hour notice.

Appropriate parties in connection with financial aid to a student may have access to all records and information in the student's permanent file.

All families must complete the Confidential Student Information Form for each child identifying parental/custodial rights or restrictions.

### **TEACHER RECOMMENDATION REQUESTS**

Students who need teacher recommendations for application to other schools/programs must submit the signed recommendation form to the school office, not to the classroom teacher.

Forms will be mailed directly to receiving schools. Forms will not be returned to parents/guardians.

For students making application to other private schools, the school will establish and publish a date by which teacher recommendation forms must be in the school office. Forms not received by the OLA Catholic School deadline may not be processed in time to meet the application deadline.

### **TRANSCRIPT REQUESTS**

All transcript requests must be submitted in writing to the school office. Transcripts will not be given to parents/guardians.

For students making application to other private schools, OLA Catholic School will establish and publish a date in the school newsletter and on the school website by which school transcript requests must be in the school office. Transcript requests not received by the OLA Catholic School deadline may not be processed in time to meet the application deadline.

OLACS will send up to three transcripts at no charge. Each subsequent transcript will incur a \$5 charge, which must be submitted with the transcript request form.

## **OFFICIAL CODE OF GEORGIA: STUDENT RECORDS**

**20-2-767 (a)** A transferring student applying for admission to a grade higher than sixth shall as a prerequisite to admission present a certified copy of his or her academic transcript and disciplinary record from the school previously attended.

**20-2-768 (b)** A hearing officer, tribunal, panel, superintendent or local board of education shall be authorized to place a student denied enrollment in a local school system under subsection (a) of this Code section in an alternative educational system as appropriate and in the best interest of the student and the education of other students within the school's system.

# **TUITION & FINANCIAL POLICIES**

## **TUITION AND FEES FOR THE 2011-2012 SCHOOL YEAR**

Pre-K through 8th grade tuition: \$7,350.00 per student

Home & School Association Dues — \$100.00.00 per family

New Student Registration Fee (new students only) — \$100.00 per student due with initial registration

Current Student Re-Registration Fee — \$100.00 per student due in February

## **APPLICATION FEES AND DEPOSITS**

A \$125.00 non-refundable application fee is required for each applicant.

A \$600.00 non-refundable tuition deposit is required within 10 days of acceptance. The \$600.00 will be deducted from the annual tuition amount.

## **FINANCIAL AID**

OLA Catholic School follows the policy and procedures for Tuition Assistance set forth by the Archdiocesan Office of Catholic Schools.

Our Lady of the Assumption Catholic School uses the Private School Aid Service (PSAS) to evaluate financial aid eligibility. Information regarding the application process and forms for tuition assistance are published by the school in December.

Tuition assistance will not be granted to those who have not completed the required paperwork by the stated deadline.

Currently enrolled families will be notified of financial aid awards in writing in early April.

Applicants will be notified of financial aid awards with the letter of acceptance.

No aid will be awarded to families which do not submit an application to PSAS.

Non-Catholic applicants are not eligible for financial aid.

## **PAYMENT POLICIES**

Tuition payments form the primary source of financial support for the academic programs of Our Lady of the Assumption Catholic School. Tuition payments are the responsibility of the parents. Failure to pay tuition seriously jeopardizes the fiscal health and stability of the school. Our Lady of the Assumption Catholic School Finance Committee Policy states that tuition must be paid in a timely and consistent manner.

Accordingly, our financial policies are:

- The annual tuition and fees may be divided into ten (10) monthly installments due July through April using FACTS Tuition Management or may be paid in full by July 1.
- Extended Care Program (ECP) payments are made through FACTS.
- If a payment has been missed through FACTS, a second attempt will be made by FACTS on the next collection date per the FACTS Agreement.
- After two consecutive payments have been missed, parents must contact the business manager and/or principal to arrange a payment plan acceptable to the school.
- Tuition assistance is available for Catholic families. Information regarding the application process and forms for tuition assistance are published by the school in December. OLA Catholic School follows the policy and procedures for Tuition Assistance set forth by the Archdiocesan Office of Catholic Schools.
- No family may return to the school if payment for the previous school year has not been paid in full by July 1. Past due tuition balances will be pursued through legal action.
- No student's name will be added to a class list in August if a FACTS Agreement or payment in full has not been received by July 1. If a response has not been received by July 1, OLACS will assume that you will not be returning, and your place will be offered to the next family on the waiting list.
- Tuition will be prorated based on a ten month school year for anyone changing status during the school year. Students withdrawn after August 1 will be charged for August tuition.
- Should extenuating circumstances occur which inhibit the parent's ability to pay tuition, it is the responsibility of the parent to make contact with the school principal or business manager as soon as possible to make alternate arrangements for payment.

## **WITHDRAWALS**

Students who withdraw from the school will pay tuition through the end of the month in which they withdraw. Withdrawal is not official until the official withdrawal form has been submitted to the school office. FACTS payments will be canceled for the remaining months; prepaid tuition will be refunded for the remaining full months of the school year. (See *Withdrawal of Student*, page 64, for further information.)

## **USE OF STUDENT PHOTOS**

A digital photo of each student will be taken during the first week of school and kept on file in case of an emergency.

Our Lady of the Assumption Catholic School has an active promotion and development program. Students photos may appear in photographs, publications, the school webpage, films, interviews, or videotapes made in conjunction with these and other school-sponsored activities. These photographs or interviews may appear in school, area or national media.

It is the policy of OLA Catholic School to never identify students by name when photos or student artwork are used on the school website.

Our Lady of the Assumption Catholic School and the Archdiocese of Atlanta bear no responsibility or liability for any claims arising from the publication or reproduction of any photographs, films, interviews, web page, or videotapes.

If you have any concerns about the manner in which OLACS might use your student's photo/likeness, please contact the school office.

## **VOLUNTEER PROGRAM**

The purpose of the school volunteer program is to have members of the community become involved in the school for the benefit of the students.

### **SAFE ENVIRONMENT**

Volunteers must complete a volunteer application and have the Safe Environment background check completed prior to coming in contact with children.

### **SIGN IN**

All school volunteers must check in at the front office and wear a visitor badge at all times while on campus.

### **VOLUNTEER HOUR LOGGING**

Volunteer hours should be logged in the parents' Renweb account.

### **CARPOOL DISMISSAL**

Parents volunteering in the school during the last hour of the day should park in the upper level of the parking lot. Upon signing in at the school office, the volunteer may give the names of the students in his/her carpool to the receptionist. These students will be called for dismissal with the walkers. The volunteer should meet the students at the office and escort them across the parking lot before the first round of carpool is dismissed.

# MIDDLE SCHOOL PROGRAM

The middle school program follows all general school policies in the OLA Catholic School Parent/Student Handbook. This middle school section addresses additional areas concerning middle school students.

## MIDDLE SCHOOL POLICIES

### Assignment Book

The students are required to use the assignment book provided by the school. If the assignment book is lost, the student will pay a \$6.00 cost of replacement fee.

### Conferences

Conferences will be held twice annually — one conference is mandatory and one is voluntary. Other conferences may be scheduled throughout the year at the request of the school or parent. Conferences will be scheduled through the Middle School Coordinator by email at ksenay@olaschool.org. Conferences must have at least two faculty members present.

### Newsletter

The *Middle School Buzz* is published on Thursday afternoons via the parent portal in Renweb. This newsletter will contain the most current information related to middle school. It is the responsibility of parents and students to check this weekly.

### Orientation Packet

The middle school orientation packet outlines specific policies and procedures regarding homework, make-up work, projects, grading policies, and communication.

### Report Cards/Progress Reports

Students will receive four end-of-the-quarter report cards and four interim progress reports (the parent portal in Renweb ) per year. The report card envelopes are to be signed and returned within two school days.

### Snacks

Approved snacks must be nutritious, and it is requested that no container snacks be brought to school. No snacks containing peanuts in any form should be brought to school. Some students are highly allergic to peanuts. Suggested snacks are cheese, granola bars (no chocolate), grapes, strawberries, sliced apples, Goldfish crackers, celery sticks, carrot sticks (no dip), Chex Mix (without nuts), raisins, yogurt covered raisins, and other dried fruits.

### Test Calendar

One copy of the middle school calendar will be distributed monthly to each student with test dates, project completion dates, school events, etc., noted. This calendar is for the student. The calendars will be posted on the parent portal in Renweb should parents wish to print additional copies. Please note that the calendars may be subject to change and will be changed on the web version.

The teachers will make every effort to schedule tests/quizzes so that the students should have no more than two tests per day. Students will be notified of changes in the test calendar in advance.

The student is responsible for all work missed due to absence(s).

## Tutorial Sessions

Tutorial sessions will be offered during the 2011-2012 school year immediately following dismissal. Please check the website for the assigned days.

# GRADING

## EXAMS

A cumulative Mid-Year Exam and a cumulative Year-End Exam will be given in religion, literature, grammar, math, science, social studies, and Spanish.

## FINAL AVERAGES

End of year final average is calculated in the following manner:

Quarter 1 = 20%

Quarter 2 = 20%

Mid-year Exam = 10%

**Semester 1 = Q1 + Q2 + Exam = 50% of final grade**

Quarter 3 = 20%

Quarter 4 = 20%

Year-end Exam = 10%

**Semester 2 = Q3 + Q4 + Exam = 50% of final grade**

## MAKE UP WORK

Students are responsible for all work missed when absent.

There will be two test make-up days per week during the lunch/recess period. On the day of return following an absence, it is the student's responsibility to be prepared to take previously scheduled tests and quizzes.

Missed test(s) are to be made up on the first make-up day unless otherwise arranged with the subject area teacher. Tests will be given in dated order of tests missed.

In cases of prolonged unplanned absences the family must make arrangements through the Middle School Coordinator to obtain the assignments, necessary books, and class notes missed during the absence.

In the case of planned absences the teacher is not required to provide assignments prior to the absence.

It is the responsibility of the parent and student to check the website daily for updates to homework assignments.

Students who miss part of a day are responsible for all missed assignments.

## HOMEWORK POLICY

As primary educators of their child(ren), it is the parents' responsibility to oversee that homework is completed.

All homework must be completed and turned in on time in order to gain full credit.

Homework turned in one (1) day beyond the due date may receive a maximum of half (50%) credit. However, it may also receive no credit.

Teachers will post homework daily on the web. This resource should be used as a reference and is not designed to be a substitute for the assignment book.

## **PROJECT/TAKE HOME TEST POLICY\***

All projects or take home tests/quizzes must be turned in by the due date in order to gain full credit.

Any late projects or take home tests/quizzes may receive a ten (10) point deduction for each day late. For example: A project due on Monday but turned in until Thursday will receive a thirty (30) point deduction.

In case of a planned absence, arrangements must be made with the teacher to turn in projects.

\* Any assignment turned in after the closing of gradebooks will receive no credit.

# **DISCIPLINE**

## **STUDENT CODE FOR RESPONSIBLE BEHAVIOR**

The purpose of the Student Conduct Program is to promote among the students a sense of responsibility for one's actions, an understanding of the element of personal choice in determining one's behavior, and an understanding of consequences for one's behavior both during and outside of school hours. This system is designed to support, not supplant, individual classroom rules. The teacher is granted flexibility within the program to allow for the particular needs of the students. All faculty, school personnel, substitute teachers, and supervising volunteers are a part of this process and are expected to discipline a student when needed.

## **CITIZENSHIP CERTIFICATE**

Students who exemplify responsible behavior and good decision making serve as a positive example to the student community. The Middle School Citizenship Certificate Program will be used to reinforce such behavior by recognizing students who demonstrate positive community values. Certificates will be given to those students who, in the opinion of individual teachers, exhibit behavior above and beyond that which is expected of every Middle School student. An accumulation of five certificates can be turned in for free ice cream at lunch on Fridays.

## **CITATIONS**

A citation is a written form of communication between teachers and parents concerning a child's behavior. Citations are issued to students who fail to follow the school rules and to heed the warnings of classroom teachers and other school personnel.

- If a student breaks a school rule, the student will receive a written citation with a 1-, 3-, or 6-point value.
- Citation points are cumulative for the entire school year.

- One-point and 3-point citations are issued for minor infractions of the general school rules.
- A 6-point citation is issued to a student for a serious offense.
- Detentions will be served for the accumulation of 6, 12, and 18 citation points.
- Minor infractions of school rules include, but are not limited to, any type of inappropriate behavior, uniform infractions, lack of all necessary supplies/textbooks for each class, not returning any form of school to home communication (Thursday folder, report card, etc.), leaving trash or personal belongings in inappropriate places, chewing gum, and other infractions as deemed necessary by teachers and staff members.

## **ACCUMULATION OF CITATION POINTS**

Written notification of the number of points the student has accumulated will be distributed with the quarterly report cards. For the consequences for the accumulation of points, see page 41.

## **CITATION POINT OFFENSES**

### **1-Point Offenses**

- Running
- Out of Uniform
- Chewing gum
- Late to class
- No Hall Pass
- Lack of cleanliness/orderliness in any school setting
- Not reporting to the Murray Center upon arrival
- Inappropriate cafeteria or recess manners/behavior
- Inappropriate use of time
- Speaking loudly in the hall, cafeteria, assemblies, or other inappropriate places
- Improper behavior during emergency drills

### **3-Point Offenses**

- Not following directions
- Inappropriate language
- Not keeping hands, feet, and objects to one's self
- Not being respectful
- Using electronic devices not approved by teachers
- Not following designated traffic patterns
- Leaving assigned area without permission and a pass
- Throwing food
- Inappropriate use of restroom
- Loitering in the halls
- Use of cell phone/telephone without permission

### **6-Point Offenses (Serious Offenses)**

- Immoral behavior
- Profanity or vulgarity
- Assault / battery / threat of violence
- Willful vandalism

- Bullying: Verbal /physical /sexual/emotional harassment
- Persistent defiance/ disobedience
- Stealing
- Cheating/academic fraud/lying
- Possession of firearms (real or toy)
- Possess weapons/materials used as weapons (real or toy)
- Possess flammable substance
- Possess over-the-counter/ prescription drugs
- Use/sell/possess alcohol
- Use of any product which acts as a chemical stimulant
- Use/sell/possess controlled substance
- Any violation of state or local law
- Deliberate absence from class/school

## **DETENTION**

Only students in grades 5-8 will receive detentions.

Parent/guardian will receive written notification of any detention to be served by a student. This notification will include the date and place the detention is to be served.

Detention will be served on Tuesday morning from 7:00 a.m. to 7:45 a.m.

No student will be admitted to detention after 7:00 a.m.

Any student arriving in the classroom after 7:00 a.m. will serve the detention the following Tuesday.

## **PROBATION/SUSPENSION/EXPULSION**

### **Probation**

A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents or guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. It is the right and responsibility of the principal to determine appropriate consequences for all disciplinary measures.

### **Suspension**

Suspension is a severe measure. Prior to suspension, the student must be advised of the reason for the suspension, the parent or guardian is given prompt notice of the suspension and the reason for the action.

A suspension may be given in cases of extreme disrespect, inappropriate behavior, or an accumulation of points based on the Student Conduct Program. (Refer to *Citation Point Guidelines* on page 46.) It is the right and responsibility of the administration to determine appropriate consequences for all disciplinary measures.

### **Expulsion**

As a definition, expulsion is considered a termination of enrollment. Expulsion shall be used in response to an egregious offense. It may also be used when an excessive number of citation points are accumulated. (Refer to *Citation Point Guidelines* in the Student/Parent Handbook.)

Students asked not to return the following year for behavior reasons are not considered to be expelled. The student has not been accepted for re-enrollment in the next academic year because of prior behavioral problems.

Students not allowed to return due to failure to meet required academic standards are not to be considered expelled.

The Archdiocesan Superintendent of Schools is to be informed before any action leading to expulsion is taken. It is the right and responsibility of the principal to determine appropriate consequences for all disciplinary measures.

## **IPAD ACCEPTABLE USE POLICY & PLEDGE**

Technology resources at OLACS are provided for the purpose of supporting the educational mission of the school. The school's goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, scholarship, research, creativity, and communication.

Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the school handbook. It is understood that members of the OLACS community will use all types of computing devices and the school network in a responsible, ethical, and legal manner at all times.

### **Goals for Student Users**

- To increase students' productivity in and outside of the classroom when completing assignments, projects, and other activities assigned in all classes.
- To capitalize on the multitude of academic resources found on content rich media sources.
- To facilitate mobile learning in preparation for high school.
- To promote leadership in one's own learning by establishing access to resources and providing a host of tools to craft information in ways that supports the curriculum of the Archdiocese of Atlanta.

### **Equipment**

OLACS retains sole right of possession of the iPad and related equipment.

Students who transfer, withdraw, are suspended or expelled from Our Lady of the Assumption Catholic School during the school year must surrender the iPad upon termination of enrollment.

Student iPads will be labeled in the manner specified by the school. iPads will be identified by serial number.

The iPad will be issued to students according to the guidelines set forth in this document. OLACS retains the right to collect and/or inspect the iPad at any time and to alter, add, or delete installed software or hardware.

Each student must purchase earbuds to use when the iPad's audio is in use at school. Earbuds must be brought to school each day.

### **Substitution of Equipment**

In the event that the iPad is inoperable due to repair, OLACS has a limited number of spare iPads for use while the iPad is repaired or replaced. This agreement remains in effect for the substitute.

If a student forgets to bring his/her iPad, earbuds, and/or power charger to school, a substitute will not be provided. If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present.

### **Customization of Equipment**

The student is not permitted to alter, add files, or customize the assigned iPad to his/her own working styles (i.e. System Preferences). The student is not permitted to install software/apps on the assigned iPad.

Photo/Image storage on the iPad will be for school projects only. Storage of student personal photos or downloaded images is not allowed.

### **Printing at School and Home**

Printing will be available with the iPad. Students will be given information and instruction on printing with the iPad at school. Printing at home will require a wireless printer, proper settings on the iPad and the correct app. OLACS provides no information and/or technical support for the home set-up/use of iPads.

### **Home Internet Access**

Students are allowed to set up wireless networks on their iPads to assist them with iPad use while at home. OLACS provides no information and/or technical support for the home set-up/use of iPads.

### **Damage or Loss of Equipment**

All iPads are covered by a manufacturer's extended warranty (AppleCare) as well as an additional insurance policy. The warranty covers manufacturer's defects. The "Find My iPad" feature will be enabled on each iPad in the event the iPad is lost. This feature allows the technologist, with the student's knowledge, to track the iPad's location.

Each family is required to purchase an insurance policy for a fee of \$52. This insurance policy requires a \$50 deductible for each claim. The \$50 deductible is also the financial responsibility of the student's family. The insurance covers accidental damage from liquid spills, power surges, drops, falls, collisions, theft, vandalism, flood, fire, smoke, wind, and earthquake, as well as damage to batteries and ac adapters. Insurance does not cover negligence and abuse. For example, throwing the iPad or using the iPad as an umbrella would be considered examples of neglect and abuse.

If an iPad is damaged by neglect or abuse, it is the family's financial responsibility to replace the iPad at a price of approximately \$500. If an iPad is damaged, it is the responsibility of the student and the student's family along with the insurance company to determine if it is a warranty or insurance claim incident. All repairs will be handled by the student's family through AppleCare or Worth Ave. Group, a Hanover Insurance Company.

### **Network Etiquette and Privacy**

Students must always be mindful that they are a representative of Our Lady of the Assumption Catholic School.

Students are expected to use appropriate language when using email, journals, blogs, or any other forms of communication. Students will not create nor will they encourage others to create discourteous or abusive content. Students will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other students, faculty, or persons associated with or not associated with OLACS.

iPads will be password protected. During orientation, each student will choose a 4-digit password. This password will be kept on record with the technology department and may not be changed without school permission.

Students will be assigned a school email account through Google Apps for Education. OLACS will provide a password to each student for his/her email account. This password may not be changed by the student. Passwords may not be shared with other students. Students will access only their school-assigned email accounts.

**All the rules of conduct described in the *OLACS Parent/Student Handbook* apply at all times, whether student is on the network at school or at home using his/her personal computer. Possible consequences for violating any portion of this agreement include, but are not limited to, disabling of network account, loss of iPad, detention, suspension, or expulsion.**

### **Acknowledgement**

#### **STUDENT:**

I have read the iPad Initiative Technology Use Agreement and agree to follow these rules and guidelines when using technology. All these rules apply while I am a student at OLACS and are not limited to my being on campus or using school computers. I will engage in no activity at any time that is in violation of this iPad Initiative Technology Use Agreement.

All policies related to behavioral conduct expressed in the *OLACS Parent/Student Handbook* also apply to the use of the iPad, computer, computer network, email, and the Internet.

I understand that an individual search of my data and activity records will be conducted if there is reasonable suspicion that I have violated this policy or the law.

#### **PARENT OR GUARDIAN:**

I hereby release OLACS and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school network, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding the rules of use of the information systems contained in this document and understand and agree that the agreements contained herein are incorporated into the contract under which my child is enrolled at OLACS.

I understand that it is impossible for OLACS to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate use of the system of which I am aware to the school administration.

I accept full responsibility if and when my child's use of technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school.

I agree to replace/repair my student's iPad if necessary per the terms of this agreement.

I have read and understand the information contained in this agreement and agree to abide by the rules set forth in this agreement.

**My signature on the handbook contract indicates that I understand and agree to abide by the Acceptable Use Policy for Internet access use at Our Lady of the Assumption Catholic School.**

## **UNIFORM REQUIREMENTS AND PERSONAL APPEARANCE POLICY**

The OLACS uniform is to be worn with pride as it represents Our Lady of the Assumption Catholic School. The dress code emphasizes the word "uniform," underscoring the need for all students to abide by the intent of the uniform code. The school determines if attire is suitable.

Students are required to arrive at school in proper uniform attire. It is the student's responsibility to be in complete uniform each morning. Throughout the day, students are expected to maintain a neat and proper uniform appearance.

All components of the school uniform are available for inspection and for purchase at Buckhead Uniforms.

### **EFFECTIVE DATES**

Students in Grades 6 through 8 may wear the regular uniform every day not specified as a Dress Uniform Day.

Dress Uniform Days are all school days between November 7, 2011, and March 5, 2012, all Mass days, all field trips, Archdiocesan events, every Wednesday, and any other day as specified by the Principal.

### **CLOTHING**

Outerwear may not be worn in the classroom. Only uniform sweaters, sweater vests, or school sweatshirts may be worn in the classroom during cold weather.

All items of clothing should be clearly marked with the student's name.

When uniforms become worn or are no longer of an appropriate fit, including length, they must be replaced immediately.

Skorts and pant waists must fit and be worn at the waistline of the student.

### **HAIRSTYLES**

A simple hairstyle consistent with the simple, tailored appearance of the school uniform is expected. Extreme hairstyles or hair colors and excessive hair length is not acceptable.

Boys' hair must be cut above the eyebrows (not pushed back or to the side), above the collar in the back, and above the ears on the sides.

For girls, hair ornaments should be limited to small barrettes, headbands, combs, or bows, which coordinate with the color of the uniform.

## INAPPROPRIATE ATTIRE

Citation points will be issued for inappropriate attire or other infractions to the personal appearance policy.

Shorts may not be worn on any out of uniform day.

Parents will be expected to bring a change of clothing before the student is readmitted to class.

Students may not have visible body piercing or tattoos.

## UNIFORM REQUIREMENTS

OLACS's school uniform attire must meet the following specific regulations:

### BOYS' UNIFORM: GRADES 6–8

#### Socks

Neither ankle socks nor athletic socks are acceptable. Only crew socks which are able to fold over or dress socks, as indicated by the specific grade-level uniform requirements, are allowed.

#### Dress Uniform (6th-7th)

- **SLACKS** — Charcoal Gray Flannel Slacks
- **SHIRTS** — White or Blue Short Sleeve or Long Sleeve Oxford Cloth Shirt (May not be worn with Regular Uniform)
- One White Short Sleeve or Long Sleeve Oxford Cloth Shirt **REQUIRED** for Field Trips
- **TIE** — Stripe #6 Tie- Red with Navy, Green, and Yellow Stripes
- **SWEATER VEST or SWEATER** — Navy Sweater Vest with Embroidered School Monogram OR Navy Crewneck Pullover Sweater with Embroidered School Monogram

**NOTE:** Navy Crew Sweatshirt with School Appliqué or Embroidered School Monogram May Be Worn Over Vest/Sweater in Classroom

#### Dress Uniform (8th)

- **SLACKS** — Charcoal Gray Flannel Slacks
- **SHIRTS** — White or Blue Short Sleeve or Long Sleeve Oxford Cloth Shirt (May not be worn with Regular Uniform)
- One White Short Sleeve or Long Sleeve Oxford Cloth Shirt **REQUIRED** for Field Trips
- **TIE** — Solid Burgundy Tie
- **SWEATER VEST** — Burgundy (Cardinal) Sweater Vest with Embroidered School Monogram

**NOTE:** Navy Crew Sweatshirt with School Appliqué or Embroidered School Monogram May Be Worn Over Vest in Classroom

### **Regular Uniform (6th-7th)**

- **SLACKS** — Charcoal Gray Flannel Slacks
- **KNIT SHIRTS** — White Short Sleeve Knit Shirt with School Logo (Poly/Cotton or 100% Cotton)
- One White Short Sleeve Knit Shirt with Logo **REQUIRED** for Field Trip

### **Regular Uniform (8th)**

- **SLACKS** — Charcoal Gray Flannel Slacks
- **KNIT SHIRTS** — Navy or White Short Sleeve Knit Shirt with School Logo (Poly/Cotton or 100% Cotton)

**NOTE:** Navy crew sweatshirt with school appliqué or embroidered school monogram may be worn over knit shirt in classroom

### **Additional Required Items for Dress and Regular Uniform**

- **BELTS** — Black Braided Belt
- **SOCKS** — Black Crew Socks (No ankle sock/no logos)
- **SHOES** — Black Bucs or Black Merrells (Buckhead Uniforms ONLY)

### **Optional Uniform Components**

- **OUTERWEAR** — Navy Evolux Jacket with Embroidered School Monogram (JACKET NOT TO BE WORN IN CLASSROOM)

## **GIRL'S UNIFORM: GRADES 6-8**

### **Dress Uniform (6th-7th)**

- **SKORTS** — Plaid WRAP Skort (Style #907) (Color #60) No Shorter Than Knee Length\*\*
- **BLOUSES** — White or Blue Short Sleeve or Long Sleeve Oxford Cloth Blouse (Winter Attire Only)
- One White Short Sleeve or Long Sleeve Oxford Cloth Blouse **REQUIRED** for Field Trips
- **SWEATER VEST or SWEATER** — Navy Sweater Vest with Embroidered School Monogram OR Navy Crewneck Pullover Sweater with Embroidered School Monogram

**NOTE:** Navy Crew Sweatshirt with School Appliqué or Embroidered School Monogram May Be Worn Over Vest/Sweater in Classroom

### **Dress Uniform (8th)**

- **SKORTS** — Plaid WRAP Skort (Style #907) (Color #60) No Shorter Than Knee Length\*\*
- **BLOUSES** — White or Blue Short Sleeve or Long Sleeve Oxford Cloth Blouse (Winter Attire Only)
- One White Short Sleeve or Long Sleeve Oxford Cloth Blouse **REQUIRED** for Field Trips

- **SWEATER VEST** Burgundy (Cardinal) Sweater Vest with Embroidered School Monogram

**NOTE:** Navy Crew Sweatshirt with School Appliqué or embroidered school monogram may be worn over vest in classroom

### Regular Uniform (6th-7th)

- **SKORTS** — Plaid WRAP Skort (Style #907) (Color #60) No Shorter Than Knee Length
- **KNIT SHIRTS** — White Short Sleeve Knit Shirt with School Logo (Poly/Cotton or 100% Cotton) (No Fashion Fit Polo)
- White Short Sleeve Knit Overblouse with School Logo (May Not Wear Banded Sleeve Overblouse)

### Regular Uniform (8th)

- **SKORTS** — Plaid WRAP Skort (Style #907) (Color #60) No Shorter Than Knee Length\*\*
- **KNIT SHIRTS** — Navy or White Short Sleeve Knit Shirt with School Logo (Poly/Cotton or 100% Cotton) (No Fashion Fit Polo)
- Navy or White Short Sleeve Knit Overblouse with School Logo (May Not Wear Banded Sleeve Overblouse)

**NOTE:** Navy Crew Sweatshirt with School Appliqué or Embroidered School Monogram May Be Worn Over Knit Shirt in Classroom

### Additional Required Items for Dress and Regular Uniform

- **SOCKS** — White or Navy Knee Socks (Navy Preferred for Winter Attire)
- **SHOES** — Black Bucs, Black Mary Janes, Black Merrells, or Black/White Saddle Oxfords (Saddles Available at Buckhead Uniforms ONLY)

### Optional Uniform Components

- **HAIR ACCESSORIES** — #60 Plaid Headband, Scrunchie, or Hair Barrette
- **TIGHTS** — White or Navy Tights (Cold Weather)
- **OUTERWEAR** — Navy Evolux Jacket with Embroidered School Monogram (JACKET NOT TO BE WORN IN CLASSROOM)

**NOTE:** Citation Points will be issued for inappropriate attire. Parents will be expected to bring a change of clothing before the student is readmitted to class. Students will not be allowed to attend the dance if inappropriately dressed.

## **PE UNIFORMS**

- Ash T-shirt with navy OLACS P.E. logo
- Navy mesh shorts with white OLACS P.E. logo
- Navy Crew Sweatshirt with School Appliqué or Embroidered School Monogram
- Navy sweat pants
- Tennis shoes

P.E. uniforms must be worn during every scheduled P.E. period.

Sweat shirts and pants must be brought to every P.E. period.

Five failures to dress out will result in an N in Effort; eight failures to dress out will result in a U in Effort for the class.

## **ADDITIONAL GUIDELINES FOR STUDENT UNIFORMS**

### **Makeup**

Seventh and eighth grade girls may wear pale lipstick and a light amount of makeup. Heavy eyeliner is not permitted.

Only clear nail polish is allowed.

### **Jewelry**

Jewelry is limited to one thin gold or silver chain, one thin bracelet, small crosses or medals for both boys and girls.

Girls may wear small gold or silver earrings or simple colored earrings no longer than the ear lobe; hoop earrings are limited to the size of a dime.

Earrings are limited to one per ear.

Boys are not permitted to wear earrings at all.

Teachers have the discretion to ask students to remove any jewelry deemed to be disruptive.

### **Socks**

Neither ankle socks nor athletic socks are acceptable. Only crew socks which are able to fold over or dress socks, as indicated by the specific grade-level uniform requirements, are allowed.

### **Shoes**

Worn-out shoes must be replaced immediately.

Writing on shoes is not acceptable.

# **OUR LADY OF THE ASSUMPTION CATHOLIC SCHOOL**

**EXTENDED CARE  
PROGRAM**

**Family Handbook of Policies &  
Procedures**

***2011-2012 SCHOOL YEAR***

1320 Hearst Dr., N.E.  
Atlanta, GA 30319

(404) 364-1902, ext. 161

Lisa Cordell, Director  
lcordell@olaschool.org

Anita Nagel  
Principal

# TABLE OF CONTENTS

- A. Philosophy and Goals
- B. Hours and Days of Operation
- C. Enrollment and Attendance Options
- D. Emergency and Late Carpool Attendance
- E. Financial Policies and Procedures
- F. Withdrawal from the Program
- G. Dismissal Procedures
- H. Daily Schedule and Homework Policy
- I. Dress Code
- J. Enrichment Programs
- K. Distribution of Medications
- L. Health and Safety
- M. Emergency Procedures
- N. Personal Belongings
- O. Snack/Lunch
- P. Discipline and Discharge
- Q. Program's Expectation of the Parents
- R. Children's Expectation of the Program
- S. Program's Expectation of the Children
- T. OLACS and ECP Calendar for 2011-2012

FAMILIES ARE EXPECTED TO READ THIS ECP FAMILY HANDBOOK AND TO COMPLY WITH ALL RULES AND REGULATIONS THEREIN.

Dear ECP Parents,

The Our Lady of the Assumption Extended Care Program is a school-sponsored after school program for students attending OLA Catholic School. We offer the program to all registered students in grades Pre-K through eight who require after school care during the school year. The OLACS ECP program provides trained adult supervision, homework assistance, outdoor play, arts and crafts, board games, organized activities, and one light, balanced snack daily. The structure of the program allows for student-directed and staff-directed activities.

Required enrollment forms can be downloaded from the OLACS website: [www.olaschool.org](http://www.olaschool.org). All completed, signed documents for each child must be on file prior to that child being admitted to ECP. OLA Catholic School requires that ALL students enroll in ECP prior to the first day of the school year.

The ECP staff is dedicated to the children of the program and work very hard to give your child a safe, rewarding, and fun environment. Please feel free to contact me regarding any concerns or suggestions you may have about your child's experience in ECP. We are here for the children and their families, and we are committed to serving our community.

Thank you for trusting us with your very special children. We look forward to the school year ahead.

Lisa Cordell  
(404) 364-1902, ext. 161  
[lcordell@olaschool.org](mailto:lcordell@olaschool.org)

## **A. PHILOSOPHY AND GOALS**

After spending the day in the structured classroom environment, students at ECP have the opportunity to play freely and creatively within reasonable bounds. Children are given opportunities to enjoy active, sports-related play as well as quiet activities, including supervised homework, reading, art, board games, construction, and social time.

The OLACS ECP program strives to reinforce the basic Catholic values our families seek in their home, school, and church environments. The personal, individual care the staff members give the children helps to foster a sense of mutual respect, self esteem, social responsibility, and safety.

The program offers children hands-on attention, support, care, and discipline in a loving, nurturing manner. We encourage the interaction of children of all ages (when appropriate) as it fosters a sense of community, encourages independent thinking, involves problem solving, and teaches compromise, team cooperation, and fair play.

## **B. HOURS AND DAYS OF OPERATION**

The Extended Care Program is available for students in pre-kindergarten through eighth grade. The ECP program is available to students in kindergarten through eighth grade from 3:15 pm until 6:00 pm on all days when OLACS is in session. On Wednesday, when the school closes early, ECP opens at 2:00 pm for students in grades kindergarten through eight.

For students in Pre-K, ECP is available from 1:30 pm on Wednesdays and 2:45 pm other weekdays. There is an extra charge for this service.

ECP is not available on days when the school dismisses at noon or is closed for the day. ECP will be closed during the Thanksgiving holidays, Christmas holidays, and Spring Break. ECP is closed on any day that the school is closed for any reason, planned or unplanned. Please refer to the ECP Calendar.

There will be no ECP program when OLACS is canceled due to water main breaks, heating failure, electrical problems, severe weather, etc. There will be no financial adjustment for unplanned closings. If the school closes early due to unforeseen circumstances, ECP will be closed as well. Families are expected to pick up their child(ren) as soon as possible from the school.

The ECP schedule of openings may be changed at any time as determined by the program director, the OLACS administration, or the Archdiocese of Atlanta.

## C. ENROLLMENT AND ATTENDANCE OPTIONS

The following documents are required for registration and can be downloaded from the school website ([www.olaschool.org](http://www.olaschool.org)). A completed set of ALL of the following forms (one each per family) must be submitted to the ECP director before any child will be admitted to the program:

- ECP Child Enrollment Form
- ECP Enrollment Agreement
- ECP Parental Agreement
- ECP Medical and Liability Release Agreement

The Archdiocese of Atlanta requires that all children in attendance in any after school program be fully registered and all documentation has been completed in full prior to admission to the program.

Parents are required to keep their emergency contact numbers current at all times for emergency dismissals. Please provide two emergency contact numbers — one for general information and one for immediate, emergency contact at all times.

### ENROLLMENT AGREEMENT

#### Contract Basis

Students may be enrolled to attend ECP from one to five days per week. Enrollment options must be reserved prior to the beginning of the school year or upon admission to the school.

The Enrollment Agreement may be changed two times per year only at no cost. Each additional change will be assessed a \$25.00 administrative fee. All requests to change the status of a child's enrollment must be submitted to the director in writing one week prior to the change taking place.

Attendance in addition to the days contracted will be charged at the hourly drop in rate of \$6.00 for the first 30 minutes and \$2.00 for each 15 minutes thereafter.

There is no credit for absences under the Contract Basis. Monthly charges are prorated in August and December.

Tuition payments will be deducted by FACTS at the time of your August school tuition payment (August 5 or August 20). Payments will continue on this basis through May 2012. The first tuition payment is due in August 2011. At this time, the first month (August 11- August 31) will be deducted via FACTS. If applicable, unused tuition will be refunded upon request at the end of the school year.

When a child is withdrawn, all prepaid tuition will be applied to any past due balances.

Families with any unpaid balance will be unable to register their student(s) for the coming school year.

#### Drop-In/Emergency Carpool Basis

Families may choose to register their child(ren) to attend ECP for periodic, drop-in visits or for emergency/late carpool use at the rate of \$6.00 for the first 30 minutes and \$2.00 for each 15 minutes thereafter.

Families who plan to use ECP on a consistent drop-in status will be billed on a monthly basis. Families will receive an invoice on the first of each month with payment due on the fifth of each month.

Families with an outstanding balance on the 15th of the month will be assessed a \$25.00 late fee, and the child will not be allowed to return to ECP until the charges have been paid.

Any child who is not allowed to attend ECP for non-payment will be held in the ECP office until parents arrive and the family will be charged the non-registered fee of \$1.00 per minute.

## **D. EMERGENCY AND LATE CARPOOL ATTENDANCE**

Children who are not picked up by the stated end time for OLACS carpool will remain in the ECP office until the driver arrives. Children who have proper documentation on file in the ECP office will be brought to the gym at the close of carpool. The hourly drop in rate of \$6.00 for the first 30 minutes will be assessed to all families involved in late carpool/emergency situations.

No child will be checked into ECP under any circumstance without the required documentation on file. Non-registered students will remain in the ECP office until the driver arrives at a rate of \$1.00/minute.

## **E. FINANCIAL POLICIES AND PROCEDURES**

Families must agree to keep their accounts current whether they are on a contract or a drop-in basis. Accounts that are past due at the end of the month will be reported to OLA Catholic School and children will not be allowed to attend ECP until the account is brought CURRENT.

No child will be admitted to ECP for the new school year if the family account is past due.

### **INITIAL REGISTRATION FEE**

Families registering for the ECP program prior to May 15, 2011, will be charged a registration fee of \$30.00. Families submitting registrations after May 15, 2011, will be charged a registration fee of \$50.00.

The registration fee may be paid at the time of registration (contract basis) or upon the first use of the program during the school year (drop-in/emergency carpool basis).

### **ECP RATES AND FEES**

#### **Enrollment Agreement (Contract) Rates**

***Days of Attendance per Week      Monthly Tuition***

1 day per week/child	\$61.00 (Monday, Tuesday, Thursday, Friday)
1 day per week/child	\$79.00 (Wednesday Only, 2:00 p.m. dismissal)
2 days per week/child	\$122.00
3 days per week	\$157.00 (\$126.00/each additional sibling)
4 days per week	\$210.00 (\$168.00/each additional sibling)
5 days per week	\$262.00 (\$210.00/each additional sibling)

**Drop-In/Emergency (Non-Contract) Rates – Pre-registered students**

First 30 minutes	\$6.00 per child
Each 15 minutes thereafter	\$2.00 per child

**Drop-In/Emergency (Non-Contract) Rates – Non-registered students**

\$1.00 per minute per child\*

**Additional Program Fees**

Registration Fee	\$30.00 if registered before May 15, 2011 \$50.00 if registered after May 15, 2011
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Pre-K Extended Supervision	\$3.00 per day / per child 1:30 pm Wednesday / 2:45 pm other weekdays until ECP opens
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Late Pick-up Fee	\$1.00/minute after 6:00 p.m
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*Non-registered Student Fee	\$1.00/minute
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Enrollment Change Fee	Two changes — no charge \$25.00 each additional change
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Late Payment Fee	\$25.00 per month until the account is paid in full
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Child Activity Fee	\$2.00 per day for non-contract agreement attendees in ECP-sponsored enrichment classes (see Section I)
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\*Any student who has not registered for ECP will remain in the ECP office until the driver arrives at the rate of \$1.00 per minute per student (see Section D).

**F. WITHDRAWAL FROM THE PROGRAM**

Parents wishing to withdraw their child(ren) from the program must provide a statement in writing at least one week prior to the discontinuation ECP. All outstanding fees due the program must be paid in full at that time.

## **G. DISMISSAL PROCEDURES/RELEASE OF CHILDREN**

The ECP check-out desk is located by the glass doors in the gym lobby. Once a child is signed out, an ECP staff member will be responsible for getting the child from his/her location to the front desk. Parents need to leave ample time to pick up their child(ren) from ECP. Parents cannot expect their child(ren) to be waiting in the lobby. Children must be dismissed by an ECP staff member who has been informed that the parent is signing the child out. Taking short cuts at dismissal could result in a child being dismissed improperly.

No child will be allowed to leave the premises without the supervision of the parent or authorized party and according to ECP required procedures. All authorized parties must be indicated on registration forms. Telephone and email authorizations are up to the discretion of the director and may be refused.

ECP has a security system that allows for assigned security codes. Families using the program on a contract basis (not drop-in) will be assigned a code with which they will gain access to the facility. This code also allows the authorized parent to sign out the child at the close of the day.

Students attending after-school activities will not be signed into ECP until the activity is over. ECP will take no responsibility for children attending such programs until they are formally signed in to the ECP program. These activities include, but are not limited, to band, choir, basketball, art, scouts, youth group, play practice, private tutoring, and ECP-sponsored enrichment classes.

## **H. DAILY SCHEDULE AND HOMEWORK POLICY**

Students are escorted to the activity building for extended care at the close of the school day by OLACS personnel. Attendance is taken, and a head-count is conducted to verify attendance. Outdoor or gym time begins as soon as attendance is taken and ends in thirty minutes. Pre-K through first grade students play in the cafeteria and have snack while the older children are outside. Second through eighth grade students are served a light snack from 3:45 pm until approximately 4:00 pm, at which time homework period begins.

At approximately 4:30 pm, depending upon staff ratios and weather conditions, children who have completed homework may transition to outdoor or gym play. Younger children are moved into the cafeteria for arts and crafts, free play, Lego construction, etc. Occasional visits are also made to the library for "story time" for younger students. Older students requiring additional time to complete homework are allowed to work in supervised areas.

At 5:00 pm all children move into the gym for various forms of play. Those children bringing non-electronic games and toys from home can take them out for play. However, ECP cannot be held responsible for lost personal items. Many supplies and activities are set up for free choice play, such as puzzles, toys, balls, sporting equipment, drawing or building. Older children may choose to socialize and relax with friends.

The program closes at 6:00 pm.

## **HOMEWORK**

Homework hour is held daily except on Fridays. Children are provided a supervised, quiet environment in which to do homework. They are discouraged from working in groups with friends as this is very distracting. Children in grades Pre-K and Kindergarten who do not have homework are taken outdoors or to the gym for active play. If a child in grades one through eight has no homework, he/she must spend his/her time quietly during homework hour as not to disturb other children.

Parents are the primary educators of their children. As such, homework completion remains the responsibility of the child and supervised by the parent. Every effort is made to assist children with their homework. OLACS teachers will be available to assist students with their homework as necessary. Every reasonable effort is made to insure that written homework is completed. Studying for tests, researching papers or preparing special projects should be done with the family at home. Depending on staff availability, children who need additional homework time are given as much time as possible.

Please note: Children who attend after-school activities prior to arrival at ECP (i.e., band, scouts, art, karate, etc.) will miss part or all of the scheduled homework hour. Due to the need for proper staffing of all program children, it may be necessary to include late arriving children into the general population to complete their homework.

## **I. DRESS CODE**

On days when school is in session, students will remain in school uniform. Shoes may be changed, ties removed, and shirttails pulled out. Children are expected to wear sturdy shoes for outdoor play. ECP is not responsible for lost personal items or clothing.

Children who are leaving ECP for sporting events off campus may change into their sports clothing after dismissal and under the supervision of their parent/guardian. Children will not be allowed to change into sports uniforms prior to dismissal.

## **J. ECP-SPONSORED ENRICHMENT PROGRAMS**

The Extended Care Program offers various enrichment programs for OLA Catholic School students to participate in after school. These enrichment programs include, but are not limited to dance, Playball, etc. Sessions will run eight to twelve weeks. Families will be allowed to sign up with various independent instructors, and the first session will begin in early September.

Children will be signed into ECP by ECP staff at the end of the scheduled activity period. No adjustments in ECP fees will be made for time spent in ECP-sponsored or school-sponsored programs. Families who have contracted their child(ren) into ECP by submitting the Enrollment Agreement for days on which they attend enrichment classes will pay no activity fee for these classes. All other non-enrolled families will be required to pay a \$2.00 per day/child activity fee for each day the enrichment class is in session.

All ECP-sponsored programs will be conducted in the activity building under the supervision of the ECP Director. Children attending these programs will be supervised until classes begin and will be given a light snack. Upon completion of the class, students will be supervised until picked up by the authorized person. Children not picked up within 10 minutes of the class ending will be signed into ECP and charged the hourly fee.

## **K. DISTRIBUTION OF MEDICATIONS**

It is the responsibility of each family to meet with the ECP Director to discuss any special needs the child may have.

NO over-the-counter or prescription medication will be given to any student without a signed Archdiocesan Medication Form on file with the ECP Director. This form must be signed by both the parent/guardian AND the child's physician. No antibiotic medication can be administered in any Archdiocesan program.

All medication must be provided in the original container and given to the ECP Director by the parent. ECP personnel will administer medicine per physician's instruction. Documentation of dosages given is recorded on the medication dosage form. If the staff notes an adverse reaction to medication, the parents will be notified immediately. The reaction will be recorded on the sheet used to document dosages of medication given.

## **L. HEALTH AND SAFETY**

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.), it is the responsibility of the family to meet with the ECP Director to ensure awareness of the condition. All necessary medication and signed Archdiocesan Medication Forms (see above) must be provided to the ECP Director. ECP STAFF CANNOT ACCESS MEDICATION IN THE SCHOOL NURSE'S OFFICE.

### **ALLERGY**

If a child has a severe allergy, it is the responsibility of the family to notify the ECP Director and provide an Allergy Action Plan, along with required medication. It is the policy of the ECP program to remain as "peanut free" as possible. Children with severe peanut allergies may, however, be asked to provide their own snack and/or sit in a "peanut free" zone during snack period.

### **ILLNESS**

If a child has any one of the following conditions, the parent will be notified and expected to pick up the child immediately: contagious disease, fever of 100 degrees F or more, vomiting, diarrhea, or any condition requiring medical attention. If a child has been sent home ill by the school nurse at any time during the school day, he/she will not be enrolled in ECP that afternoon. Violation of this rule may lead to dismissal from the program.

Staff or any other persons being supervised by the staff that knowingly have or present symptoms of a fever or diarrhea shall not be allowed in the center. Children ill during the school day may not participate in any ECP directed program during the evening, i.e. recital, athletic event, etc.

If it becomes apparent that a child has contracted a communicable disease, the affected child's parents will be notified immediately to pick up their child. Parents of all other students in the program will be notified the same day at the time of pick up.

## **ACCIDENT**

In case of accident or illness, parents of the child will be called immediately. Per the Parent Agreement, any injury to the head will result in parents being contacted. If the parent cannot be reached, the child will be taken to Children's Healthcare of Atlanta via emergency vehicle for treatment. All fees for such medical treatment and transportation will be the responsibility of the family.

## **OUTDOOR PLAY**

Outdoor play will not be allowed if/when the temperature (including wind chill) falls below 35 degrees Fahrenheit; it is raining, snowing, hailing, stormy, lightning, thundering; or when the ECP Director determines the temperature is too uncomfortably high or low for the children to tolerate.

## **BATHROOM ACCIDENTS**

Children attending ECP and its sponsored programs are to be fully potty trained. A child who has an accident will be expected to clean him/herself and change his/her own clothing. If the child is unable to do so, the family will be contacted. No staff member of ECP will be allowed to clean a soiled child or change the child's clothing. In addition to a spare set of clothing for the classroom, children in the Pre-K class should carry a second full set of clothes for the ECP program.

# **M. EMERGENCY PROCEDURES: TORNADO, FIRE, AND EVACUATION**

In the event that OLACS closes due to a disaster, emergency, or other unforeseen circumstance, the Extended Care Program (ECP) will also be closed. Should these events occur during the hours of ECP operation, parents will be contacted and must pick up their child(ren) immediately. Emergency notification may be done through calling post or email.

Parents are required to provide two emergency contact numbers — one for general information and one for immediate, emergency contact — and these numbers **MUST** be kept updated with the ECP office.

## **SEVERE WEATHER**

A weather alert radio will be on at all times the program is in session. Students and staff will stay in the Murray Center during thunderstorms and tornado watches. Should a tornado **WARNING** be issued the students will be moved to locker rooms and the bathroom hall away from windows.

## **FIRE**

Monthly fire drills will be performed. Students will be evacuated according to the approved evacuation routes. Roll call and head-counts will be taken, and no child will be readmitted to the building until authorization has been given.

## **EVACUATION**

If it becomes necessary to evacuate the students from the Murray Center because of a gas leak, bomb threat, etc., children will be routed off the school grounds to a pre-determined reunification site. Roll call will be taken to ensure all children are present, at which point parents will be contacted to pick up their child(ren).

No child will be dismissed from the program during a fire or evacuation drill or when a tornado warning has been issued.

## **N. PERSONAL BELONGINGS**

Children store their belongings in designated space while in the ECP program. We discourage bringing personal items to the program, especially those of value. Children are encouraged to put all personal items in their book bags and to keep the book bags zipped up.

At the end of the day, all items left in the locker room will be placed in the lost and found box in the hallway.

Cell phone and iPod use is restricted on all days.

ECP is not responsible for lost personal items or clothing.

## **O. SNACK/LUNCH**

Daily afternoon snacks are provided based on USDA nutrition guidelines. Snacks consist of fresh or packaged fruits, crackers/bread (tortillas, nachos, graham crackers, pretzels, etc.), and cheese products. Milk, water, or 100% juice products are served as drinks. The daily snack menu is posted in the lobby of the Murray Center.

Families must notify the ECP Director if their child has food allergies. **ANY CHILD WITH PEANUT OR OTHER FOOD ALLERGIES MAY BE ASKED TO BRING HIS/HER OWN FOOD TO ECP**, and written authorization must be submitted to the ECP Director prior to the food being served.

If a parent would like for his/her child to bring a snack other than that provided by the program, the approval of the Director is required, and a letter from the parent is required.

No child is to bring candy, chips, sodas, etc. to ECP, and no child may purchase sodas from the vending machines while in attendance in ECP. Personal water bottles are permitted.

## P. DISCIPLINE AND DISCHARGE

Children are entitled to a safe, pleasant, and harmonious environment in the program. Likewise, ECP staff personnel are entitled to respect from the children in the program. The Extended Care Program cannot serve children who display chronically disruptive or disrespectful behavior to children or adults. While participating in the OLACS Extended Care Program students and families agree to abide by all rules and regulations set forth in the OLA Catholic School Parent/Student Handbook as well as the ECP Family Handbook of Policies and Procedures.

If a child cannot adjust to the program setting and behaves inappropriately, the director has the discretion to discharge the child from ECP either temporarily or permanently.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behavior that:

- Requires constant attention from the staff
- Inflicts physical, verbal, or emotional harm on other children
- Abuses staff members by using inappropriate language, attitudes, or behavior
- Ignores or disobeys the rules, which guide behavior during the after school day and program time
- Disrespects and abuses the physical property of others or the ECP program
- Impacts the safety of any child in the program
- Reasonable efforts will be made to assist children to adjust to the program setting.
- Disruptive behavior will be dealt in the following manner.
- The disruptive child will be redirected to another activity or group of friends. Groups of friends who display inappropriate or disruptive behavior will be separated.
- After receiving verbal and/or written warnings, the child will be removed from the play area for an appropriate period of time (one minute per year of age) for a "time in" period to think about his/her behavior.
- If a second "time in" time is required, the child may be removed for the rest of the afternoon from certain activities or friends.
- If a third "time in" period is given to a child in a single day, the staff will write an incident report and a copy will be given to the parent(s) or guardian to be read and signed. The report will be maintained in the student's ECP file.
- If a child receives three written behavior related incident reports, the child may be suspended or discharged from the program at the discretion of the director.
- If the severity of a problem is great enough that it could endanger the safety or well being of the child or other children in the program, discharge will be effective immediately. The parents will be contacted and instructed to pick up the child.

Readmission of the child will be determined by the program director.

## **Q. PROGRAM'S EXPECTATIONS OF THE PARENTS**

- Complete and return all required forms prior to using ECP
- Pay fees on time
- Keep the child's records up-to-date
- Pick up child(ren) on time
- Reinforce and support the rules of the ECP program and staff

## **R. CHILDREN'S EXPECTATIONS OF THE PROGRAM**

- To have a safe, supportive, and consistent environment
- To use all of program equipment, materials, and facilities on an equal, age appropriate basis
- To receive respectful treatment
- To have discipline that is fair and non-punitive
- To receive nurturing care from staff members who are actively involved with them

## **S. PROGRAM'S EXPECTATIONS OF THE CHILDREN**

- Be responsible for their behavior; show respect for staff members and other children
- Respect and follow the school and program rules as instructed by ECP staff
- Remain with the groups and staff member at all times
- Take care of materials and equipment properly and return them to their appropriate place
- Use proper manners when eating snack and assist in lunchroom cleanup

## **T. ECP TENTATIVE CALENDAR 2011-2012**

The ECP program is open only on days when OLA Catholic School is in session for the full day.

All dates for the Extended Care Program are based upon the OLACS calendar and may be changed by either the school or the ECP Director at their discretion as needed.

**UNLESS OTHERWISE NOTED, ECP WILL BE CLOSED ON THE FOLLOWING DAYS:**

Teacher Pre-Planning	8/8-10/2011
First Day of School (NOON Dismissal)	8/11/2011

PK-2 NOON DISMISSAL (Testing)	8/12/2011
PK-2 NOON DISMISSAL (Testing)	8/15/2011
NO SCHOOL (Labor Day)	9/5/2011
NO SCHOOL (Faculty Retreat)	9/6/2011
NO SCHOOL (Archdiocesan In-Service)	9/30/2011
NO SCHOOL (Teacher Workday)	10/10/2011
NO SCHOOL (Student-Led Conferences)	10/20-21/2011
NO SCHOOL (Thanksgiving)	11/23-25/2011
NOON Dismissal	12/16/2011
NO SCHOOL (Christmas Break)	12/19/2011-1/1/2012
NO SCHOOL (Teacher Workday)	1/2/2012
NO SCHOOL (MLK, Jr. Day)	1/16/2012
NO SCHOOL (Archdiocesan In-Service)	2/17/2012
NO SCHOOL (Presidents' Day)	2/20/2012
NO SCHOOL (Student-Led Conferences)	3/23/2012
NO SCHOOL (Spring Break)	4/2-6/2012
NO SCHOOL (Easter Monday)	4/9/2012
NOON Dismissal (Grandparents' Day)	5/4/2012
NOON Dismissal (Last Day of School 1-7)	5/25/2012

## *The OLA Parish Prayer:*

GOD

Our Father,

We are all

Your children.

Jesus, our

Brother, you

Taught us to

Love. Holy

Spirit, by your

Light, may our

Parish family

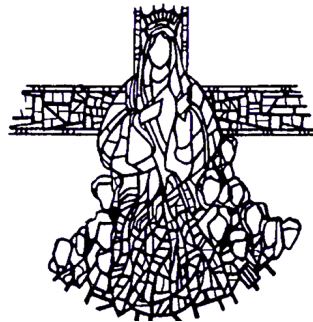
Grow. Our

Lady of the

Assumption,

Pray for us.

Amen





The Mercy Cross is the distinctive cross worn by the Religious Sisters of Mercy. It is modeled after the ivory and ebony cross worn by Catherine McAuley, the founder of this Catholic religious order.

The Sisters of Mercy are unique for taking a fourth vow, the vow of service. Modern day interpretation of the Mercy Cross indicates that the bars of the cross stand for the vows taken by the nuns.

For the OLA Catholic School community, this cross serves as a symbolic reminder of our school's history and our commitment to serve.