

j

Our Lady of Hope Catholic School

*Educating the whole child: Mind, Body and Soul*

Student/Family Handbook

revised 08/2019

Office Phone 816 931-1693 Extended Day 816- 931-9702

Fax 816 931-6713

Website [www.olhkcmo.org](http://www.olhkcmo.org)

**2019-2020 OLH Faculty and Staff**

**Principal**  
 Mary Delac  
[mdelac@olhkcmo.org](mailto:mdelac@olhkcmo.org)

**First Grade**  
 Sue Hoffman  
[shoffman@olhkcmo.org](mailto:shoffman@olhkcmo.org)

**Secretary**  
 Martha Valdovino  
[mvaldovino@olhkcmo.org](mailto:mvaldovino@olhkcmo.org)

**Second Grade**  
 Emily Ludwikoski  
[eludwikoski@olhkcmo.org](mailto:eludwikoski@olhkcmo.org)

**Office Manager**  
 Lillian Klein  
[lklein@olhkcmo.org](mailto:lklein@olhkcmo.org)

**Third Grade**  
 Victoria Godfrey  
[vgodfrey@olhkcmo.org](mailto:vgodfrey@olhkcmo.org)

**Cafeteria Supervisors**  
 Judy Almaguer  
[jalmaguer@olhkcmo.org](mailto:jalmaguer@olhkcmo.org)  
 Mary Ann Juarez  
[mjuarez@olhkcmo.org](mailto:mjuarez@olhkcmo.org)

**Fourth Grade**  
 Whitney Cisneros  
[wcisneros@olhkcmo.org](mailto:wcisneros@olhkcmo.org)  
 Jennifer Cecena  
[jcecena@olhkcmo.org](mailto:jcecena@olhkcmo.org)

**After School Childcare Supervisor**  
 Denize Ruiz  
[druiz@olhkcmo.org](mailto:druiz@olhkcmo.org)

**Math/Science/5th Grade Homeroom**  
 Erika Diaz  
[ediaz@olhkcmo.org](mailto:ediaz@olhkcmo.org)

**Evening Janitorial**  
 Raul and Lupita Diaz

**ELA/SS/6th Grade Homeroom**  
 Steve Garcia  
[sgarcia@olhkcmo.org](mailto:sgarcia@olhkcmo.org)

**Counselor**  
 Mary Mullins  
[mmullins@olhkcmo.org](mailto:mmullins@olhkcmo.org)

**ELA/SS /7<sup>th</sup> Grade Homeroom**  
 Katie Fern  
[kfern@olhkcmo.org](mailto:kfern@olhkcmo.org)

**Physical Education**  
 Mr. Rob Cole  
[rcole@olhkcmo.org](mailto:rcole@olhkcmo.org)

**Science/Math/8th Grade Homeroom**  
 Holly Bentley  
[hbentley@olhkcmo.org](mailto:hbentley@olhkcmo.org)

**Kindergarten**  
 Kerri Yslas  
[kyslas@olhkcmo.org](mailto:kyslas@olhkcmo.org)

**Music**  
 Dominic Serrano  
[dserrano@olhkcmo.org](mailto:dserrano@olhkcmo.org)

**ICE Coordinator/Coach**  
**(Inclusive Catholic Education)**  
Tammy Neeb  
[tneeb@olhkcmo.org](mailto:tneeb@olhkcmo.org)

**Art**  
John Kline  
[jkline@olhkcmo.org](mailto:jkline@olhkcmo.org)

**ICE Paras**  
Denize Ruiz  
[druiz@olhkcmo.org](mailto:druiz@olhkcmo.org)

### **Mission Statement of Our Lady of Hope Catholic School**

All children learn in a Christ-like environment. In partnership with parents we strive to prepare multicultural and diverse students to serve the Lord with all their hearts, souls, mind and strength.

### **Statement of Beliefs/Philosophy**

The community of Our Lady of Hope believes:

- All children are sacred creations of God. As a Catholic school community – school, home and parish – we must provide creative opportunities for children to learn and apply knowledge and skills in ways that draw them closer to God and one another.
- All children need a safe, non-threatening learning environment that promotes feelings of self-worth and school pride.
- All children want to and can learn. We are committed to educating the whole child and strive to promote life-long learning.
- All children require love and respect in order for them to show love and respect for themselves and others.
- All children can be successful learners, capable achieving their highest potential.
- All children can make good decisions, and take responsibility for their actions.
- We believe that educating children is a shared vocation involving home, school and church. Outstanding school communities work collaboratively to maintain high standards of excellence and are committed to continuous improvement.
- We believe that everything is a gift from God. We promote stewardship through joyfully giving time, treasures and talents to extend God's love to one another and promote work toward social justice for all.

### **Statement of Non-Discrimination**

**Both faculty and students in true ecumenical spirit will welcome all students into the Christian educational community of the school or center. We admit students of any sex, race, color, national or ethnic origin to all the rights, privileges, programs, and activities accorded to students of the school or center.**

### **Accreditation and School Improvement**

Our Lady of Hope Catholic School is fully accredited by Missouri Nonpublic Association and the North Central Association/Advanced Colleges and Schools

**SCHOOL ADVISORY COUNCIL** Our Lady of Hope School Advisory Council meetings are generally held each month August through June in the School. Interested parents are welcome to attend, except when executive sessions are called by the chair, and those meetings which are in-service programs. Non-members may raise an issue for consideration under New Business at a regularly scheduled meeting. The time limit will be ten minutes. The principal should be contacted prior to the meeting date.

## **Hours of Operation**

Office Hours: Monday-Friday, 7:30am - 4:00pm

School Hours: Monday-Friday, 7:55am - 3:20pm

## **Arrival/Dismissal Procedures**

### **In the morning:**

- Families who wish to drop off their student/s will be able to pull up to the west side of Mercier Street and drop their student/s off to enter the cafeteria in the morning until 7:40am.
- After 7:40 a.m. students should enter the main door.
- All Students must exit the vehicle onto the school sidewalk not the street side.
- Cars are not allowed to stop in the middle of Mercier Street or drop students off on the east side of Mercier.
- Parents who have business in the office or wish to walk their child into school must park in either the side or back parking lot.
- Out of courtesy to our neighbors on the East side of Mercier Street, please do not park in front of their houses when visiting the school. Use the school and church parking lots.

School begins every morning at 7:55 am with Morning Prayer in the gym. Students may arrive at 7:40am and enter into the main doors and into the gym where there will be staff supervision.

Morning Care is available from 6:30a.m.-7:40a.m.

\*Breakfast is served 7:00-7:30 am-Students eating breakfast are not charged for morning care.

Breakfast cost \$1.75 for full price students, 30 cents for students who qualify for reduced price lunches and no cost to students who qualify for free lunches. (Free/reduced lunch applications available in the office)

### **Dismissal time (3:20 pm on regular school days and 12:00 pm on noon dismissal days)**

- All parents and adults on your child's pick up list will park in the back parking lot behind the school and enter the school through the gym door.
- Teachers will escort students into the gym for pick up.
- No parking on Mercier Street for pickups. Mercier Street is reserved for bus/van parking

Any student not picked up from the gym at 3:30pm will be sent to after school care in the cafeteria and the family will be charged \$2 per child per hour. Families will be billed monthly and balances can be found online at Sycamore Education.

Parent or authorized adult must come into the cafeteria and sign out their child/children.

Students who are enrolled in our after school care program must be picked up by 5:30pm.

Parents may pay daily or weekly.

### **Noon Dismissals**

OLH does not have after school care on noon dismissal days.

### **School Cancellation**

Cancellation of school takes place only during extraordinary circumstances such as inclement weather or equipment failure. Families will be sent a text message and a notice will be put on Class Dojo, our Facebook page and our website. Every practical means will be used to notify parents of an impending cancellation including TV. Cancellations will be listed as "Our Lady of Hope Catholic School" on TV.

### **Before and After School Child Care-816-931-9702-In the Cafeteria**

Before school (7:00-7:30 am) supervised care is available for students in grades K-8.

After school (3:30-5:30pm) care is available for students in grades K-8 \$2 per hour. A snack is served between 4:00-4:30p.m. **Parents, guardians and those designated by your family to have permission to pick up your child must come into the cafeteria to sign out the child.**

Registration information for Before and After School Care is available upon request from the office or the After School Care Supervisor

### **Visitors/Volunteers**

Parents/guardians, visitors, and volunteers are always welcome to visit our school. OLH is very fortunate to have so many wonderful volunteers however, **all volunteers must complete diocesan-sponsored “Protecting God’s Children training, a background check, online Ethics and Integrity Policy and Volunteer Registration Form. Information on where to take the class and find the forms can be found at [www.virtus.org](http://www.virtus.org).** To maintain order, and safety, parents/guardians, and volunteers are asked to not drop in on their child’s homeroom while in the building. Any parent/guardian or volunteer desiring to visit a classroom should make arrangements with the teacher.

For the safety of the children, faculty, and staff, all doors shall remain locked at all times. The front door is equipped with an access control button. Everyone, including parents/guardians, coming into the school for any reason during school hours must first check in at the office. **Visitors are not permitted to go directly to the classroom and must check into the office to sign in and be escorted to the classroom.**

### **Parent/Guardian-Teacher Communication**

Active and open communication is essential to the successful operation of this school. The greater the level of communication, the more successful the school is in defining and achieving goals for students and the institution.

Parents/guardians are encouraged to communicate with their child’s teacher(s) and the principal directly and regularly. Parents/guardians desiring to discuss any aspect of their child’s development may call the school office or send a note to the individual teacher requesting correspondence or conference.

Parents/guardians and teachers are given formal opportunities to meet at scheduled conferences to discuss their child’s progress at the end of first and third quarters. Please note that if you wish to meet with a teacher, you must schedule an appointment/conference ahead of time. Teachers are not available for conferencing during school hours unless a teacher requests a time during his/her planning period.

**When a parent/guardian feels he/she has a concern or problem, this should be addressed directly to the faculty/staff involved.** If the situation is not resolved, the next proper recourse is consulting the principal. Cooperation on the part of the parents/guardians regarding this procedure usually brings about a more rapid solution.

### **Attendance Policies**

#### **Tardiness**

A student is considered “tardy” if he/she is not in his/her homeroom by 8:00am. If a student is tardy, he/she must check in at the office for a tardy slip. Students arriving late due to an appointment also need to check in at the office where he/she will be issued an excused tardy for the appointment. Arrival after 11:00 am and departure before 12:00 pm is considered a 1/2 day absence. Tardies should be rare. Families will be contacted concerning excessive tardies.

#### **Absences**

To report a student’s absence from school, **parents are to call the school office at 816-931-1693 between 7:30am and 8:30am or email [mvaldovino@olhkcmo.org](mailto:mvaldovino@olhkcmo.org).** The school phone is answered from 8:00am to 4:00pm. The answering machine is on during the other hours. Please request homework from the student’s teacher at this time if you wish to pick up homework the day of the absence.

If a parent/guardian has not contacted the office by 8:30am, school administration will be in contact to inquire the whereabouts of the child. Students are expected to attend school each day unless prevented from doing so by illness or serious family crisis. This is critical to each child's success in school. Absences and tardies may impact academic standing. Attendance is tied to academic performance and promotion.

**Any student who has accumulated an attendance rate of less than 90% unexcused absences will be considered for retention in his/her current grade. Absences are considered excused only for extreme family emergencies and upon receipt of a note from a physician. Vacations are not considered excused absences.**

### **Financial Obligations**

#### **Tuition and Fees**

Information regarding tuition, registration fees, and other fees are maintained in the school office. Families will also have 24 hour online access to account information from SMART Tuition-1-888-868-8828. Smart Tuition now has a mobile app for families: "Smart Tuition for Parents". Families have the option of paying their school tuition bill for children in Kindergarten through 8th grade in one of three ways:

1. Full payment of tuition on the day of registration.
2. A two-payment option with 50% due by Sept. 20, the remaining due on May 20.
3. A monthly payment option with 10 monthly payments, Sept. through June.

There are two attendance interruption days for families who are delinquent in their accounts. The dates will be announced in the school newsletter. Families who are seriously delinquent more than two or more months in the 1st semester will not be allowed to send their students for 2nd semester unless special arrangements are made with the principal and pastors. Staying current on payment of tuition and fees is expected and appreciated. This helps to maintain our school and keep it a viable operation. If a family's financial obligations is not met, report cards, diplomas, and student records shall be withheld pending payment of tuition and all fees.

#### **Fundraising**

At OLH, every family is obligated to raise a minimum of \$300 **in profit** in addition to their tuition payments to help offset the expenses of the school per the yearly family contract. The PTO will offer numerous opportunities to meet this obligation throughout the year. At the end of May, any fundraising obligation not met will be added to the family's account.

### **Student Discipline Policies and Procedures**

At Our Lady of Hope we firmly believe that life-long success depends on self-discipline. Therefore, we have developed a school-wide discipline plan that affords every student the opportunity to manage his or her own behavior. Our faculty and staff are dedicated to providing an exciting and engaging learning experience for each student; which is accomplished with the help of each student and our positive behavioral expectations. Following is a list of our school expectations:

#### **Treat People Right, Do the Right Thing**

**Always Respectful**

**Always Safe**

**Always Responsible**

**Always achieve**

These expectations are in effect throughout our school at all times. Throughout the day, OLH faculty and staff make it a point to "catch students being good," that is, following the school expectations. Students receive "A tickets" that can be exchanged for treats, activities, or raffles. It is only when these expectations are broken that students need to be aware of, and modify their behavior.

The Positive Behavioral Support Team (PBS) has outlined a school-wide discipline policy as follows:

**Grades K-6**

Students in grades K-4 are given tickets when they are “caught” following school expectations. When redirects are not effective or behavior that is harmful or potentially harmful to the child or other students then consequences are given immediately. Consequences include but are not limited to: safe seat, think sheet, buddy room, sensory room break. Parents are notified through Class Dojo, note home, email, phone call or personal contact.

**Grades 7-8**

Students in grade 7-8 will be issued a demerit card at the beginning of the year. Every student is required to have their card with them at all times during the school day. The cards have 10 available punches. If a student is in violation of a class or school rule, their card will be punched as a warning/reminder of the appropriate behavior. If all 10 holes are punched, the student will serve a detention which will require some work and reflection on what work that student needs to do to change the inappropriate behavior.

The chart on the following page outlines general expectations for all students at Our Lady of Hope School. Students are expected to follow classroom procedures and rules as established by faculty and staff.

<b>Location</b>	<b>Student Expectation</b>
Church	To participate in mass and maintain a reverent, respectful attitude before, during, and after Mass
Cafeteria	To confine conversation to with only those at the same table
	To use soft, quiet, respectful voices
	To use appropriate behavior and communication during lunch
	To not take others' food nor drink
	To use food and drink as intended
Hallways	To show consideration and sensitivity for classes being conducted
	To walk quietly on the right side of the hallway
	To be polite to others passing/walking in the hallway
Classrooms	To be respectful
	To follow classroom procedures and rules
Restrooms	To respect the privacy of others
	To use facility quickly and quietly and return to class promptly
	No backpacks or writing utensils are allowed in the bathroom at any time
Playground/Campus	To be considerate of others sharing spaces/playground equipment
	To include others
	To appropriately use playground equipment
	To be in approved areas only
All Settings	To show respect and kindness
	To follow instructions/directions first time asked
	To be prepared with materials
	To use polite language and appropriate communication
	To follow the uniform code

	To accept correction calmly
	To complete assigned tasks
	To report problems to faculty/staff/supervising adult

If a student breaks a rule or acts in an inappropriate manner, their demerit card will be punched. Depending on the severity of the offense, a discipline slip may also be issued. Discipline slips will be sent to parents and must be signed by the parent and returned the next day. The following consequences and steps will be followed:

**1<sup>st</sup> -3<sup>rd</sup> Discipline Slip** - Teacher will communicate with the parent via e-mail or Dojo the reason for the discipline slip. Depending on the severity of the infraction, a meeting with the teacher, student, principal, and/or parent may occur. All discipline slips will be recorded on Sycamore.

**4<sup>th</sup> Discipline Slip** – A teacher, student, principal and parent meeting will be scheduled to discuss the student’s behavior. School or community service will be assigned.

**5<sup>th</sup> Discipline Slip** - A teacher, student, principal and parent meeting will be scheduled to discuss the student’s behavior. The student will lose future privileges and activities.

**6<sup>th</sup> Discipline Slip** = Discipline Hearing (Final Contract) with PBS Team, parent/guardian and student. (\*Final Contract refers to a final effort on the part of the student to comply with school-wide expectations or face referral to another school).

**\*Conferences involving PBS Team are considered to be discipline hearings.**

The following “major infractions” are considered to be of a more serious nature and will result in the immediate issuance of a Discipline Slip and detention (grades 5-8), or automatic suspension with a discipline hearing.

**Major Infractions**

- Derogatory name calling
- Disrespect during Mass or any sacred prayer time
- Fighting or violence
- Forgery of parent/guardian signature
- Harassment
- Intimidation
- Bullying (includes cyberbullying)
- Lying, cheating, plagiarism
- Blatant disrespect or disobedience/insubordinate behavior
- Writing/drawing offensive notes or pictures
- Possession of alcohol, cigarettes, drugs, obscene pictures, weapons, or any inappropriate items

Students required to do community service may lose any privileges including field trips or other special activities that may be occurring on that day. If a student is absent on the day of their required service day, they will make it up on their next day back to school. The PBS Team, consisting of one teacher from K-2, 3-5 and 6-8, and principal as available- will review any discipline problems as necessary or requested.

The principal reserves the right and responsibility to remove any student from a situation at any time, whenever behavior is intolerable and unacceptable in our Catholic school setting. Appropriate action will be taken. Parent/guardian as well as PBS team will be notified of the situation and disciplinary action taken.

**Drug/Alcohol Policy**

Our Lady of Hope does not allow possession, use, consumption, sale or transfer of drugs, narcotics, alcoholic beverages, or drug paraphernalia on school property, at school functions (including prior to attending school functions). Such behavior is a serious violation of school policy, and violators will be

subject to immediate probation, suspension, or expulsion from the school on the first offense. Police Authorities will be called.

- All violations of the drug/alcohol policy will result in a discipline hearing. Consequences of such a hearing may vary and may result in dismissal from Our Lady of Hope School regardless of a first offense.

### **Weapon Policy**

- Any student possessing a weapon and or replica of a weapon on school property or at a school-sponsored activity will be expelled for not less than one calendar year. The student will be reported to the proper law enforcement agency.
- Weapon is defined as: a gun, or any device which can expel a projectile by the action of an explosive; poison gas; bomb; grenade; knife; taser; throwing star; any bludgeon; metal knuckles; any other object that can be defined by law, from time to time, as a weapon including a replica of such a weapon.

### **Harassment Policy**

Our Lady of Hope is committed to providing a Catholic, faith-filled environment for all students, employees, volunteers and patrons in which Christ-like behaviors are ever-present. Our Catholic environment will be free from harassment, intimidation or bullying. Incidents will result in immediate action taken by the school administration and/or PBS Team.

Harassment (sexual, bullying, or otherwise) of any student and/or employee by any other student and/or employee will not be tolerated. Our Lady of Hope condemns any such harassment on school property, and immediate corrective action will be taken by the school administration and/or PBS Team.

Harassment refers to written or verbal comments and/or conduct which is intimidating, hostile, or offensive to any person because of race, color, religion, sex, age, national origin, and/or disability.

### **Bullying Policy**

Our Lady of Hope extends bullying to include any intentional behavior (verbal, written, physical, cyber) that harms or threatens the safety of a student, damages his/her property, or interferes with his/her education.

Bullying is intimidation that can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, offensive drawings, pranks, gestures, physical violence, threats, as well as other written, oral, or physical actions.

Counseling, disciplinary action, and/or referral to law enforcement will be implemented to modify the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive, Christ-like environment, and support for victims and others impacted by the violation. False reports of harassment/bullying or retaliation for reporting harassment/bullying, constitute as violations of this policy.

### **Bullying Prevention**

- Our Lady of Hope will communicate with all students, employees, volunteers, and patrons that bullying behaviors will not be tolerated.
- Bullying prevention will be taught regularly through counseling and classroom activities.
- Religion curriculum will support the teachings of Jesus Christ
- All students and staff should treat each other the way they would want to be treated

### **Bullying Reporting/Recourse**

- Report of incident is made to a trusted adult (staff, faculty, principal)
- The incident is reviewed by proper authority, and appropriate measures are taken to correct the



situation.

- Reconciliation is the goal.
- Each incident will be monitored to ensure repeat offenses do not occur.
- If such incident reoccurs, measures taken are at the discretion of the PBS Team and/or principal.

## **TIPS Policy**

### **REPORTING SAFETY CONCERNS, THREATS, & INCIDENTS**

It is always best to report all safety concerns and threatening situations directly to a teacher, administrator, or other adult staff member. However, if this is not possible, the Threat Assessment, Incident Management and Prevention Services (TIPS) reporting system allows for reports to be made by students, parents, faculty, staff, neighbors and anyone in the community concerned about the safety of our students and schools. Reports can be made confidentially and anonymously any time you know of a concerning or threatening situation. You can complete an online form at [www.olhkcmo.org](http://www.olhkcmo.org). However, anonymously reporting a concern or threatening situation makes it very difficult for the administration to investigate or respond to the situation. If there is a possible or perceived imminent threat, the reporting party should contact 911 or the local police ASAP. School and diocesan level personnel are notified immediately when your report is submitted, and your case will be investigated, and appropriate action will be taken. Examples of threats that could be reported through TIPS include instances of Assault, Bullying, Bus Incident, Cyber-bullying, Drugs/Alcohol, Parent Complaint, Possession of Weapons, School Vandalism, Self-Harm or Suicidal Ideation, Student Assistance Referral, Suspected Abuse/Safety Concern, Suspension Appeal, Threats of Violence and Truancy.

## **Technology User Policy**

Technology is provided at OLH to be used as a privilege by both students and faculty/staff. All users have certain responsibilities that must be met. All users will be held accountable for the efficient, ethical and legal utilization of the network resources. All laws that relate to plagiarism apply to the copying and usage of data gained from Internet sites. The Technology Acceptable Use Policy is an agreement that will be signed by student and parent/guardian during the first week of school. The policy are guidelines meant to clarify what is considered appropriate and inappropriate use. Access may be denied for violation of these provisions provided in the user contract

## **Student Dress Code**

**A complete description of uniforms is found in the back of this handbook.**

Uniforms may be purchased from:

Dennis Uniforms 6322 College Blvd. Overland Park, Kansas 66211  
913 381-6500 [www.dennisuniform.com](http://www.dennisuniform.com)

\*Uniform (other than the girls plaid jumper or skirt) pants/polos may also be purchased from Wal-Mart, JC Penney and Target.

- School sweatshirts can be purchased through the school office.
- PE shirts must be purchased through the office for grades 7 and 8.

## **Uniform Policy:**

Uniforms are worn every day from the first day of school until the end of the year, unless the students are excused from wearing them for special occasions (dress-up days, out of uniform/jean days).

Uniforms consist of:

Khaki pants or short (Shorts can be worn until the last day of October then again after spring break.)

A white, navy blue or red polo shirt.

Uniform skirt for 4th-8th girls

Uniform jumper for K-3<sup>rd</sup> grade girls

Plain navy, white, red or black socks (Knee socks for girls only-boys may wear socks up to mid calf)

OLH Sweatshirt or Hoody, navy or red plain cardigan or v-neck sweater (non OLH sweatshirts will not be allowed during the school day)

1. Parents should check before children leave home in the morning to make sure they are clean & well groomed, wearing the correct uniform.
2. Students should not wear valuable clothing or jewelry to school (i.e.: gold chains & other jewelry). We are not responsible for their loss. The school reserves the right to restrict such apparel as part of the uniform code.
3. Tennis shoes are required every day for physical exercise and safety. Tennis shoes must be tied correctly at all times except for slip on tennis shoes and Velcro tennis shoes.
4. During cold winter months, ALL students may wear white turtlenecks shirts instead of uniform shirts under the school sweatshirt.
5. During cold weather, students must have a winter coat. Outdoor recess will take place unless it is raining or the temperature is below 32 degrees F.
6. Designs are not allowed to be shaved into a students hair. Boys hair must not be longer than their collar.
7. Please do not wear heavy cologne to school. There are many children and adults who are allergic to fragrances.

## **Academics**

### **Curriculum**

The course of study for all grades at our school shall include: Religion, Mathematics, Reading, Writing, Language Arts, Science, Social Studies, Technology, Physical Education, Music, and Art. The curriculum shall meet the requirements of both the State of Missouri and Diocese of Kansas City-St. Joseph. Curriculum standards are available by request and on the diocesan website at [www.diocese-kcsj.org](http://www.diocese-kcsj.org)

### **Grading Scale**

Formal grades are only one of the many ways teachers have to communicate academic progress by students. Kindergarten and Grades 1-2 do not use letter grades. Throughout all grades, emphasis is placed on ability, effort, and improvement rather than the letter grade itself. The following grading scale has been recommended by the Diocese of Kansas City/St. Joseph:

<b>A+ 100%</b>	<b>C+ 86-84%</b>
<b>A 99-96%</b>	<b>C 83-78%</b>
<b>A- 95-94%</b>	<b>C- 77-75%</b>
<b>B+ 93-92%</b>	<b>D+ 74-73%</b>
<b>B 91-89%</b>	<b>D 72-70%</b>
<b>B- 88-87%</b>	<b>D 69-68%</b>
	<b>U below 67%</b>

**Attribute grades are included in quarterly report cards in addition to letter grades in all subjects.**

**O=Outstanding**

**S=Satisfactory Progress**

**N=Needs Improvement**

**U=Unsatisfactory**

**\*Curriculum has been adapted**

### **Homework**

It is of great importance to provide a student the practice necessary to implant the various skills each child must learn. Therefore, all children are expected to spend some time each afternoon or evening engaged in learning at home. This is material that each student should be comfortable with and reinforces what has been taught at school. Some students may require more or less time, depending on their ability level and the nature of the task at hand. Generally, homework will range from 10-15 minutes per grade level (i.e. 1st Grade = 15 minutes, 2nd Grade = 30 minutes, 3rd gr. = 40 minutes, 4th gr. = 50 minutes etc.). Parents/guardians are responsible for providing a home environment conducive to learning in addition to

encouraging their child to develop regular home study habits.

### **Missing/Make-Up Work**

Students who are absent are required to make up missed homework assignments. For each day a student has an excused absence, he/she will be allowed two days to hand in make-up work before being penalized. In cases of serious illnesses; students will be given extra time to complete work.

Parents whose children are absent due to prolonged illness are encouraged to contact the school for homework assignments. Teachers are not required to prepare work in advance for students who will be absent due to family vacations or other family emergencies. Teachers are not responsible for teaching material covered while a student is gone. This becomes the responsibility of the parent/guardian. Upon the return of the student, the teacher will discuss the assignment missed and decide upon a completion deadline.

### **Academic Honor Roll**

Each quarter, an honor roll will be noted for grades 3-8.

The criteria for the Honor Roll are based on a 4.0 grade point average:

Second Honors 3.0 to 3.68 (No grade lower than a "C" and no D or F grades in core classes)

First Honors 3.69 to 4.0 average (No grade lower than a "B" and no D or F grades in core classes)

### **Promotion/Retention**

There are many factors to consider before a decision is made to promote or retain. The teacher in consultation with the administration and parents will consider testing results, academic achievement, attendance, study habits and overall maturity. Based on these and other factors, the decisions to promote or retain will be made in the fourth quarter.

Students in Grades 6-8 who receive two or more failing grades in a quarter will be placed on academic probation. Students in Grades 6-8 who fail two or more subjects at the end of the year may not be promoted.

### **Students with Special Needs**

Throughout the course of the school year, some children develop the need for special academic or behavioral accommodations. OLH faculty/staff are able to accommodate some special needs by utilizing available resources of the school, diocese and Kansas City Missouri Public Schools. However, in certain cases, the classroom teacher and the principal may require that the parents/guardians submit their child to outside testing in order to assess whether OLH can provide a quality education to that child. Following such testing and consultation with parents and teachers, the principal will determine whether a plan individually tailored for such a student can be implemented or if the parents/guardians should seek education elsewhere for their child.

### **Miscellaneous Policies and Procedures**

#### **Health**

All students are required by state law to have on file in the school office, a Missouri Certificate of Immunization, a health history and a physician physical form. These forms must be on file in the school office before a child can attend class.

#### **Illness**

Parents/guardians are requested to keep their child/children home from school in cases of illness. A child should be free from fever 100 degrees or less (without Tylenol), vomiting, and/or diarrhea for 24 hours before returning to school. A child who has or develops these symptoms will be sent home from school.

A child who has been absent due to whooping cough, measles, mumps, diphtheria or polio-myelitis are required to have releases from their physician before readmission.

Parents/guardians of a child with a communicable illness (impetigo, ringworm, pink eye) should obtain a physician's note stating that the child is under treatment. The child must be symptom-free before returning to school.

Parents/guardians should notify the school office in writing concerning any health needs, allergies, reactions, medications or other pertinent data necessary to better care for the particular child.

School personnel must have a physician's order and parent consent to dispense prescription medications. Medication is to be brought to school in the original container appropriately labeled by the pharmacy. School personnel must also have parent consent to dispense "over-the counter" medications. All medication will be stored in the school or nurse's office and dispensed according to the label's instructions.

### **Emergency Drills**

Tornado drills are held twice a year and fire drills are conducted monthly. Detailed evacuation plans are posted inside the door of each classroom. Emergency weather procedures are as follows:

During tornado drills, each class goes to a designated area in the school music room or adjoining room.. For fire drills, each class has a designated meeting area on school property at a safe distance away from the building.

Red Card drill is a drill for any emergency other than fire or tornado. During the Red Card drill, each classroom door is locked and all students are moved away from the windows until the all-clear signal is given. Red Card drills are conducted at least once a quarter.

### **Field Trips**

Classroom teachers will schedule field trips within our area throughout the school year. These trips are designed to supplement different aspects of the curriculum and to introduce students to resources and educational opportunities within the community. A field trip Permission Form will be sent home for each trip. Students who fail to complete/return the form on time will not be allowed to participate in the field trip. \*Field trips are privileges and students may be denied participation if they fail to meet behavioral expectations/requirements. All parent chaperones must have completed Virtus Training, background check, ethics policy signed and have proof of insurance if driving a vehicle for the trip. A copy of proof of insurance and driver's license need to be submitted before the trip.

### **Hot Lunch Program**

The school offers a hot lunch and milk program. Hot lunch or milk tickets may be purchased on a daily, weekly, or monthly basis in the cafeteria.

Applications for free and reduced lunches will be available at registration and in the office. We ask that you use this free and reduced opportunity if your family can qualify.

Due to the state mandated Wellness Policy at Our Lady of Hope the following food/drink items are not allowed to be brought to school or consumed during the school day:

- Soft Drinks or high sugar drinks of any kind (i.e. Soda Pop, Gaterade, Energy drinks)
- Fast food from a restaurant (i.e. McDonald's, Sonic, Pizza)
- Candy
- Chips are allowed as long as they are individual size; no large or family sized bags.
- Parents and Guardians wishing to eat with their child must bring a sack lunch or purchase a lunch from the cafeteria by 8:30am of the day you wish to eat with your child. Subway is an exception to this rule.

Exceptions will be made for special events i.e. St. Nicholas Day, Catholic Schools Week Carnival, Field

Day and as approved by the principal.

Special Events such as 8th grade bake sales which take place after school are not held to the Health and Wellness Guidelines

### **Mandated Reporters**

Should any concerns arise regarding the safety of any of our children, staff is mandated to report to the Missouri Division of Family Services, the Policies as protocol dictates, and the Diocesan Catholic Schools office. All staff members are mandated reporters.

Since the Federal Child Abuse Prevention and Treatment Act (CAPTA) passed in 1974, all 50 states have passed laws mandating the reporting of child abuse and neglect.

A mandated reporter reports situations to the appropriate authorities to ensure the safety and well being of children. Authorities are then able to assess the situation and take appropriate action.

### **Money/Valuables At School**

Whenever money is brought to school for payment of a fee, activity, fundraiser, milk or lunch, it should be placed in a sealed envelope clearly marked with the student's name, homeroom teacher, the reason for sending the money, and the amount enclosed. The school staff is not responsible for personal valuables or money brought to school.

### **Restricted Items**

Students are not to bring toys, electronics, laser pointers, trading cards or other such items to school. These items are considered distractions from the educational mission of Our Lady of Hope Catholic School. There may be days when the teacher allows items that are usually not allowed at school.

### **Cell Phone Policy**

1. OLH gr. 6-8 students may have a cell phone with them at school, but that cell phone must be on silent (not on vibrate). The homeroom teacher will collect cell phones and keep them in a secure location during the day. **K-5 students are not allowed phones at school. If you must send your K-5 students with a phone it must be turned into the office.**

2. OLH students are allowed to use their phones on campus, anytime before 7:30 a.m. and after 3:30 p.m.

3. Students participating in after-school athletic events/practices may use their cell phones with the permission from their coach/teacher.

4. Each teacher has the right to allow the use of cell phones during instructional time for instructional purposes. Any inappropriate use or behavior will result in discipline consequences and potential loss of cell phone privileges while on school property.

6. Students are allowed to use their cell phone cameras, or any other digital camera for **instructional purposes only**.

7. Any phone communication during the instructional day will take place on school telephones with permission from teacher/office personnel with the exception of emergency situations as deemed by the teacher. Parents should continue to call the school for any emergency situation.

9. **Possession of a cell phone by a student is a privilege, which may be forfeited by any student not abiding by the terms of this policy.** Students shall be personally and solely responsible for the security of their cell phones. OLH does not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

**Any violation of the above policy will result in the following:**

**First violation:** Student will be warned and the cell phone will be confiscated by an administrator/teacher for the remainder of that school day. The phone will be returned to the student at the end of that school day.

**Second violation** – Cell phone will be confiscated by an administrator/teacher and will be returned to the student only after a conversation with the parent advising that parent of the violation by the student.

**Third violation** – Cell phone will be confiscated by an administrator/teacher until a parent comes to the school to retrieve the cell phone. The student will lose their privilege to have a cell phone at school for a period of time as determined by the parent and the school. Possible ISS consequence.

### **Police Notification**

When a school official has reason to believe that conduct by a student at Our Lady of Hope may be in violation of any criminal statute of the State of Missouri or the United States (such conduct would include, but not limited to, incidents involving guns, knives or other weapons capable of inflicting harm), the school official shall immediately contact the local superintendent of schools or his designee.

The superintendent shall have in place a liaison person with the local law enforcement agency in every region of the diocese where Catholic schools are located; upon receipt of the report from the school official, the superintendent shall report the matter promptly to the liaison person with the local law enforcement agency.

The local school official shall cooperate with the local law enforcement agency to ensure a safe and secure educational environment and to preserve the individual rights of the student(s). In a case where there is immediate danger to life or the potential for immediate danger to life, a school official in the Catholic school shall notify the police immediately and then follow procedures listed above.

### **Recess**

Weather can change rapidly and unexpectedly. With this thought in mind, it is important for all students to be properly dressed for each day's activities, especially recess. A layered approach to a child's outerwear will help ensure your child is ready for outdoors at recess. OLH students will go out for recess whenever the temperature is 32 degrees or higher. Students are expected to participate in recess unless extenuating circumstances exist or a doctor's' order.

### **Invitations for Parties**

Invitations sent through school must include **all** children in a class. If your child is having a party but is not inviting the entire class, invitations may not be given out at school and any discussion of the party should be avoided at school. Parents are requested to discuss this sensitive matter with your child to prevent other children's feelings from being hurt.

**CLASSROOM PARTIES AND BIRTHDAYS** Classroom parties are planned by the teachers and room parents to celebrate special occasions. Parent help is needed with refreshment and supervision. The Diocese of Kansas City- St. Joseph and OLH School have adopted a "Wellness Plan" that meets federal guidelines for healthy lunches and snacks. All classroom parties may only include foods that are on the healthy snack list. One sugary snack maybe served. Soda Pop is not to be served at school. Classroom parties to celebrate student birthdays will be held once a month. All students with birthdays that month will be recognized. No parties/snacks are to be brought to the classroom on individual birthdays. Students may wear casual dress (out of uniform) on their individual birthday.

### **ATHLETIC PROGRAM**

To assist in the education of our children, Our Lady of Hope School follows the Diocesan Eligibility Guidelines for students involved in athletics and other extracurricular programs. The Principal of the school shall be responsible for the athletic program subject to diocesan policies and procedures. The focus of school-related athletic programs is the individual student, her/his growth and self-esteem, and

participation in a worthwhile learning experience. Athletics are an extracurricular activity at OLH. Athletics are a privilege of the program, not a right. The athletic program is administered by the Principal and the Athletic Director. The Athletic Director establishes policy for each sport, recruits coaches, provides equipment and uniforms, registers teams in the appropriate leagues and assists the Principal in scheduling activities. Our Lady of Hope School follows the Kansas City Parochial League Rules and Regulations for all athletic sports.

### **SIGN-UPS and REGISTRATIONS FOR SPORTS**

On-line sign-ups for each sport have a deadline and registrations will not be accepted after the deadline date. The deadline dates will be published on the entry forms and will be noted in the newsletter. It is important to have everything returned by the specific due dates so that the number of teams and coaches needed can be coordinated for a successful season.

### **STUDENT-ATHLETE RESPONSIBILITIES**

While the athletics program is for the benefit of the student-athletes, student-athletes have their own responsibilities to make the program work. These responsibilities are owed to the Knight Athletic Club, coaches, parents and teammates.

- Maintain Academic Performance, we expect all student-athletes to try their best in the classroom. Parochial League rules call for at least a C-average in all courses.
- Maintain regular attendance at practices and games.
  - Treat coaches with respect at all times. Follow all coaching instructions at practices and games. Challenging coaching decisions, arguing with coaches and other forms of disrespectful behavior are forbidden.
- Be a team player, support other team members and provide positive encouragement. Taunting, teasing or bullying of teammates or fighting between teammates is forbidden.
- Take pride in Our Lady of Hope School, when a student-athlete puts on a OLH uniform, they becomes a representative of the school. Act accordingly, to show those who see you what makes OLH special.
- Demonstrate Sportsmanship and be a role model both on and off the field/court. Christian attitudes, academic achievement and good sportsmanship are necessary for participation in OLH sponsored sports.

When a student fails to live up to required expectations, the student is ineligible. The Principal informs the Athletic Coordinator and a notice is sent home to parents. A Student's ineligibility notice is final and non-negotiable. The Athletic Coordinator notifies the coaches and Parochial League Rules and Regulations are followed.

A student must be in school and/or healthy the day of the game to be eligible to play.

Any student suspended from school (ISS/OSS) will be INELIGIBLE for extra-curricular activities for the weekend following the suspension.

Parents, coaches and fans are expected to follow and uphold the same guidelines and model Christian sportsmanship for OLH students. We teach by our own behavior.

### **ACADEMIC ELIGIBILITY FOR ATHLETICS**

Academic eligibility should be used to ensure that every child is working to his/her ability during sport seasons. Eligibility determination is a weekly check of academic performance and not an arbitrary disciplinary action. When inappropriate behavior or poor academic performance is a result of or related to sports, then the student's eligibility should be considered. Consequences should be logical, natural or instructional. For example, if a student is doing poorly academically because his/her primary focus is sports, then he/she should be declared ineligible for a week. Athletic eligibility should be a tool that helps each child learn to budget and use his/her time and talent constructively.

For athletic eligibility, the minimum grade average in each class, each week, should be a C-. If the weekly grade average for any class is below a C-, the student will be warned but made eligible for the first such week his/her average for any class is below a C-. If the weekly average is below a C- for the second week in the same class, then the student is ineligible for that week. However, if the teacher feels that the student is working to the best of his/her ability and the weekly average for any class is still below a C-, then the Principal should allow that student to participate in athletic competition.

It is a check of that student's work for that week only, not the preceding weeks. If the child has no grade for a particular week, then he/she is eligible. The previous week's grades are not carried over. In addition, unsportsmanlike conduct may make the student ineligible.

Eligibility runs from Tuesday to Tuesday. Teachers should notify the Principal and Athletic Coordinator of ineligibilities on Mondays. The Athletic Director should notify coaches Monday regarding which students will not be eligible to play that week. This should give each coach sufficient time to plan for the week's competition.

### **Handbook Changes/Amendments**

School administration/principal reserves the right to make changes at any time to this handbook. Changes will be communicated to parents through the school newsletter, e-mail or school website.

The Abuse of the Spiritual, Emotional and Moral  
Development of the Young  
Men or Women of  
Our Lady of Hope School  
shall not be tolerated.

Missouri Child Abuse  
and Neglect Hotline  
1.800.392.3738

The Diocesan Victim Advocate  
1.816.361.2666

Local Police  
1.816.234.5150

The Catholic Diocese of Kansas City—St. Joseph  
**20 W. 9th Street**

**Kansas City, Mo 64105**

**816-756-1850**

**[catholicschools@diocesekcsj.org](mailto:catholicschools@diocesekcsj.org)**