

Our Lady of Refuge Catholic School  
Parent/Student Handbook 2007-2008

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***Our Lady of Refuge Catholic School admits students of any race, sex, color, national origin or religion.***

**INTRODUCTION**

In 1883, the Sisters of Charity of the Incarnate Word opened Our Lady of Refuge School as a private boarding school. The school prospered and grew, and it is now an affiliate of Our Lady of Refuge Parish.

Today, OLOR School continues to provide the same high quality education to its students who represent a multi-cultural population, including students from Eagle Pass, Seco Mines, Quemado, El Indio and Piedras Negras, Mexico.

The school affirms that parents are the primary educators and that teachers are partners in the total education process. A challenging curriculum is offered to students of Pre-Kinder 3 through Grade 8. English is emphasized.

Teachers are challenged to encourage students to succeed at the level of their ability. The use of varied teaching-learning techniques assures an excellent success rate and a healthy and positive environment.

The curriculum offered is approved by the Diocesan Department of Education, the Texas Catholic Conference (TCCED) and the Education Agency of the State of Texas. It integrates religious, intellectual, cultural and physical activities. We boast of a strong Early Childhood program. Children in grades one through eight are taught the following subjects: religion, English, language arts, science, social studies and math. This curriculum is enhanced with courses in physical education, art, music, computer education, guidance and Spanish.

A professional faculty and staff ensure quality education. All who are associated with OLOR School are expected to perform the assigned duties as professional people. In addition, they are responsible for those duties implied through the provisions of the Parent-Student Handbook.

As of July 2000, the Catholic Parishes of Eagle Pass became part of the newly-formed Diocese of Laredo.

The Department of Education for the Laredo Diocese is presently under the direction of our Superintendent, Dr. Vida. All policies and procedures emanate from the Laredo Department of Catholic Education.

**VISION, MISSION, AND PHILOSOPHY OF EDUCATION FOR THE CATHOLIC SCHOOLS OF THE  
DIOCESE OF LAREDO**

**Vision:** International Gateway for Catholic Education and the New Evangelization

**Mission:** Rooted in tradition and open to the spirit of the 21<sup>st</sup> century, the administration, faculty, and staff of the Diocese of Laredo Catholic Schools will work in solidarity under the leadership of the Diocesan School Office to form a unified and collegial system of Catholic liberal arts and humanities programs and curricula dedicated to the call for a New Evangelization and the continuous integral Christian education and formation of young people. We will assist our students and all persons associated with our schools to realize and achieve their full human potential in the image and likeness of God by:

1. Promoting the integral education of the whole person, that is, forming students spiritually, intellectually, morally, socially culturally and physically helping them to develop the fullness of their gifts for loving service to others in the human family.
2. Advancing the Catholic identity of our schools by our own example and the constant example of the saints and heroic virtues of holy men and women especially those from modern times in the various walks of human life and by fostering appreciation for our common culture and heritage as Catholic educators.
3. Developing curricula and pedagogical models that adhere to an orderly progression of knowledge and skills and that promote the liberal arts of whom they serve throughout their lives.
4. Instilling within students a wonder and awe for God's creation expressed in the various arts and sciences by engaging the mind, senses, and human emotions thereby cultivating an ecological awareness, an appreciation for nature, and all of creation and developing a love for life-long learning for its own sake.
5. Encouraging the development of school community by working with parents as the primary educators of their children, by recognizing and acknowledging the dignity of each person involved in the educational apostolate, through common service projects, collaborative efforts to achieve system goals, and through constant involvement with students inspired by a preventive method of education requiring teachers to be leaders and companions of youth.
6. Forming students for active citizenship in the church and in society for the task of social and spiritual reconstruction to build up and renew our diocese, the state of Texas, and the nations which we serve as the International Gateway for Catholic Education and the New Evangelization.
7. Being good stewards of the temporal property and facilities entrusted to our care and by cooperating with each other to improve the structure, administration, finance, development, curricula, planning and assessment of our schools.

Realizing that education is a divinely mandated mission entrusted to the church by Christ and His ascension (Matt 28:18-20) we will strive for educational excellence and personal sanctity. Confident in His promise of Divine assistance (Matt 28:18-20), we will endeavor to all things ***todo con amor*** under the servant leadership of the Bishop of Laredo and the Diocesan School Office.

## Mission Statement of Our Lady of Refuge School

### School Mission Statement

The mission of Our Lady of Refuge School is to instill in our students **strong Catholic values**, **academic excellence**, and personal responsibility within an **active school community** that extends to **active parish life** and to the **community** at large.

### School Philosophy

Following the call of Jesus Christ as our model and inspiration for Catholic education and in partnership with parents, we minister to our students in a spiritual, nurturing, respectful, protective, social, and academic atmosphere. Our Lady of Refuge School ensures quality **academic learning** for all of its students within a framework of **Catholic Christian doctrine** and **values** to be active, moral, intelligent members of the Catholic Church and society. We commit to teaching a sense of responsibility and **service** to our community by recognizing and fostering the God-given gifts of our students.

### School Goals and Objectives

1. By **providing our students with strong Catholic values** our students will be instilled with a love of God, knowledge of his words and works, and a desire to live according to Catholic Christian ideals and principles.
  - We prepare our students to understand and participate in the teachings, traditions, values, celebrations and sacraments of the Catholic Church.
  - We enable our students to integrate their faith into their daily lives.
  - We foster active faith-filled Catholics that pray everyday and demonstrate a spirit of service to others.
2. By **providing Academic Excellence to our students** we equip each student with the basic cognitive skills to live productive, successful and personally rewarding lives in our society.
  - We stress mastery of basic academic skills in all curriculum areas to allow our students to reach their God-given abilities and perform at their highest level.
  - We develop ongoing academic, physical, social, aesthetic, psychological and spiritual skills for life-long learning.
  - We strive to develop in our students the ability to speak, listen, write, and read well in English.
  - We instill in our students a love of learning and a willingness to risk and persevere when challenged.
  - We teach and use critical thinking in classroom learning and real life situations.
3. By **instilling a sense of community in our Student Body** to use their gifts and talents in service of the Catholic Parish and local community.
  - We encourage the students to develop realistic goals.
  - We assist with the wise use of time.
  - We demonstrate a spirit of volunteerism by encouragement and example.
  - We recognize, appreciate and encourage the use of students' talents for the good of others.
  - We encourage self-reliance and preparedness for the present and future.

## **ADMINISTRATION**

### **A. PARISH SCHOOL COUNCIL**

Our Lady of Refuge School has a School Council which serves as the policy-making body of the school. The School Council consists of the Pastor, the Principal, and elected/appointed members.

### **B. PASTOR**

The Pastor is the person ultimately responsible for the successful operation of the school according to the stipulations of the Diocesan Office of Education and the Texas Catholic Conference Education Department. The Pastor is in a unique position to promote the parochial school and to influence the positive image of the school. Working with the Principal, he supports the school community of faith and helps implement the policies set forth by the local School Board and the accrediting agencies for the school.

### **C. PRINCIPAL**

The Principal is the chief executive officer of the School Board as well as the chief administrator of the school. Implementation of policies, supervision of instruction, curriculum development, the professional development of the staff through in-service programs, evaluation and hiring of staff members and the integration of the Catholic philosophy of education in the total operation of the school are among the most important duties of the Principal.

## **POLICIES AND REGULATIONS**

### **Admission Requirements:**

Age--A child must be three years of age on or before September 1st of the school year in which he/she enters the Pre-Kinder 3 program.

A child must be four years of age on or before September 1st of the school year in which he/she enters the Pre-Kinder 4 program.

A child must be five years of age on or before September 1st of the school year in which he/she enters the Kindergarten.

A child must be six years of age on or before September 1st of the school year in which he/she enters the first grade.

Exceptions are made to the age requirements in the case of children who have completed Pre-Kinder or Kindergarten where the age requirements differ. All new students are expected to submit their report cards for evaluation and/or take an admissions test. For children who do not exhibit proper readiness, an interview with the parents is required in order to determine procedures to be followed.

All students entering OLOR for the first time must present the following documents: Birth and Baptismal certificates, academic records (where applicable) including test scores and most recent report cards and immunization records showing that the following immunizations have been received:

1. DPT with a minimum of 3 doses with at least 1 of these doses having been received on or after the 3rd birthday and within the past 10 years
2. Oral Polio, 3 doses with at least 1 of these doses having been received on or after the 3rd birthday
3. Rubella, 1 dose of vaccine required for all students 18 months and older
4. Rubella, 1 dose of vaccine required up to the 12th birthday. Another dose may be required by the Public Health Department when the child reaches his/her 12th birthday.
5. Mumps, through age 18 as of September 1st. All of the above immunizations, in order to be valid, must have a physician's or clinic's verification. According to State Law, all immunization requirements must be met before a child can be admitted to school.
6. Since 2001 Hepatitis A doses are required for all students. A1, A2, B1, B2 and B3.

All students must officially register or if pre-registered, re-register for each school year by paying the pre-registration (non-refundable) and registration materials fees and completing all required registration papers by the designated deadlines in order to be accepted for the next school year. In addition to be considered for re-registration all tuition payments must be up to date. Pre-registration takes place during the month of February and registration during the months of April and May. New students and waiting list students register during the months of May, June and July. All registrations will be going on through out the year.

**Academic Performance:**

Students are expected to maintain their academic performance at least at a passing level of 70%. Students that do not improve their academic performance will be required to attend summer school at Our Lady of Refuge School, another approved school or program or be retained. A student may be dismissed or not be permitted to re-enroll in Our Lady of Refuge School for continued academic failure.

**Academic Probation:**

Students earning below passing grades may be placed on Academic Probation in order for parents and teachers to meet on a more regular basis to assist the student with their academic needs.

**Academic Tutoring:**

Parents are encouraged to speak with teachers regarding after school tutoring. Outside tutors are asked to speak with the child's teacher regarding the student's academic needs. *Our Lady of Refuge faculty members does not tutor outside of the after school setting at Our Lady of Refuge School campus except during the summer months.*

**Arrival and Dismissal:**

Arrival: Before **8:00 am**

Dismissal: **3:00 pm**

Minimum Day Dismissal: **12:00 pm**

**Arrival and Dismissal:**

In the morning students are to be dropped off on Washington Street. From there they walk to the pavilion area (assigned classrooms during cold or rainy weather) to wait for teachers. Teachers and staff are on supervisory duty by 7:30 a.m. in the pavilion area. Children may not enter their classrooms until their teacher escorts them from the pavilion or morning classroom between 7:45 – 7:55 am. Pre-K students are escorted to their classes by their parents using the Commercial Street entrance. Older students may bring their younger brothers or sisters to their pre-K classroom by using the Washington Street entrance.

The dismissal bell rings at 3:00 p.m. and there are teachers assigned on supervisory duty at the front and back of the building until 3:15 p.m. Parents should make every effort to pick up their children by 3:15 p.m. Students are picked up on **Commercial Street** (carpools) and **Washington Street** (individual students or families). Parents line up in two single file lanes on **Washington Street** to pick up their children.

**Washington Street** students wait under the covered area in front of the school by the office/computer lab area and are escorted to cars as the car approaches the gate area. **Commercial Street** students wait under the Pavilion area in carpools and then approach the dismissal gate (by grade 3 and 4) as their car approaches the gate. Students are not permitted to walk across the street to enter cars, unless escorted by parents. **Pre-K** parents may temporarily park in the Vargas area parking area across the street and personally escort their children or carpool across the street. **Pre-K** families use the **Pre-K** gate closest the Pre-K buildings. \* **Students not picked up by 3:15 p.m. during regular day dismissal or 12:15 during early dismissal will be sent to extended day care and will be charged \$3.00 per hour. This will be paid when the child is picked up.**

\*Note: Commercial St. will be one-way at dismissal time

**Assignment Notebooks/Student Planners:**

Assignment notebooks are utilized to teach students about organization and responsibility regarding assignments and academic planning. Parents are expected to help monitor their child's homework assignments and see that their child benefits from the teaching regarding study skills and organization.

**Attendance:**

Regular attendance at school is essential for success. Every absence is a definite loss to the student. **It is the absent student's or parent's responsibility to obtain and complete classroom work and homework assignments missed. The student must also bring a written note from his/her parent or guardian, explaining the reason for the absence upon returning to school.** Doctor and dentist appointments should be made, when possible, after school. **In accordance with the Texas Education Code students missing 20 or more school days will not be promoted to the next grade. Three consecutive tardies will constitute one day absent.** As per the Diocese of Laredo policy students departing early for holidays will receive **zeros (no credit)** for each missing assignment or test.

It is also very important that students develop the habit of being on time for school and each class. Students are considered tardy at 8:05 am and must obtain a tardy slip from the office before reporting to their class. Students who arrive late interrupt the class and sometimes cause inconveniences. **Tardy students will not qualify for perfect attendance recognition.**

Students are not permitted to leave the school campus for any reason without the permission of the principal. A written note must be given to the teacher or office in the morning, if a student is to be released before dismissal time. If a parent requests permission to leave campus, the parent of the student must sign out the student on the sign in and out form provided in the secretary's office.

In case of a student becoming ill or another emergency necessitates his/her leaving for early dismissal, the parent will be called. In such cases the student must also be signed out.

Students are not released from school without written parental permission and only to a parent or person listed on emergency information card. Parents must report to the office and sign out on the sign in and out form before the child is released. If parents prefer to have their children walk home from school a written note must be kept on file with the emergency card information.

Students will be dismissed at 12:00 p.m. on the first Wednesday of every month. This is our regular faculty meeting day. Other early dismissals are listed on the yearly and monthly calendar. It is very important that parents pick up their children on time every day. **There is adult supervision for ONLY 15 MINUTES after dismissal. OUR LADY OF REFUGE SCHOOL DOES HAVE AN EXTENDED DAY CARE PROGRAM FROM 3:15 p.m. to 5:00 p.m. a \$3.00 per hour FEE WILL BE CHARGED.**

See below for the daily attendance procedure of Our Lady of Refuge School:

**Attendance records:**

Absences are marked daily in the Teacher's Daily Register and submitted to the office by 8:20 am. Teachers take attendance church by 8:00 and record and submit the attendance sheet to the office upon return from church. This information is transferred to the permanent records at the end of the school year.

**Daily Student Attendance Policy:**

1. After an absence, students arrive at school with their written absence excuse and are admitted to class; if not then students are sent back to the office to call for their written attendance excuse. Students are not admitted to class until a written excuse is obtained and filed in the office.
2. Tardy students report to the school office and are given a tardy slip to enter class. The students present their tardy slip to the homeroom teacher first before reporting to another class.
3. **Students arriving after 8:20 am are to be accompanied to the office by an adult for a written excuse.**
4. Absence and Tardy Codes:
  - ♦ A morning tardy is marked for students arriving between 8:05 am to 9:00 am.
  - ♦ An absence is given for students arriving after 9:00 am.

**Books:**

Textbooks are purchased by the school and loaned to the students. These books should be treated as borrowed property. Reusable books, as well as workbooks, are issued to the students at the beginning of the year. All books issued to the students must be covered. Students are not allowed to write in textbooks or to deface them in any way. At the beginning of each school year a textbook agreement is sent home stating the book number and condition of each book issued to each student. Lost or damaged books must be paid for by the student. The cost for lost or damaged books will be the catalog price, since those books will need to be replaced.

**Buildings:**

Students are expected to take pride in their school. This pride is shown in the care the students take of the school buildings. They respect school property by taking good care of their desks and the bathroom facilities, and by being conscious of a litter free environment.

**Catechesis in Human Sexuality:**

The school provides a program of education in family living, human sexuality, AIDS Education and sexual morality appropriate to the age and maturity of the student. The program follows Diocesan guidelines.

**Change of Address and / or Telephone Number:**

Parents are required to report a change of address and/or telephone number to the school office as soon as the change is known.

**Emergency Cards:**

It is the responsibility of the parent/guardian to keep the data on emergency cards up to date.

**Class Parties:**

Students are permitted to have parties for Christmas, Valentine's Day, and End of the Year. Simple birthday parties may be celebrated at 2:30 p.m., with the teacher's approval

**Communication:**

All aspects of school communication are very important. Parents are kept informed of school happenings and events through regular school bulletins. One school bulletin, *Raider Mail* is sent home each Wednesday with the youngest child in the family. (If parents prefer to designate another child other than the youngest, please inform the office.) In the event that no weekly notices are needed, a note will be sent home stating that there is no new information for the upcoming week. Parents are responsible for checking and thoroughly reading these bulletins that are brought home by the students. It is also expected that parents sign, date and return the special envelope/folder with any returned signatures and comments, if necessary, by the next school day. **Lost envelopes or folders will cost \$5.00 to replace.**

Parents are expected to attend the annual Parent–Teacher conference that is scheduled after the first quarter of the school year. Another form of communication is the conference scheduled by the parent and teacher as the need arises. The principal is also available for conferences with the parents and teachers, after the initial conference with the teacher.

**Conferences or meetings with the teacher or principal are scheduled by appointment. Parents need to call or come to the office to request the teacher conference during the teachers' conference period or after school. After receiving the request for conference each teacher will set up his or her own conference, as teachers also have other meetings, conferences or tutoring sessions previously scheduled. When requesting a meeting with a teacher know that teachers are usually available until 4:00 pm for conferences on Monday through Thursday, with the exception of the first Wednesday of the month that is a regular scheduled faculty meeting.**

Parents and students are our most important means of public relations as they spread the good news about our school. The administration and the faculty encourage students and parents to continually seek to build the community of Our Lady of Refuge School by promoting comments of truth.

*Refer to Reporting to Parents for further information*

**Copyright:**

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:

1. Copyright Law,
2. Fair use guidelines,
3. specific licenses or contractual agreements, and
4. other types of permissions

Employees, volunteers and students who willfully disregard law are in violation of Diocesan policy, doing so at their own risk and assuming all liability.

**Discipline:**

Effective discipline has been the hallmark of Catholic education since its foundation. The seeds of good discipline are sown in the home by word and example, and are continued in school. A Catholic school has the unique opportunity and distinct advantage of explicitly incorporating a religious dimension into its discipline plan. The primary goal of discipline is to form in the student habits which will help him/her grow into the person that God is calling him/her to be. Through constant care, attention and loving correction, it is hoped that students will eventually arrive at self-discipline--the true discipline. The goal of discipline is not punishment, but rather the development of an attitude which reflects courtesy, respect for others, cooperation, and reverence for the dignity of each person.

In summary, then, the purpose of discipline is to create the proper environment for learning both inside and outside the classroom. **The teacher is a key person in creating such an environment. Well-prepared and interesting classes, the understanding and carrying out of posted classroom rules, as well as positive approaches to discipline should keep disciplinary problems to a minimum.**

Since each child is unique and each situation is different, it is difficult to be specific regarding disciplinary measures to be taken. The age of the child as well as the offense must be taken into consideration. Whatever measures are to be taken must be remedial rather than punitive. Corporal punishment, ridicule and sarcasm should never be used.

Academic deficiencies and minor classroom infractions will be discussed with the teacher on a personal level. Teachers ordinarily solve their own classroom problems, referring only exceptional cases to the principal who will support the teachers in disciplinary procedures, if they are within the guidelines set forth below.

Detention may be assigned for misconduct and rule infractions after attempts to correct the behavior on a personal level (holding individual student conferences) have been unsuccessful. Detentions will also be used for inappropriate language, repeated tardiness to class, missing a personal detention and fighting. Detentions may be given during the school day, lunch, or after school. Serious infractions of the rules may merit Saturday detention.

In-school suspension may be assigned by the principal for serious infractions such as disrespect, continued refusal to follow instructions and directions, missing classes, inappropriate language, and endangering the safety of another student by fighting or throwing rocks. A student assigned to in-school suspension will report with his/her books and materials prepared to work for the entire day.

Out-of-school suspension is a very serious disciplinary measure which can be imposed on a student by the principal. It will be used only when necessary and in the best interests of the student and the student body.

Requesting a student to transfer to another school is a disciplinary measure rarely invoked and used only after all other measures of discipline have failed. Regular conferences with parents and the student will be conducted and documented prior to requesting the student's removal from the school.

A Positive Reinforcement Program will be developed and initiated throughout the school beginning in the fall of 2005. Students will be rewarded and acknowledged for making positive Christian decisions. Cooperation with parents and teachers, good communication and mutual understanding will go a long way in promoting and safeguarding a disciplined environment without which there can be no learning. Christian discipline will also ensure a happy learning environment.

**Dress Code:**

The prescribed uniform for OLOR is as follows:

**A. Girls:**

1. Navy and light blue plaid jumper for girls in grades Pre-Kinder 3 through third grade, with skirts of the same pattern for girls in grades four through six. A navy skirt with white middie blouse and navy tie is worn by girls in junior high (grades 7 & 8).
2. Light blue short or long sleeve cotton blouse. Blouses are worn inside the jumper or skirt for all grades except junior high.
3. Solid white socks—(**ankle or knee high ONLY**) - **SOCKS MUST BE VISIBLE AT THE ANKLE.**
4. Dress shoes, black – (rubber soles recommended) Not Tennis or P.E. Shoes.
5. Cardigan or pull over sweater — solid navy blue
6. OLOR sweatshirt or solid navy blue sweatshirt (**no other logos permitted**)
7. Long Navy pants may be worn during the months of December, January, February and March.

**B. Boys: (All grades)**

1. Light blue knit polo shirt with collar and short sleeves worn inside slacks
2. Navy blue, color fast, twill pants and belt--no jeans
3. Navy blue uniform cardigan or pull over sweater
4. White socks-(**ankle or crew ONLY**) – **SOCKS MUST BE VISIBLE AT THE ANKLE.**
5. Dress shoes, black – (rubber soles recommended) Not Tennis or P.E. Shoes.
6. OLOR sweatshirt or solid navy blue sweatshirt (**no other logos permitted**)

**C. Boys and Girls:**

**Navy walking shorts** with uniform shirts or blouses are permitted throughout the year.

**Gym shirts (OLOR logo shirts from Parker Uniform only) and solid navy blue shorts** during the months of August through November and March through May

**Solid color navy blue sweatshirts and sweatpants** during the months of November through March  
*Students in grades 1,2,3,4, 5, 6, 7 and 8 may change into their P.E. uniform and athletic shoes for their scheduled P.E. period.*

**SANDALS (FLIP FLOPS), THONGS, CLOGS ARE NOT WORN BY STUDENTS AT ANY TIME.**

The uniform should be worn every day by all students unless otherwise authorized by the principal. When the dress code is modified for special school occasions or rewards a written note will be sent home with the student. MAKE-UP is not allowed with the school uniform. Girls may wear stud earrings. Parents will be notified if a student continues to violate the dress code. Students not wearing complete uniforms may be issued detention. Hairstyles for girls must be off the face. Hair may not be bleached, dyed or colored. Bows and ribbons should match the colors of the uniform. Hairstyles for boys should be clean-cut and not touching the collar of the shirt with **no fad haircuts**. Additionally students are not permitted to have piercings or tattoos.

**PLEASE HAVE YOUR CHILD'S NAME ON ALL HIS/HER BELONGINGS:  
SWEATERS, P.E. UNIFORMS, JACKETS, BACKPACKS, LUNCH BOXES, ETC.**

All uniform items are purchased through **Parker School Uniforms** including the P.E. uniform. To order from Parker Uniform, see the following:

**Parker School Uniforms**  
**(210) 530-0087**  
**(800) 754-9494**  
**Fax: (210) 530-0091**  
**2108 NW Military Hwy.**  
**San Antonio, Texas 78213**  
[www.parkersu.com](http://www.parkersu.com)

**Our Lady of Refuge School Web ID Code: SA080216**

**Emergency:**

Emergency Information Card information is completed for each child at the time of registration. It is the obligation of the parents/guardians to keep the data on emergency cards up to date. Please notify the office of any change of telephone number or address, this information should be shared with the school health coordinator, as soon as possible.

**Extended School Day Care Program:** Extended day care is available at an additional cost (\$3.00 per hour).

**Extra-Curricular Activities:**

Students participating in sports, chorus, Student Council or any other additional school related activity are expected to maintain an **average of 2.5 or above with no grade below a 75%**. Practices for these activities are conducted outside of the regular scheduled class periods.

**Field Trips:**

On all school sponsored trips:

1. Teachers shall be in charge and in control of the event.
2. No student may make a school trip without the diocesan liability form signed by parents.
3. Transportation shall be provided or approved by school authorities.
4. Disciplinary school infractions and or rules set down by the teacher or school may become the basis for excluding students from the trip and or future trips.
5. All field trips are scheduled through the principal's office.
6. All Diocese of Laredo procedures will be followed regarding Safe Environment Regulations.

**Fire Drills:**

Fire drills are held in accordance with the suggestions of the local Fire Department and in cooperation with the state organization for fire prevention. The drills are precautionary measures for the safety of the students and to allow them to learn the proper safety procedures and adhere to all safety guidelines.

**Grading Policy:**

Grading, Grading Period and Report Cards:

All schools are on a quarterly (nine weeks) grading period schedule.

Numerical grades are used from first grade through grade twelve.

The following grading key is used for 3K, 4K, 5K.

O = Outstanding Progress

S = Satisfactory Progress

I = Improvement Needed

U = Unsatisfactory Progress

For grades 1 through 8, the following evaluation keys are used:

90 — 100 - A

80 — 89 - B

75 — 79 - C

70 — 74 - D

0— 69 - F

Conduct grades are indicated in the following manner.

- O = Outstanding Effort
- S = Satisfactory Effort
- I = improvement needed
- U = Unsatisfactory Effort

Academic Honor Roll is defined in the following manner:

**A - 90 - 100 Average of Core Subjects\*** with no grade below 75 in any subject.

\* Core Subjects include: Religion, Language Arts, Social Studies, Science, and Mathematics.

### **Harassment-Free Environment for Students**

The Diocese of Laredo and Our Lady of Refuge School does not condone harassment of any kind. All students of Our Lady of Refuge School are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities: regular or temporary, part-time or full-time employees and to volunteers, itinerant instructors, or consultants.

### **Sexual harassment**

Must be defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile, or offensive working environment.

### **Verbal harassment**

**includes** derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to others.

### **Physical harassment**

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

It is the responsibility of the school to:

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

It is the responsibility of the student to:

1. Conduct him or herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the principal. If he / she is not available, report incidents to another school personnel.

### **Complaint Filing and Investigation Procedures**

The following procedures must be followed for filing and investigating a harassment claim:

1. The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the person must report the harassment to the Principal. In case of sexual harassment allegations, the person is free to raise the issue with another administrator if he/she prefers to do so.

2. If the complaint is against the Principal, the person must report the incident to the Pastor or the Superintendent of the Schools.
3. As soon as the verbal report has been given, the school personnel must report the incident to the Parent and the Superintendent.
4. The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
5. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations, as well as, the name of the person bringing the allegation. If appropriate, the alleged harasser will be placed on paid administrative leave during the course of the investigation.
6. Once the facts of the case have been gathered, The Principal, in consultation with the Pastor and Superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.
7. If the complaint is against a non-employee such as a parent, parishioners, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

**Health:**

A health record for each child enrolled in OLOR School must be kept up-to-date. All pertinent information, including immunizations, is checked periodically. Vision and hearing tests are administered in the school each year to all students in Pre-K4 through 8th grade. These are screening tests, and children are referred to their own physicians if any abnormalities are noticed. Scoliosis examinations are administered in grades 5 through 8. When children get "boosters" the information should be given to the school so that health records can be kept up-to-date.

In case a student gets ill in school, the office will notify the parent or guardian and make arrangements for the child's early dismissal. When a parent cannot be contacted, persons who are listed on the child's emergency card will be contacted. Parents should not send sick children to school.

Students must be up to date with their immunizations before entering school in order to comply with the health regulations of Maverick County and state of Texas health departments.
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**Homework Requests:**

When your child is absent from school and needs his/her homework assignment, please telephone the school office in the morning. The teacher(s) will be notified and will send any assignments to the office. The appropriate books will be sent home, if necessary. Homework assignment can be picked up in the office at the end of the school day or sent home with another child, if requested.

**Inclement Weather:**

When severe weather causes hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's/guardian's responsibility to monitor news reports via the radio stations in Eagle Pass and Piedras Negras.

**Instructional Program:**

The curriculum includes the following subjects: religion, language arts (English, reading, spelling, and penmanship), science, social studies, computer literacy, physical education, health, art, music, mathematics, Spanish and guidance.

**Homework:**

Homework is an essential part of the learning process and is needed for review and reinforcement of what has been taught. Homework helps students retain what they have learned, helps parents become directly involved in their children's education, and builds self-discipline and organizational skills.

**The following is a guide for the average amount of time usually spent each day on homework by grade level:**

Grade 1	30 minutes
Grade 2	30-40 minutes
Grade 3	40-50 minutes
Grades 4 and 5	60-70 minutes
Grades 6, 7 and 8	60-100 minutes

**The following are some hints for effective use of homework time:**

1. Set a time and a place to study.
2. Do the most difficult assignments first.
3. Concentrate on what you are doing. Avoid distractions.
4. Read carefully and try to remember what you have read.
5. Remember that television/telephone and study do not go together.
6. Don't wait until the night before a test to start studying.
7. Have a schedule out of which you will work.
8. Remember that homework does not always consist of written assignments. You may have to memorize something, read or study for tests.
9. Be sure to ask the teacher for an explanation if you do not understand your assignment.
10. Do not copy your homework or have others do it for you.
11. Pray to the Holy Spirit for guidance.
12. When you are absent from school, check with your teacher regarding make up work.
13. Develop the habit of reviewing even though you may not have a specific assignment.

#### **INTERNET:**

INTERNET and related technologies by all students is set forth below. Access privileges may be revoked, school disciplinary action taken, and / or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

#### **INTERNET Terms, Conditions and Regulations:**

**Acceptable Use:** The use of INTERNET and related technologies must be in support of education and research and consistent with the educational objectives of the school. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks.

**Unacceptable Use:** Transmitting of any material in violation of any Federal or State regulations is prohibited. This includes, but is not limited to: copyrighted materials, 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 letter, etc. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of 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. Students may not send or receive personal e-mails on OLOR computers.

**Privileges:** 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 discussion 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.

**Warranties:** The educational programs governed by the school make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages user suffers. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruption. Use of any information obtained via the INTERNET and related technologies are at the user's own risk. The student or parent / guardian will be responsible for any financial obligation incurred through the use of the INTERNET and related technologies that is not previously approved as part of the school budget.

**Library:**

The library is a very important support element to the total instructional program. All classes have a regularly scheduled period in the library each week. In order to insure the best service from the library, the following rules must be observed.

1. The library is open from 8:00 a.m. to 2:00 p.m. Monday, Tuesday, Wednesday, and Thursdays.
2. If a teacher needs more than the assigned time for his/her class, arrangements may be made with the library manager.
3. The library is a learning place, **not a place to play**.
4. All books or magazines taken from the library must be checked out at the librarian's desk.
5. A fine of 10 cents per day will be charged for overdue books.
6. If a library book is lost or damaged, the replacement cost must be paid.
7. A student may be refused books from the library if he/she fails to return overdue books or pay fines for the same.

**Make-up work/Late work:**

It is the responsibility of the parent and student to contact the teacher regarding missed assignments due to absences.

**Medication:**

Our Lady of Refuge School personnel are prohibited from providing or dispensing of any medication such as cough syrup, aspirin, Pepto-Bismol, etc., by the school to the student. Only medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist will be administered during school hours by authorized school personnel. Each student's medication must be in a properly labeled container with the following information:

- Student name, physician/dentist name, date, name of medication
- Dosage, directions for administration, duration medication is to be given

Only properly labeled medication will be administered, when it is accompanied by a signed permission form from the parent or legal guardian. As of May 2001, if directed by a physician, a student may be allowed to carry and self administer inhaler medication. Permission verification is kept in office.

**Office Hours:**

Office hours are from 7:45 am until 4:00 pm. In rare cases when parents need to come before 7:45 am or after 4:00 pm, please call the school office to arrange for an alternate time to settle school matters.

**Parent Responsibilities:**

The parents share with the teachers the obligation to provide for the student's moral, intellectual, spiritual, and physical growth. They are committed to serve as models of Faith and Christian life for their children and to cooperate and communicate with the administration and faculty so that they may grow in faith through all they do.

Parents / Guardians have the responsibility to:

1. Ensure that their child complies with school policies, rules and regulations.
2. Assist their child to attend school well-groomed and in accordance with the uniform policy.
3. Communicate regularly with the school concerning their child's academic progress and conduct.
4. Attend PTC meetings, parent teacher conferences and other activities in which their child is involved.
5. Cooperate with and support the teachers and school staff in their efforts to maintain quality Catholic education.
6. Discuss homework assignments, progress reports and report cards with their child.
7. Maintain up-to-date home, work and emergency telephone numbers in the school office.
8. Provide a proper study environment for their child.
9. Read and respond (sign weekly envelope) to the weekly bulletins sent home.
10. Ensure that their child attends school regularly and on time.
11. Cooperate with the school in assisting their child to respect authority and to grow into a self-disciplined, mature and responsible individual.
- 12. Cooperate with and participate in the PTC activities.**
13. Pay tuition on time.

14. Support any Extra Curricular activities.

**15. Volunteer to be an involved parent at Our Lady of Refuge School.**

*Parents that do not cooperate with the policies and regulations of Our Lady of Refuge School will not be permitted to have their children enrolled at Our Lady of Refuge School.*

**Parent-Teacher Club:**

The parents of all students attending OLOR School automatically belong to the Parent-Teacher Club. As members they are expected to attend regular PTC meetings, pay PTC dues and help out in school related projects when requested to do so. All parents are expected to do their fair share and to create an organization whose primary purpose is to build and maintain good home and school relationships, to foster unity between home and school, and to contribute to the growth of the school for the sake of their children enrolled here. Elections for officers will be held in the winter of the school year to allow for a transition of officers.

**Probation Status:**

All new students are automatically placed on probation for the first year of enrollment in Our Lady of Refuge School. Each student's academic and behavior performance is monitored quarter by quarter. If concerns are apparent then parents will be informed. Continuing students may be placed on academic or behavior probation if there is a need to monitor a student more closely.

**Redress Procedures:**

*Students, Parents, Parent Organizations and Employees:*

Our Lady of Refuge Catholic School wishes to provide an opportunity for individuals to be heard. The administration of this school shall establish and maintain procedures through which parents and students may seek redress from a policy, regulation or decision that is perceived to work hardship on an individual or a group. Student grievances will be presented by students in the presence of their parents or legal guardians. The primary aim of this procedure is to set forth a guide to establish procedures for any grievance; that is, to provide fair notice and fair hearing of the matter.

Grievances may be heard from individuals, parents and parent organizations, but in all cases the opportunity to be heard shall be forfeited if the procedures outlined below are not followed precisely.

As used in this procedure, a "grievance" shall mean a complaint regarding any action taken by a teacher or administrator toward a student in the enforcement of discipline, policies and/or regulations; or a complaint by an employee regarding discharge, discipline or working conditions.

**Grievance Procedure:**

Prior to the initiation of a formal grievance procedure, parents who seek redress for their child(ren) in matters of policy, regulation, or discipline must first confer directly (either face to face or by telephone), with the teacher, staff member, or administrator complained against for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are the steps in the formal grievance procedure:

**The Grievance Procedure is as follows:**

1. The initial complaint should always be made to the person immediately in charge; that is, the teacher, playground supervisor, cafeteria person, etc.
2. If further appeal is necessary, the student/parent should appeal to the principal.
3. If the aggrieved party is still not satisfied, the matter is taken up with pastor.
4. If further appeal is still necessary, the matter is taken up with the Superintendent of Catholic Schools.

**Religious Instruction:**

The primary reason for the existence of a Catholic school is to imbue the children with a Christian spirit. Teachers are expected to give special attention to the preparation and presentation of the religion class. Formal religious instruction is scheduled for a specific time each day.

**Mass/School Liturgies:** Teachers accompany their classes to Mass on Fridays. Teachers and children worshiping together should be the highlight of the school Mass. It is understood that proper preparations are made for prayerful participation in the Eucharistic Celebration. Mass preparation is done in the religion classes and the 30 minutes before Mass begins in church. All students in grades Kindergarten through grade 8 attend Mass together, as a student body.

Children's liturgies are a vital part of school life. Primary, intermediate and upper grades rotate in taking turns to prepare for and assist at these liturgies. Parents are invited and encouraged to be present to pray with their children and to teach the importance of the Mass by their presence there. All school Masses are announced on school calendars and parents are asked to drop off their children at the church on those days **by 8:00 a.m. for Mass preparation in church.** Parents are needed to volunteer (receiving clearance according to the Diocese of Laredo policies to transport children back to school after Mass.

**Sacraments:** Presently, our sacramental program is First Penance and First Communion. Opportunities for all grades to participate in the Sacrament of Reconciliation are normally provided at least twice during the school year.

**Reporting to Parents:**

Students whose grades range from 90-100 on their report cards will receive an A Honor Roll ribbon (blue). Students who have no absent or tardy marks on their report cards will receive a Perfect Attendance ribbon (white). These ribbons are awarded at each reporting period. Normally certificates are awarded for semester awards during Catholic Schools Week and End of School Year ceremonies.

Regular communication between parents and teachers insures that parents are aware of their children's academic strengths and weaknesses and can take measures to insure that all students will meet the promotion criteria. Results of classroom tests and the yearly standardized tests are also sent home to parents. Scheduled Parent/Teacher conferences are held at the first report card marking periods.

*Refer to the section on communication for further information.*

**Safety:**

For the safety of all students all gates are closed and locked by **8:05 am**. The gate at the main entrance of the school remains unlocked throughout the day. Gates are unlocked by **2:45 pm** each day. The dismissal bell rings at **3:00 pm** and there are teachers on supervisory duty at the front and back of the building until **3:15 pm**. **During early dismissal day (12:00 noon) teachers are on duty until 12:15 p.m. Students will be sent to the extended Daycare room after 12:15 or 3:15 p.m.**

**School as Weapon Free Zone:**

Our Lady of Refuge School must follow the Weapon Free Zone regulations as stated in the Texas State Law. It is a crime for any person, student or non student, to carry a firearm or any type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus, or at school sponsored athletic, social, or extracurricular activities. The person who does this should be immediately reported to the police. The Principal should notify the parents of any student who is arrested for violation of this statute.

**Any student who disobeys this law may be subject to immediate expulsion.**

**Any employee who disobeys this law will be subject to immediate termination of employment.**

**School Day:**

The school day begins at 8:00 a.m. and ends at 3:00 p.m. for the students. There is a thirty minute scheduled lunch period for all students. Class schedules are planned according to the time allotments specified by the Texas Catholic Conference Education Department. For the convenience of parents the office and business office is open from 7:45 am to 4:00 pm. Minimum Day dismissal is at 12:00 pm ordinarily on the first Wednesday of each month and prior to major holidays.

**School Lunch Program:**

School lunch menus are prepared by the month and are included in the Raider Mail envelope.

**School Publications:**

An OLOR yearbook may be published annually with an approximate cost of \$15.00. A bulletin and monthly calendar of events is sent home, the last Wednesday of each month, unless there is a school holiday.

**Student Insurance:**

A minimum cost student-group insurance policy is offered at the beginning of each school year. Student insurance is provided for the student's benefit; the school acts as a service only. The school receives no proceeds from this service and is not responsible for claims. Claim forms may be obtained in the school office.

**Student Records and Reports:**

Permanent and cumulative records are kept on file in the office. The information contained in these reports is confidential and should be discussed only with parents and qualified personnel. Teachers may have access to the records of their class at any time. However, they are never to be taken from the office area of the school. The cumulative file contains a copy of the child's report card, all testing results and other confidential information on the child. Each teacher is responsible for accurate and professional recording of data. Parents are asked to allow the school registrar two days when requesting duplicate copies of report cards or Transfer Documents (*Documento De Transferencia*).

**Non Custodial Parents:**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**Substance Abuse Policy:**

No student shall possess, use or attempt to possess, use, or be under the influence of any of the following substances on school premises during any school term or off school premises at school-related activities, functions, or events:

1. Any controlled substance or dangerous drug as defined by law, including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, minds altering, or behavior altering drug.
5. Definitions: "Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath and speech.
6. "Under the Influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated. Students who violate this policy shall be subject to disciplinary action, including expulsion. Lockers, desks, and other personal property may be searched by administrators for alcohol, drugs, and other controlled substances.
7. The transmittal, sale, or attempt sale of what is represented to be any of the above listed substances is also prohibited under this policy. Students involved in such actions shall be expelled from school.

A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student's use shall not be considered to have violated this policy. Any prescribed medicine must be administered by authorized school personnel. Prescribed medicine must be kept in the health room of the school and not carried with the student.

### Teacher-Student Problems

Any situation involving a faculty member and a student which causes parental concern should first be discussed with the respective faculty member. This procedure should be followed.

1. Make an appointment for a conference with the faculty member involved and discuss the situation.
2. Make an appointment with the principal if a satisfactory solution cannot be reached with the faculty member.

### Telephone:

The school office phone is to be used only in case of emergency. All necessary permissions and arrangements should be made before the child leaves home in the morning. **If a cell phone is absolutely necessary then the cell phone is to be left in the office or with the student's homeroom teacher and picked up at the end of the school day by the student. If a student keeps a cell phone during school hours the phone will be taken away and the parent will claim the phone from the teacher or principal. The school is not liable for lost or damaged cell phones.**

**Students may not bring cell phones, pagers or other electronic games to school.**

### Testing:

The school provides standardized testing for general achievement and scholastic ability according to Diocesan guidelines:

1. All students in grades Pre-K 5 through grade 8 take the total battery of the Stanford 10 Achievement test, Psychological Corporation, according to the schedule set up by the Diocesan Catholic Schools Office.
2. Students in grades 1, 4 and 7 also take the Otis-Lennon School Ability test (OLSAT)

### Transfers:

When a student transfers to another school, the principal and the classroom teacher should ordinarily be notified one week before the transfer is to take place. All textbooks and library books must be returned before the student leaves. When possible, the student will receive his/her report card and a notice of transfer from the school. **Tuition payments must be settled and there are no payments outstanding before a transfer takes place. The student's cumulative record of grades will be sent to the new school upon request, provided that the parent or guardian has signed a release form authorizing the school to send copies of the student's complete records for the new school.** If this release form is not signed by the parent or guardian, the transcripts to the other school will be delayed.

### Transportation Policy:

It is unsafe and also illegal in Texas to transport students in open back trucks. Diocesan policies regarding licensed drivers / insurance coverage are followed regarding field trip transportation.

*Refer to sections on safety, arrival and dismissal and attendance for further information*

### Tuition and Fundraisers:

Tuition is a yearly amount usually divided into 10 payments with the first payment due on or before **August 1** and the final payment due on or before **May 1** of each school year. August tuition must be paid prior to the first day of classes. Parents may also choose to make payments by semester or in one payment. Tuition payments must be received no later than the **5th of each month. As per school and diocesan policy, students will not be admitted to class if tuition payments are two months past due.** A late fee of \$20 will be charged, if payment is not received by the 5th of the month. A fee of \$20 will be charged for checks returned for insufficient funds.

**Tuition Rates for 2007-2008**

Pre-Kinder through Grade 8	Registration Books Due: June 1	Tuition Aug. '07 – May '08	
		Annual	Monthly
1 Child	\$ 350.	\$2,980.00	\$ 298.00
2 Children	\$ 560.	\$5,365.00	\$ 536.50
3 Children	\$ 735.	\$7,150.00	\$ 715.00
4 Children	\$ 840.	\$7,150.00	\$ 715.00

**Tuition Payments:**

Payments are due the 1st. of each month. A \$20.00 late fee is attached if tuition is not paid by 5th of each month.

**Tuition Assistance/Grants:**

A limited amount of tuition assistance is available to the school. Financial Aid is validated by filling out a Financial Aid Form and submitting it to the Financial Aid Committee for review and respond according to monies available.

*Purpose:*

The Purpose of the Financial Assistance Fund is to provide financial assistance to the families of students enrolled in Our Lady of Refuge School. The amount of this assistance is contingent on annual availability monies in the fund upon the following guidelines:

*Qualifications:*

Applicants must be participating, registered parishioners of their respective parishes and using their assigned numbered envelopes regularly. (Such information can be verified by contacting pastors.)

**Families applying must be willing to contribute time to school/church according to their time and talents. i.e. plumber, electrician, room mother, etc.**

Family size, total income and the number of children attending Our Lady of Refuge School.

**Students participating must maintain a 75% average or higher in core subjects.**

**Students participating shall not have any previous or current disciplinary problems.**

*Required Documentation:*

1. Filed Interval Revenue Service tax returns for the previous year.
2. If applicable, supply Welfare and / or Food Stamp I.D. numbers.
3. Reason for applying for tuition assistance.
4. Application form can be obtained from office.

***Tuition assistance grants are submitted to the committee in March for the upcoming school year. Interested parents should contact the principal or bookkeeper to obtain an application.***

**Visitors:**

All visitors must report to the school office and sign in before visiting or volunteering for the day. In rare instances of student visitors for recruitment purposes, advanced permission from the principal is needed.

**Volunteer Service Suggestions:**

We need and appreciate parents, grandparents or other relatives helping the school in any or all of the following ways.

1. Serving lunch
2. Library assistance in shelving books, typing cards, reading to children, helping with book fairs, repairing library books
3. Playground supervisors to help the teachers supervise the children during noon recess or before and after school on Washington Street and Commercial Street.
4. Classroom volunteers to help teachers during classroom parties or in other ways specified by the teachers
5. Clerical volunteers to help in the office with typing or other clerical work specified by the secretary
6. Helping the P.T.C. by serving on various committees.
7. Tutorial volunteers to help individual students or small groups in ways specified by each teacher
8. Plant management volunteers willing to come on Saturdays for projects which will improve the safety and appearance of the school
9. Sharing special talents, such as music, art, gardening, sports, etc., with children on school days and/or Saturdays.
10. Transporting children to and from OLOR Church on Friday to Washington Street.
11. Providing transportation and supervision at extra-curricular athletic events.

**Your presence in the school, helping in any of the above ways, strengthens school and home relationships, making you more a part of the school community. Also, it is very good for your children to see you helping out in school.**

Our Lady of Refuge School follows the Diocese of Laredo policy regarding pregnancy, abortion, marriage and co-habitation.

For the safety of our students, signs are posted indicating our grounds are private property. Signs are also posted indicating outside doors and gates should be kept closed.

**While every effort is made to ensure the accuracy of the information contained in this handbook, Our Lady of Refuge School reserves the right to make changes at any time without prior notice.**

**Student Handbook Agreement Response**

I, \_\_\_\_\_, do hereby certify that have read and/or discussed with my parents the Our Lady of Refuge School handbook, and hereby agree to abide by, support and be governed by the philosophy, principles, rules and regulations enunciated therein.

I recognize that my conduct both on and off campus and at all times while I am attending Our Lady of Refuge School must be in a manner consistent with the philosophy, principles, rules and regulations stated therein.

I further acknowledge and accept that Our Lady of Refuge School may suspend, expel, or terminate my enrollment and/or impose any appropriate sanction that Our Lady of Refuge School so desires against me because of my failure to adhere to and abide by the philosophy, principles, rules and regulations of Our Lady of Refuge School.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date (by August 24, 2007)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date (by August 24, 2007)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date (by August 24, 2007)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date (by August 24, 2007)

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**Parent/Guardian Agreement Response**

I/We \_\_\_\_\_ and \_\_\_\_\_, the

Parent/guardian(s) of \_\_\_\_\_, an Our Lady of Refuge Student, do hereby

certify that I/we have read the Our Lady of Refuge School Parent-Student Handbook and agree to abide by, support, and be governed by the philosophy, principles, rules and regulations enunciated herein. I/We pledge our support as parent(s)/guardian(s), and will fulfill my/our obligations and responsibilities to Our Lady of Refuge School. I/We shall endeavor to participate actively in the spiritual, academic, and social functions of the school as scheduled in the school's monthly calendar of events and by other special announcements and communications.

I/We recognize that our daughter/son/ward must conduct her/himself both on and off campus and at all times while attending Our Lady of Refuge School in a manner consistent with the philosophy, principles, rules and regulations of the school.

I/We further acknowledge and accept that Our Lady of Refuge School may suspend, expel, or terminate my child's/ward's enrollment and/or impose any appropriate sanction that Our Lady of Refuge School so desires against my child/ward because his/her failure to adhere to and abide by the philosophy, principles, rules, and regulations of Our Lady of Refuge School.

Further, I/We grant permission to have the name of our daughter/son/ward published in the event of exemplary academic, athletic accomplishments, and/or as the administration deems necessary.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date (by August 24, 2007)

\_\_\_\_\_  
Date (by August 24, 2007)

Please sign this sheet and return it to your child's homeroom teacher.

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<b>Harassment-Free Environment for Students</b>	<b>11</b>	<b>Tuition Payments</b>	<b>19</b>
<b>Sexual harassment</b>	<b>11</b>	<b>Tuition Assistance/Grants</b>	<b>19</b>
<b>Verbal harassment</b>	<b>11</b>	<b>Visitors</b>	<b>19</b>
<b>Physical harassment</b>	<b>11</b>	<b>Volunteer Service Suggestions</b>	<b>20</b>
<b>Complaint Filing and Investigation Procedures</b>	<b>12</b>	<b>Student Handbook Agreement</b>	<b>21</b>
<b>Health &amp; Homework Requests &amp; Inclement Weather</b>	<b>12</b>	<b>Calendar</b>	
<b>Instructional Program &amp; Homework</b>	<b>12/13</b>	<b>Map</b>	
<b>INTERNET</b>	<b>13</b>		
<b>INTERNET Terms, Conditions and</b>	<b>13/14</b>		

Teacher Preparation Days  
Aug. 6-10 New Teachers  
Aug. 13-14

First Class Day  
Aug. 15 ½ Day

Last Class Day  
May 28

Early Dismissal Days  
Oct. 2 Feb. 6  
Nov. 7 April 2  
Nov. 21 May 7, 28  
Dec. 5, 21

Holidays and Vacations  
Sept. 3 Labor Day  
Nov. 22, 23 Thanksgiving  
Dec. 21-31 Christmas  
Jan. 1-4 Christmas  
March 17-24 Spring Break/Easter

Daily School Schedule  
7:55 a.m. – 3:00 p.m.  
Staff Dismissal - 3:30 p.m.

Special Events  
April 19 Spring Festival  
April 26 First Communion  
May 9 Field Day  
May 16 8<sup>th</sup> Grade Trip to NASA  
May 23 8<sup>th</sup> Grade  
Mass 6:00 p.m.  
May 27 Last day K-3,4,5  
Kindergarten Mass  
6:00 p.m.  
May 28 Last Day of Classes  
½ Day

Nine Weeks Grading Period  

<u>Period</u>	<u>Total Days</u>
1 <sup>st</sup> 9 Wks	54
2 <sup>nd</sup> 9 Wks	35
1 <sup>st</sup> Semester	89
3 <sup>rd</sup> 9 Wks	53
4 <sup>th</sup> 9 Wks	40
2 <sup>nd</sup> Semester	93

Progress Reports Due  
Sept. 12, 2007  
Nov. 28, 2007  
Feb. 6, 2008  
April 30, 2008