



Sponsored by the  
Sisters of St. Joseph of Carondelet (CSJ)

**2019 - 2020**  
**Student-Parent Handbook**  
**and Student Agenda/Planner**

4860 Oregon Street, San Diego, California 92116  
Main Office (619) 297-2266  
Attendance Office (619) 725-9124  
**[www.aolp.org](http://www.aolp.org)**

Dear Parents and Students,

On behalf of the faculty and staff of the Academy of Our Lady of Peace (OLP), we are pleased to introduce to you the expectations, policies and procedures outlined in this 2019-2020 Handbook, which over a period of time have enabled our school to become an excellent Catholic, CSJ high school community.

We believe that OLP will remain an excellent school to the extent that its community of students, parents\*, faculty and staff strive to realize the goals implied in the school's mission and philosophy. It is our responsibility to assure that the resources of the school community are made available and are wisely used for purposely enhancing the pursuit of our common goals.

Each person comprising the OLP community is expected to cooperate with this common pursuit, and the basic means of cooperation are outlined in this Handbook.

It is our further belief that each student enrolled at the Academy of Our Lady of Peace has God-given talents. If these talents are used, if they are allowed to mature, and if they are challenged, then our school community continues to achieve its stated purposes. Positive attitudes and behaviors reinforcing the dignity of each person in the school community are essential.

The primary objective of the Handbook is to assist students and their families to better understand that OLP is their school community. We request that each student and parent read this Handbook carefully and sign the form at the beginning of the Handbook to indicate that they have done so.

Periodically a revision to the Handbook may be necessary. Such revisions will be distributed via the monthly electronic newsletter. We ask that reasonable consideration be given to the inherent values implied in the expectations, policies and procedures stated herein. In this way, all of us associated with the Academy of Our Lady of Peace will continue to take satisfaction in our common pursuit of the ideals found within the mission and philosophy of OLP.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lauren Lek", is centered within a light gray rectangular box.

Lauren Lek, Ed.D.  
Head of School

*\*the term "parents" means one (if only one parent has custody) or both custodial parents or "parents" means one (if only one legal guardian has custody) or more legal guardians.*

## **2019-2020 Student-Parent Acknowledgement**

Students, you and your parent/guardian are required to complete the 2019-2020 Student-Parent Acknowledgement Form that accepts you have read the Academy of Our Lady of Peace Student-Parent Handbook and agree to cooperate with the policies, procedures, and expectations outlined Therein.

Please visit Blackbaud to complete this form no later than Tuesday, August 20, 2019. Failure to submit the form through Blackbaud will result in an infraction.

### **STATEMENT OF INTEGRITY**

#### **Student**

I have carefully read this Handbook. I understand that I will compose all of my own writing assignments; that I will cite the source of any information or ideas taken from an outside source; and that I may use study aids but they must be cited. I also understand that I must not misuse the electronic resources provided by the school. Such misuse may come in many forms, but can be viewed as any messages sent or received that include/suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues, etc. I understand that I am expected to conduct myself in an ethical manner when I am at school.

#### **Parent**

As the parent or guardian of this student, I have carefully read this Handbook. I understand that my daughter will compose all of her own writing assignments; that she will cite the source of any information or ideas taken from an outside source; and that study aids may be used but must be cited. I also understand that my student must not misuse the electronic resources provided by the school, or personal resources brought on school grounds. Such misuse may come in many forms, but can be viewed as any messages sent or received that include/suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues, etc. I understand that my student is expected to conduct herself in an ethical manner while at school.

### **PERMISSION TO VIDEOTAPE/PHOTOGRAPH/RECORD**

I grant the Academy of Our Lady of Peace and/or its agents, permission to videotape/photograph/record/interview my daughter's likeness and/or voice at the Academy of Our Lady of Peace for the purpose of obtaining live or still images or voice commentary for school publications and/or media productions. The purpose of said efforts would be to demonstrate the qualities of the Academy of Our Lady of Peace, its teachers, students, academic, religious, and community service environment.

Productions/ads/publications, etc., would be shown to students, prospective students, parents, supporters, and the larger San Diego Community, and is not intended for commercial resale.

### **EMERGENCY RELEASE/INDEMNIFICATION POLICY**

I authorize the Academy of Our Lady of Peace to secure emergency care deemed necessary for Student's immediate care due to illness or injury and consent to the Student receiving initial treatment by an EMT, nurse, physician, or other licensed medical professional or facility.

This permission includes emergency transport, surgery and admission to the hospital, in addition to necessary medications and diagnostic testing. It is further understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required and that I will be responsible for payment of any and all medical services rendered. I agree to waive and relinquish all claims that I may have as a result of the student's injury.

I do hereby fully release, discharge, hold harmless and agree to indemnify OLP from all claims, including participation against the Academy of Our Lady of Peace, its Board of Directors, the Sisters of St. Joseph of Carondelet, and their officers, agents, employees and coaches from financial responsibility and any liabilities whatsoever resulting from injuries (including death), damages and losses sustained by the Student.

### **GUIDELINES FOR ACCEPTABLE USE OF SCHOOL BRAND/LOGO**

*For any school publication or postings on social media, OLP reserves the rights to approve or edit as deemed necessary.*

#### **Logo/School Name Usage**

The OLP logo is the most immediate representation of our school, our constituents, and our brand to the community. It is a valuable asset that must be used consistently and in proper and approved forms.

The OLP logo and school name in any of its forms (Academy of Our Lady of Peace or OLP) may not be used on any materials, printed or digital, in any capacity, without prior written approval from the Director of Communications. This includes, but is not limited to, clothing, brochures, flyers, websites, social media accounts, banners, sporting goods, and posters.

#### **Social Media**

All student-run social media pages that identify a relationship to the school, must be approved by the Director of Communications and overseen on a regular basis by a faculty moderator. The school logo may not be used on any social media pages except on official pages operated by the school. For OLP sponsored clubs, the club president and the adult moderator of the club are the only two collaborators on social media platform. Students are strongly discouraged from sharing passwords and adding friends as collaborators on private student accounts, as any person associated with the social media site is responsible for the context/images that are posted.

OLP is not liable for content posted on non-school sanctioned social media pages.

## **STUDENT GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY**

### **Introduction**

Electronic information resources are made available to students and teachers at the Academy of Our Lady of Peace. These resources include access to the Internet, application software, hardware resources (e.g., eReaders, Google Chromebooks, etc.), online databases, e-mail and other communication technologies. Our goal in providing this access is to promote educational excellence by facilitating resource sharing, innovation, and communication.

### **Scope**

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. OLP has taken available precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the Academy of Our Lady of Peace.

### **Purpose**

In addition, the smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to assume. In general, your responsibilities require efficient, ethical, and legal utilization of the network resources. By submitting the 2019-2020 Student-Parent Acknowledgement Form, found at the front of this Handbook, you are legally bound and indicate the party (parties) has (have) read the terms and conditions carefully and understand(s) their significance and agree(s) to abide by these terms.

## **TERMS AND CONDITIONS OF THIS CONTRACT**

### **1) Privileges**

The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources will result in the loss of computer services, disciplinary action, and/or referral to legal authorities. The systems administrator will close accounts if necessary. An administrator or faculty member has the right to request, for cause, that the systems administrator deny, revoke, or suspend user access to Internet Services. Additionally, any electronic devices that are in a student's possession are subject to confiscation and search by school administrators.

### **2) Expectations**

- a. Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed under the guidelines specified by OLP in this document and by OLP faculty and staff members.
- b. All users are expected to follow existing copyright laws.
- c. Although OLP has Internet filtering in place, students are expected to notify a faculty or staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or which make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to a faculty or staff member without discussing it with other students.

### **3) Acceptable Use**

The use of any assigned email account must be in support of education, business and/or research and within the educational goals and objectives of OLP. Each user is personally responsible for this provision at all times when using the school's network and technology resources.

- a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Sexting is the act of sending pictures or text of a sexual nature between cell phones, or other electronic media such as the Internet. Students found to have been involved in sending or distributing photos or texts of a sexual nature will be dealt with severely. It is the expectation that students who receive any texts or photos of this nature will report it to administration immediately, and may be turned over to the police.
- d. Commercial activities by for-profit institutions are generally not acceptable.
- e. Use of product advertisement or political lobbying via the OLP email account is prohibited.
- f. All access to the Internet must be in support of the curriculum and mission of OLP.
- g. Illegal activities of any kind are forbidden.
- h. Do not reveal personal information, i.e., home address, phone numbers, password, or social security number; this also applies to others' personal information or that of organizations.
- i. Do not use the network in any way that would disrupt network use by others.
- j. Information taken from the Internet must be cited. Plagiarizing information from the Internet will result in consequences outlined in the section on Academic Integrity.
- k. You may use only your password to gain access to the network.
- l. Students will not make and/or post photo, audio, or video recordings of another student or OLP employee/volunteer without specific permission from the individual being recorded and the supervising teacher.
- M. Any use of cameras in restrooms or the locker room, regardless of intent, will be treated as a serious violation.

### **4) Network Etiquette**

Each account holder is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to, the following:

- a. Be polite. Never send, or encourage others to send, abusive or threatening messages.
- b. Use appropriate language. Remember that you are a representative of your school on a non-private system. You may be alone on a computer, but what you say and do can be viewed globally. Never use vulgar or any other inappropriate language.
- c. Remember that other users of the OLP network and the Internet are human beings whose culture, language and humor have different points of reference from your own.

### **5) E-Mail**

- a. OLP e-mail accounts should be used for educational purposes in support of the mission of the school.
- b. E-mail transmissions, stored data, transmitted data, or any other use of the OLP network services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

c. All OLP e-mail accounts and all contents are property of the school.

### **6) Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy property of another user or of any other agencies that are connected to the network. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

### **7) Services**

The Academy of Our Lady of Peace makes no warranties of any kind whether express or implied, for the service it is providing. The Academy of Our Lady of Peace will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. OLP specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

### **Technology Policy**

#### **Use of Electronic devices on the Network**

##### **Daily Policy Use**

Students are expected to arrive at school every day with their electronic device fully charged and in good working order. Students are expected to bring their own chargers, adapters and any other accessories they need for use during the school day. All personal equipment should be clearly labeled with the student's name. Misplaced devices will be the responsibility of the student and will not be replaced by the school.

##### **Management of Electronic devices**

Students whose devices are undergoing repair may be issued a "loaner laptop" as available, if the repair requires an extended amount of time. Students may NOT loan electronic devices or other equipment to other students. Do NOT borrow an electronic device from another student. Do NOT share passwords or usernames with others.

##### **Internet Filtering**

Access to the Internet at school is filtered to prevent student exposure to inappropriate Internet sites. Although these sites are blocked while students are logged on to the OLP network, they may be accessible at home. Parents are responsible for restricting access on their own home networks.

##### **Network Drives/Student Data**

It is the responsibility of the student to maintain a current backup of any and all data which they wish to retain.

### **GENERAL ELECTRONIC DEVICE RULES**

#### **Security**

- The electronic device should be with the student or locked in her locker at all times.
- Unattended devices will be picked up by faculty and taken to the Assistant Principal's Office.
- \* Students should always guard their electronic devices closely. It must not be left on car seats, on benches or anywhere that might be tempting to others.

- Loss or theft of a device on the school campus should be reported to the school administration immediately. The school is not liable for the loss, theft or damage of personal electronic devices.

### **Best Practices with Electronic Devices**

- Do not loan electronic devices to other students.
- Do not borrow an electronic device from another student.
- Do not share passwords, usernames and/or social media accounts.
- Access to another person's account or computer without their consent or knowledge is considered hacking and is unacceptable.
- Sound should be muted at all time unless permission is obtained from a teacher for instructional purposes.

### **Academy of Our Lady of Peace 2019-2020**

#### **Board of Directors**

Dr. Lauren Lek, Head of School  
 Damian McKinney, Board Chair  
 Coreen G. Petti  
 Clair Cunningham Kennedy '81  
 Diane Koester-Byron  
 Lisa (Manzer) Leweck '82

Deacon Lane Litke  
 Gayle McMahon  
 Mary O'Connor, DDS  
 Peg Stehly  
 Danitza Villanueva '98  
 Sr. Maureen O'Connor, CSJ, Provincial Council

#### **Institutional Support**

Dr. Lauren Lek, Head of School  
 Jessica Hooper, Assistant Head of School  
 Rivka Bent, Office of the Head of School  
 Teri Heard, Assistant Principal, Director of Curriculum & Instruction  
 Marlena Conroy, Assistant Principal, Director of Campus Life  
 Aaron Gonzalez, Assistant Principal, Director of Athletics  
 Chris Boyer, Director of Technology  
 Emily Pippin '06, Director of Communications  
 Stephanie Kanaski '99, Director of Institutional Advancement  
 Dr. George Battistel, Chief Financial Officer  
 Jessica Occhialini '88, Director of Finance  
 Toni Russo, Director of Facilities



### Important Telephone Numbers

Main Office	619-297-2266
Admissions	619-725-9118
Alumnae	619-725-9154
Attendance	619-725-9124
Athletic Information	619-725-9181
Communications	619-725-9153
Counseling	619-725-9144
Fax Number	619-297-2473
Finance Office	619-725-9194
Institutional Advancement	619-725-9136
Library	619-725-9143
Retreats & Service Learning	619-725-9152
Volunteer & Special Events	619-725-9188

*Teacher and staff voicemail numbers are listed on the school website directory*

THE SCHOOL CODE FOR COLLEGE TESTING IS #052820

### Communications & Contacting School Personnel

Parents and/or students often have questions or concerns and are unsure as to whom they should contact at the Academy of Our Lady of Peace. While everyone at OLP is willing to be of service to you, the following chart may be of help in connecting you to the person who can be most effective in meeting your needs. We encourage you to contact us whenever you have a concern. If you are unclear or need further clarification, the receptionist can assist you at our main number, (619) 297-2266.

*\*AHOS = Assistant Head of School, AP = Assistant Principal*

#### **Academic Progress in a Particular Class or Grading Questions**

1st: Teacher of the Class	2nd: Counselor	3rd: Student's AP
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#### **Admissions Referrals**

1st: Admissions Coordinator	2nd: Assistant to AHOS	3rd: AHOS
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#### **Advanced Placement Program**

1st: Counselor	3rd: Student's AP	3rd: AP Instruction
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#### **Alcohol/Other Substance Abuse Concerns**

1st: Counselor	2nd: Student's AP	3rd: AHOS
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#### **Attendance Policies**

1st: Attendance Office	2nd: Counselor	3rd: Student's AP
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#### **Athletics**

1st: Your Coach/ Head Varsity Coach	2nd: AP for Athletics	3rd: Student's AP
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#### **Behavior/Discipline in a Particular Class**

1st: Teacher of the Class	2nd: Counselor	3rd: Student's AP
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#### **Calendar & Communication**

1st: Receptionist	2nd: Student's AP	3rd: Director of Comm.
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#### **Club Activities**

1st: Faculty Moderator in Charge	2nd: AP (Campus Life)	3rd: AHOS
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#### **College Placement Exams**

1st: Counselor	2nd: Student's AP	3rd: AP of Instruction
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#### **College Selection/Post Secondary Plans**

1st: Counselor	2nd: Student's AP	3rd: AP of Instruction
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**Counseling for Personal Issues, Other Needs**

1st: Counselor	2nd: Student's AP	3rd: AP of Instruction
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**Course Selection/Placement**

1st: Counselor	2nd: Student's AP	3rd: AP of Instruction
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**Daily Class Schedule for Students**

1st: Counselor	2nd: Student's AP	3rd: AP of Instruction
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**Facilities**

1st: Receptionist	2nd: Director of Facilities	3rd: Head of School
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**Online Gradebook Access Questions/Problems**

1st: Receptionist	2nd: Director of Technology	3rd: Student's AP
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**Parent Organizations**

1st: Institutional Advancement	2nd: Director of Advancement	3rd: Head of School
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**Public Relations/Media**

1st: Director of Communications	2nd: Assistant Head of School	3rd: Head of School
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**Security**

1st: Receptionist	2nd: Student's AP	3rd: AHOS
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**Student Organizations/Cocurricular Activities**

1st: Advisor/Moderator	2nd: AP (Campus Life)	3rd: AHOS
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**Summer Programs**

1st: Summer School Director(s)	2nd: Counselor	3rd: Student's AP
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**Teacher Concerns**

1st: Teacher of the Class	2nd: Department Chairperson	3rd: Student's AP
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**Transcript/Student Records**

1st: Registrar	2nd: Counselor	3rd: Student's AP
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**Tuition Assistance**

1st: Finance Office	2nd: Director of Finance	3rd: HOS
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**Tuition or Other Fees**

1st: Finance Office	2nd: Director of Finance	3rd: HOS
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**Volunteer Opportunities/Fundraising**

1st: Institutional Advancement	2nd: Director of Advancement	3rd: HOS
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*If there are any other questions or concerns, ask the receptionist to direct you to the appropriate staff member.*

**Emergency Communication Plan**

The Academy of Our Lady of Peace is committed to a safe educational and work environment for all students and staff, as well as the community. Timely communication in the event of an emergency is a priority. The emergency communication response plan is comprised of the following communication components in which any or all may be utilized:

- 1) Telephone calls to home and cellular telephones
- 2) Text messaging to cellular telephones of parents and students
- 3) Email to all parents and employees
- 4) Message posting on school website and other social media sites

- 5) Classroom/campus PA announcements
- 6) Press releases

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## **Chapter 1 - About the Academy of Our Lady of Peace**

### **1.1 History of the Academy of Our Lady of Peace**

In 1836, at the invitation of the Bishop of St. Louis, six Sisters of St. Joseph left France to settle in Carondelet, Missouri. In 1870 they were invited to establish a school in the Arizona territory. Seven sisters left Missouri for Tucson in April, 1870, traveling first to San Francisco by train, then down to San Diego by steamer, and overland to Tucson.

While in San Diego, the Sisters met Father Antonio Ubach, pastor of Immaculate Conception parish in Old Town. After this meeting, Father Ubach began his many appeals for Sisters to start a school in his territory. In 1875, Father Ubach built St. Joseph's Church in Horton's New Town and continued to press for a school. Finally on April 18, 1882, the first permanent community of the Sisters of St. Joseph of Carondelet arrived in San Diego and rented two small frame houses at Second and "G" Streets. On May 10 they began their day school in one of the houses with 28 girls and two boys, and on June 13th, the first Mass was said in the Convent Chapel which was dedicated to Our Lady of Peace.

Within two years enrollment increased and the two houses became inadequate, so the Sisters purchased land at Third and A Streets. Academy Hall on Third near B Street and St. Joseph's Boys' School on Second near B Street were built in the next 10 years. By the mid-1920s it was necessary to expand again and in 1924 the Sisters of St. Joseph acquired the former Vandruff Estate at Copley and Oregon Streets. The 22 acres of land overlooking Mission Valley had spacious gardens, a swimming pool and three large buildings begun in 1916. Two had been planned as residences and the third as a scientific laboratory. These buildings were the nucleus of the present day Academy of Our Lady of Peace.

In 1996, construction began on OLP's Holy Family Event Center: housing a gymnasium / multi-purpose facility, a weight training room, athletics offices, and an auxiliary room. This building was dedicated on October 26, 1997. The Monsignor I. B. Eagen Theater was renovated and dedicated in 1999. The most recent campus improvements were the renovation of Upper Plaza, Lower Plaza, Library Plaza, and the Chapel Courtyard begun in 2003 and completed in 2004. In 2014, the school began construction on the new St. Catherine's Parking Structure, and by 2015, completed construction to both the Parking Structure and St. Catherine's building. St. Catherine's is now home to student wellness services including Pilot Cafe adorned by a student art gallery, counseling offices, student resource center, offices for retreats, service learning, campus ministry, the school's historian and registrar.

In 2015, the Board of Directors also approved the school wide Strategic Plan. The Strategic Plan is focused on providing a roadmap for the school across five strategic priorities: form hearts and minds in the Catholic tradition with the charism of OLP's CSJ founders; pursue, achieve and preserve academic excellence; grow and sustain valuable resources; engage and serve the community as socially responsible leaders; modernize the OLP campus and facilities.

### **1.2 Sponsorship of the Sisters of St. Joseph of Carondelet (CSJ)**

The sponsorship of the Sisters of St. Joseph of Carondelet guides and contributes to all aspects of campus life. The spirit of the Sisters of St. Joseph of Carondelet is infused throughout all aspects of the school community and in partnership with our Mission, is the lense by which all decisions are made. The CSJ sisters have been called to create a spirit of unifying love wherever they are called to serve (*Primitive Constitutions*, 1693). Through the writings of the Sisters of St. Joseph first spiritual advisor, Father Medaille, "of ourselves and the dear neighbour with God, of ourselves with all others, whoever they may

be, of all others, among themselves and with us, but all in Jesus and in God his Father.” Central to this spiritual and philosophical foundation are the school’s dedication to a focus on service to the “dear neighbor”; a commitment to the furthering of social justice in our world; strengthening our community with a sense of “unifying love” through the cultivation of leadership skills.

Special school events also highlight the CSJ heritage that guides the Academy of Our Lady of Peace. These events include:

- St. Joseph Day celebration and awarding of the St. Joseph medals on the feast of St. Joseph;
- Awards recognizing the spirit, service and leadership of the founding Sisters of St. Joseph and the students who epitomize these characteristics today;
- Sponsorship of special leadership programs for CSJ students at the high school and university levels;
- Ongoing education on peace and justice issues globally and ways for students to become active participants in championing peace
- Commitment to the establishment of “right relations” among all persons, between human beings and all of creation, and between the school and those with whom its community interacts.

### **1.3 Mission Statement**

Founded and rooted in the Gospel values of the Catholic church and the charism of the Sisters of St. Joseph of Carondelet, the Academy of Our Lady of Peace empowers young women in an innovative learning environment that honors the individual while fostering community, and develops faith-filled leaders dedicated to the “love of God and the dear neighbor without distinction.”

*revised and affirmed in May 2016*

### **1.4 Philosophy Statement**

The Academy of Our Lady of Peace (OLP), founded in 1882, celebrates a rich history of empowering young women to become Catholic leaders in their local community and in the world. Guided by Gospel values and the charism of the Sisters of St. Joseph of Carondelet, faculty and staff inspire young women to be leaders who impact global change by building community through a conscious love of God and love of the dear neighbor without distinction. As a woman of faith, woman of heart, woman of courage and woman of excellence, an OLP student is provided opportunities to put her faith into action, and become a transformative agent of change in our world.

The school is committed to research-based practices, which foster intellectual curiosity and a passion for learning through an interdisciplinary lens, in order to form collaborative learners, visionaries and innovators. Looking toward preparing students for the future, critical thinking skills are woven across the curriculum, leveraging technology as a tool to facilitate student learning in an ever-changing world. An OLP student is encouraged to explore her passions within academic, athletic, co-curricular and spiritual activities, and develop a mindset ready to take risks and to strive for excellence.

The school celebrates the uniqueness of the individual girl and intentionally strives to foster an inclusive community, celebrating sisterhood and unifying love. While OLP endeavors to ensure there is a richness of opportunities to challenge student thinking, cultivate confidence and expand her capacity, rigorous learning is consistently balanced in an environment of support and joy. In partnership with parents as the primary educators, OLP seeks opportunities to actively engage them in their daughter’s transformative academic and faith experiences.



*revised and affirmed in May 2016*

### **1.5 Integral Student Outcomes**

The Academy of Our Lady of Peace and the parents of our students work as partners in the development of Christian values and leadership education inspired by the charism of the Sisters of St. Joseph of Carondelet. The following Integral Student Outcomes (ISOs) are derived from the school's mission and philosophy statements, providing broad-based behavior signifying what a student knows, understands, values and practices. They are integral as they serve to unify all the academic, social and spiritual outcomes that OLP establishes as goals for its students.

In the spirit of the founding Sisters of St. Joseph of Carondelet, the following four ISOs are derived from Mother St. John Fontbonne where the following words were written on the wall "femmes de foi, femmes de coeur, femmes de courage." As CSJ students, OLP looks to help all our young women become a *woman of faith, woman of heart, woman of courage* and woman of excellence in the tradition of our founding Sisters of St. Joseph.

#### ***A woman of faith who...***

- maintains a relationship with "God and the dear neighbor without distinction"
- understands and values Catholic teachings
- applies Gospel values through her actions and choices
- encourages and serves as a model to others in fostering the mission of Jesus in our world

#### ***A woman of heart who...***

- actively works to foster solidarity, unity and sisterhood in a spirit of joy
- recognizes and values the diversity of society
- acts as a responsible member of the global community to promote justice and peace
- strives for unity and reconciliation through compassion for others

#### ***A woman of courage who...***

- takes initiative in response to challenges
- advocates for social justice embodying Catholic Social Teaching
- perseveres through challenges and adversity
- chooses integrity regardless of personal consequences

#### ***A woman of excellence who...***

- seeks collaboratively to solve problems through critical thinking and creative solutions
- seeks opportunities to be challenged and takes risks in the active pursuit of learning
- communicates ideas and perspectives effectively and articulately through appropriate mediums
- adapts to emerging technology responsibly

*revised and affirmed in May 2016*

### **1.6 OLP Traditions**

**Historical Name:** Academy of Our Lady of Peace; *Villa Montemar* ("House on a Hill by the Sea")

**Founding Date:** May 10, 1882

**Sponsorship:** Sisters of St. Joseph of Carondelet (CSJ). The Congregation was founded in Le Puy, France, in 1650; it was extended as a United States Congregation in Carondelet, Missouri, in 1836.

**Colors:** *Columbia blue and white*

These original school colors changed for a brief time to red and white when “Snoopy, the Red Baron” served as the school mascot. (See explanation of “mascot” below.) It was changed back to the original blue and white at the time of OLP’s 125<sup>th</sup> anniversary.

**Motto:** *Deus Illuminatio Mea* (“God is My Light”)

**Mascot:** “*The Pilots*”

The formal establishment of a school mascot did not happen until the emergence of competitive athletics for women, when educational institutions for women were required to identify a school mascot. A verbal agreement was made between OLP and cartoonist Charles Schultz to use “Snoopy, the Red Baron” as the OLP mascot. After Schultz’s death, however, his estate did not renew copyright privileges for use of Schultz’s characters and the school needed to select a different mascot. The decision was made to retain the name “Pilots,” but to characterize this mascot in a distinct manner. “The Pilots” now characterize the school’s goals to cultivate in its students leadership, a spirit of adventure, an ability to navigate their world, and a willingness to achieve “all of which woman is capable.”

### **Alma Mater**

*Set on a hill over valley royal, Mountain and sea afar, Built by a love and devotion loyal, Stands Villa Montemar.*

*Though years may pass, Other cares abrining, And you may not be near, Turn back your thoughts, Your hearts are singing to those memories dear.*

*So sing to Villa Montemar, Where our hearts will be always; Sing once more to Our Lady of Peace, Who deserves all our tribute and praise.*

*With your shoulders back and heads up high, And a bright gleam in your eye, Stand and cheer, loyal daughter, For your Alma Mater, With a hail, hail, hail.*

— Ada Nisbet '24

## **1.7 Fundraising**

### **Nonprofit Status**

The Academy of Our Lady of Peace is a non-profit religious 501(c)3 corporation which entitles it to seek voluntary and charitable support. To protect the school’s non-profit status, and appropriately cultivate, solicit, and recognize contributions from donors, all fundraising programs are reviewed and approved by the development committee of the Board of Directors and administered by institutional advancement staff.

### **Philosophy of Fundraising**

American society is noted for its culture of citizen-based giving and generosity in terms of time, talent and treasure. The OLP Board of Directors ensures that all fundraising programs encourage the growth of a culture of philanthropy to fulfill the school’s mission. Our school embraces the values and virtues of volunteerism, philanthropy and best practices in fundraising.

At OLP there is a strong expectation that all families will financially contribute to the Carondelet Annual Fund to advance the school by providing the highest level of instruction, curriculum, technology, and support necessary to prepare students to be successful in college and in life.

### **Definition of Fundraising**

School sponsored fundraising events and appeals to the school community provide support for needed resources via financial contributions, materials and in-kind gifts, services, and time to provide resources that are not provided by the school's annual operating budget.

## **Chapter 2 - Admissions, Registration and Records**

### **2.1 Non-Discrimination Policy**

The Academy of Our Lady of Peace admits students of any color, race, ethnic origin, or faith to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of color, race, ethnic origin or faith in the administration of its educational policies, scholarships, financial aid programs, athletic and other school administered programs.

### **2.2 Admissions Policy**

Entrance requirements are not exclusively based on intellectual ability, but on a combination of character, willingness to learn and study in an all girls' Catholic educational environment, and other related factors. New students may be accepted into sophomore and junior classes if space becomes available and at the discretion of the school administration. All transfer students must also meet the necessary Academy of Our Lady of Peace graduation requirements. Please see the Course Description Guide for more information on these requirements. It is a rare exception to accept new students into the senior class.

The specific criteria which are considered for determining admission are:

- 1) Completed application, student statement and signed agreement form to complete the program of study at the Academy of Our Lady of Peace
- 2) Completed Recommendation Form or letters of recommendation from a current Math and English teacher, and the student's principal or assistant principal
- 3) Two years of the student's most recent transcripts (7th and 8th grade for a freshman application)
- 4) Two years of standardized test scores from public or private schools
- 5) Student and parent personal interview with an OLP faculty or staff member
- 6) High School Placement Test results (required of all incoming 9th and 10th grade students)

All students who currently have a 504 or IEP plan are required to submit all documentation at the time applications are due. Submission of the student's psychoeducational report will determine whether or not accommodations can be given for the High School Placement Test. If you cannot obtain the psycho-educational report by the deadline we will read it at a later date and cannot guarantee that accommodations will be given for the placement test.

At the time the application is submitted, student applicants must also submit a processing fee with the application. In addition to the criteria for admissions, consideration is given to applicants who are continuing Catholic education, who had a grandmother, mother or sister(s) attend OLP or who are Catholic seeking admission from public school. The admissions process operates independently and is not influenced by the financials of the prospective family. Once accepted, students are expected to maintain good academic and disciplinary standing in their respective schools prior to attending OLP.

## **2.3 Registration Policy**

Enrolled students are given first choice of course offerings for the next year if the Tuition Agreement is completed and registration fee is paid by the specified date determined by school administration. A completed Tuition Agreement, paid registration fee and timely tuition payments ensure returning students space reservation for the next academic year. The school considers a student automatically withdrawn at the end of the current year if the tuition agreement and related paperwork and payments are not returned by the specified date.

## **2.4 Tuition and Fees**

1) A non-refundable registration fee is required with the completed Tuition Agreement for all students. Returning students must pay the registration fee through the school's third party enrollment management company (Blackbaud). The registration fee and agreement are due by March 16, 2020 for the 2020-2021 academic year.

2) All tuition payments are to be made through FACTS, the school's designated third-party tuition management company. Tuition payments begin in June 2019. All families must have an active FACTS account and the June tuition payment must be made in order to maintain the student's enrollment for the school year. The school considers a student's enrollment automatically withdrawn at the end of June if the tuition payment has not been received. Students that are automatically withdrawn will be placed at the bottom of the school's waitlist and may be readmitted at a later date if a slot becomes available.

Families have the option to pay tuition on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month. However, once a date is selected the family must maintain that payment date throughout the school year. Annual tuition is due in June 2019. The annual tuition payment option is entitled to a 3% discount of net tuition to be reflected in the FACTS tuition account. If a family elects to pay over 12-months, payments are due monthly from June 2019 through May 2020.

A student will not be allowed to attend classes until payment tuition and fees have been received. The student's tuition account must be up to date at the beginning of each quarter. (Start of School, 2nd Quarter, 3rd Quarter and 4th Quarter). It is the parent's responsibility to contact the finance office when unforeseen financial problems occur. Failure to fulfill tuition obligations may result in a student's suspension and/or expulsion.

3) The tuition for the 2019-2020 academic school year includes the opportunity for students to participate in 14 academic courses. Students wishing to supplement their course load with additional academic course offerings (15 or more) will be required to pay a \$450 fee per extra semester course (\$900 for year-long courses).

Any student who requests dropping a Zero block, G block, or online course after April 1, 2019 will be charged a \$450 withdrawal fee per course. We staff our schedule according to enrollment prior to April. As a result, we need an accurate commitment from students.

4). All bank charges are passed to the family, including those for insufficient funds, stop payments, closed accounts and bank errors. Payments that fail to clear the bank are routinely re-deposited through your tuition management account. When payment fails to clear multiple times, the full amount plus all bank charges will be added to the family's tuition account.

5) Failure to maintain a tuition account on a current basis may subject a student to suspension and/or student to be held out of class on the first day the quarter. In addition, the yearbook will be held at year-end and graduating seniors will not receive tickets for the graduation exercises.

6) Academy of Our Lady of Peace offers scholarships, and/or tuition assistance to qualifying students. For those receiving scholarships and/or tuition assistance, credits are applied on a pro-rata basis according to the tuition payment option selected. If a student withdraws from school prior to the end of the year, the scholarship and/or tuition is reduced on a pro-rata basis.

7) All students are enrolled for the entire school year and a full year's tuition must be paid; however,

- If a student withdraws before school begins in August, only non-refundable fees and one month's tuition will be charged.
- If a student withdraws at the end of the quarter, prior to the beginning of the next quarter, tuition will only be charged for the current quarter.
- If a student withdraws during the quarter, tuition is due for the entire quarter.

If you have any questions about tuition, please contact the school's Finance Office.

## **2.5 Tuition Assistance Information**

The tuition assistance program at OLP is guided by our belief that parents have an obligation to pay the educational expenses of their children to the extent that they are able. In an effort to promote access for students who will benefit from an outstanding Catholic, college preparatory education and whose contribution in and outside of the classroom will enrich the OLP community, OLP provides tuition assistance to qualified families. OLP's tuition assistance policy reflects standards of equity and fairness and embrace OLP's ongoing commitment to access, affordability and socio-economic diversity.

Tuition assistance is available to families who can document financial need. This assessment is done by an outside service provider. There is a fee for this assessment. Tuition assistance must be applied for each year of enrollment to be considered for allocation. A complete tuition assistance application and tax returns must be submitted by January 15th for the school year starting the following August. In order to be considered for assistance, families must meet the January tuition assistance deadline. Families will not be considered for tuition assistance if the deadline is not met, the application is incomplete, and/or there is missing tax return information. No exceptions will be granted. Please note that in the case of a separated or divorced family, absent compelling circumstances, the school will require both parents to complete all of the requirements for applying for tuition assistance

Tuition assistance decisions are made by a committee and communicated in a manner that allows families to make timely, careful and fully informed enrollment decisions. The committee considers and is guided by the following factors and standards selected by the Board of Directors:

- 1) A cumulative, unweighted GPA of 2.0 must be maintained (determined based on GPA of most recent semester).
- 2) Students must be in good standing with regards to behavior.
- 3) The awards are made on the basis of financial need.
- 4) Families with multiple tuition bills are given additional consideration.
- 5) Other special financial hardships are given consideration.
- 6) Students continuing Catholic Education will be given priority.
- 7) Tuition account must be current.
- 8) Students must be progressing towards graduation.

All information provided to the OLP Tuition Assistance Committee is treated with the strictest confidence. OLP will not make full tuition assistance awards for tuition and fees. OLP believes that every family can demonstrate their commitment to their child's education by making some contribution to the cost of the education. OLP reserves the right to withdraw any offer or award of tuition assistance if it is determined that the application is incomplete, false or includes misleading information. Tuition Assistance is a grant that is applied toward tuition only. Requests for funding for school programs or activities not covered by tuition should be directed to the Finance office. Tuition assistance awards will not be made if the account carries an unresolved past due balance.

OLP expects that all students will in all matters of academic, social and extracurricular life perform to the best of their abilities and OLP will not subsidize substandard performance or lack of commitment to the life of the School. In the review of financial aid applications, the committee differentiates between necessary expenses and money spent for lifestyle choices. With respect to the latter, beyond a certain point, OLP will not provide aid to offset "lifestyle" expenditures that could have been directed towards education.

For those receiving scholarships and/or tuition assistance, credits are generally applied on a pro-rata basis according to the tuition payment option selected. If a student withdraws from school prior to the end of the year, the scholarship and/or tuition assistance is reduced on a pro-rata basis. The student must maintain a certain grade point average specific to the scholarship and tuition assistance awarded. If the student's grade point average falls below the required average the student will no longer be eligible for the scholarship and/or tuition assistance and the account will be adjusted accordingly.

If you have any questions about tuition assistance, please contact the school's Finance Office.

## **2.6 Information Changes**

Parents are reminded to update school records whenever there is a change in their email address, address, phone number, or work number. It is important that school records are accurate so that communication between the school and families may be done in a timely manner. Please call the school Registrar at 619-725-9170 with any changes. Alternatively, parents may complete a Change of Information Request Form via the Student Information System (SIS).

## **2.7 Student Records**

In 1974, the Congress passed the Family Education Rights and Privacy Act. This law gives the student, if she is an eligible student, or the student's parents (if the student is not eligible), certain rights regarding

student educational records. An eligible student is one who has reached the age of 16 or is attending any school after graduation from high school.

The law requires that schools:

- 1) Allow the parent or eligible students to review and inspect the student's record. This rule does not apply to records made and kept by one person, such as a counselor or social worker, which are not shared with anyone but a delegated substitute.
- 2) Give the parent or eligible student the chance to challenge the records in a hearing to make sure they are not misleading or inaccurate.
- 3) Obtain written permission from the parent or eligible student before revealing the records to other persons.
- 4) Notify parents or eligible students of their right under this law.

There are some exceptions to rule #3 above. School personnel may show or turn over records without permission to:

- 1) Other officials of the same school.
- 2) Officials of another school in which the student seeks or intends to enroll.
- 3) Certain federal, state and local authorities performing functions authorized by law.
- 4) Individuals or organizations in connection with a student's application for receiving financial aid.
- 5) Court or law enforcement officials, if the school is given a subpoena or court order.

## **2.8 Transcript Request Policy**

Transcript information reflects a student's home address, date of birth, courses attempted and completed while enrolled at OLP. Cumulative GPA is based on a weighted grade point calculation on all course work completed in grades 9 through 12. A student's transcript does not contain information about a student's co curricular activities, test scores or discipline record.

Transcripts may be requested by one of two methods:

1. Current students should request an electronic copy of their transcript via Naviance. There is no fee for this service.
2. Alumnae may request a transcript by completing the online transcript request form and submitting it with the \$5 transcript fee to the registrar. The online transcript request form located on the [aolp.org](http://aolp.org) website under the Academics tab.

## **2.9 Transfer Students**

Transfer students have amended requirements when it comes to issues such as courses required for graduation, service learning hours and courses that may be repeatable for credit. OLP will determine, during the admissions evaluation, which courses from the previous school(s) will be posted on the transcript and accepted for graduation. Courses posted on the OLP transcript and the corresponding grades will be used in calculating cumulative GPA, based on the OLP grade point scale. In addition, transfer students who plan on participating in OLP Athletics must meet with the Director of Athletics to complete and submit transfer application to the CIF San Diego Section office. A student-athlete "sit-out period" is often a prerequisite for transfer students to fully participate in an OLP athletic program.

## Chapter 3 - Academic Programs & Policies

### 3.1. Curriculum

OLP strives to ensure that the structure of the curriculum will meet the student's present concerns and future needs. Students should select their courses after consultation with their teachers, counselors and parents in order to meet their desires and needs.

The signatures of student and parent on each year's program should indicate careful selection of courses and the intention of remaining in them for the duration of the class. Program adjustments for the entire year will be made initially during the first week of August, then only one more time during the first three calendar days of instruction each semester.

A student may drop a course within the first 3 class meetings of the semester without academic penalty. After this time period and until the first quarter marking period, a student who chooses to drop a semester course will receive a W on their transcript. Students choosing to withdraw from a course after the first or third quarter of the semester will receive a WF (withdraw fail). Additionally, students must demonstrate progress towards graduation while enrolled at OLP. A "WF" has significant implications including loss of credit and GPA impact. All course withdrawal requests must be done in consultation with the student's counselor and approved by the Assistant Principal including completion of proper documentation.

All requests for changes will be given consideration dependent upon space in requested classes and the policy of the school to balance numbers in classes as much as that is possible. Courses with insufficient enrollment will be dropped.

#### **Course Fee Information**

Students can enroll in up to 14 semester courses per academic school year (summer school not included) as part of their tuition and without additional fees. Students who choose to enroll in a 15th course (or more) will be charged a \$450 fee per semester course. Additionally, because we staff courses based on enrollment, any student who requests dropping a 15th (or more) course after March 20, 2019 will be charged a \$450 fee per semester course in the 2019-2020 billing cycle (no refunds will be issued). For the 2019 - 2020 academic school year, the deadline to drop additional (15 or more) courses prior to a fee is April 1, 2019.

#### **Homework**

On the first day of each class, students receive a Course Syllabus which contains homework requirements and study expectations. Additionally, the Curriculum Guide includes course profiles, which estimate homework expectations for each course. Students are encouraged to practice time management and create schedules which are feasible for their work/life balance. Each student is expected to maintain good study habits, including choosing a quiet place free from interruptions and distractions, developing a study schedule, and putting forth her best individual effort to complete each assignment. The Study Hall/ Block G period is an opportunity for students to obtain tutoring or assistance from teachers or to work on group projects. Students should devote a minimum of two hours daily (exclusive of class time) to their written and study assignments. In addition to completion of all written assignments, a student should spend a reasonable amount of time each day reviewing the day's lesson, reading assigned portions of the text, reviewing and studying class notes and vocabulary, and preparing for the next day's lesson.



### **OLP Policy Regarding Late Work**

Students are expected to exercise personal responsibility in all of their academic endeavors. It is the student's responsibility to email the teacher and to check the teacher's homework policy regarding classwork/homework that is missed due to absence.

### **Major Projects, Papers, and Other Long-term Assignments**

All major projects, papers, and assignments must be turned in—or, in the case of same-day absence, emailed—to the teacher before 8:00 AM on the assigned due date (with hard copy of the final draft and all process work to be submitted immediately upon return, if absent), though teachers may extend this deadline according to their discretion. If, however, a teacher has not explicitly stated an exception to this policy in writing, it should be assumed that the universal policy is in place.

### **OLP Policy Regarding Work Assigned During an Excused Absence**

Absences must be verified by parents/guardians and communicated to the instructor by or before the absence, according to school policy. Students will be given the time (and instruction) necessary to complete the missed assignments commensurate to the number of class periods missed, to be decided upon by the instructor. All students will have fair, reasonable, and equitable opportunities to submit their work, with the minimum of one class meeting per day of absence to make up work. (So, if a student is absent on Monday, any assignments missed would be due on Wednesday, at the earliest. If a student is absent Monday and Wednesday, assignments would be due two class periods from Wednesday, etc). Teachers have the discretion to extend this timeline as needed. Teachers are not required to re-teach the material due to absences.

### **3.2. Graduation Requirements**

Students must complete a minimum of 240 credits for graduation. Each subject completed at OLP with a "D" grade or higher is equivalent to five credits per semester. An F or WF grade does not earn academic credit. If the credits are not repeated for a class that the student failed, the student is ineligible to be promoted to the next academic level.

The following course of studies is required for graduation:

<b>SUBJECT</b>	<b>CREDITS/UNITS</b>
English	40
Math	30
Physical Education/Health	20 (15 for 2019)
Religious Studies	40
Science	20
Social Studies	30
Visual and Performing Arts	10
World Languages	20
Speech and Communication	5
Electives	25 (30 for 2019)
<b>Total</b>	<b>240 credits for graduation</b>

In addition, each student is required to perform 85 hours of community service to the community. A minimum of 25 hours per year must be completed freshman through junior years and 10 hours before spring semester of a student's senior year. Transfer students from other schools shall be required to successfully complete graduation requirements proportionate to the time of attendance at OLP. Students

must complete 8 consecutive semesters of high school courses to be eligible for graduation from the Academy of Our Lady of Peace. As a CSJ Catholic institution, we value the consistent pursuit of faith and knowledge; therefore, students must be enrolled in religion during the fall and spring semesters for all four years.

### **3.3. Grading Scale**

The grading scale is as follows:

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = 59% & below

It is important that both students and parents understand the different ways in which individual academic departments reflect learning progress. In all cases, assessment practices are developed to reflect learning characteristics of that particular discipline. At the beginning of every academic year (for courses that are two semesters in length) and semester (for courses that are one semester in length), each teacher provides written explanations of grading practices in that class. Students should refer to the class syllabus for specifics with regard to: grading scales, make-up test procedures, and homework policies.

### **Incompletes**

At times, a student might miss a significant amount of school due to a serious illness or hospitalization. In these cases, a resource team comprised of the student's teachers, counselor, and Assistant Principal will work together with the family to support the student's academic progress. A teacher may assign a grade of incomplete if necessary so the student has the opportunity to make up the assignments that were missed. The incomplete must be made up within three weeks after report cards are received barring extenuating circumstances approved by the Assistant Head of School. It is the responsibility of the student to find out what work must be completed. The grade of incomplete will automatically become an "F" if another grade is not submitted by the teacher at the end of the three-week period.

### **3.4 Grade Point Average**

The four-point system per unit is used in computing the grade point average for the semester.

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point

All courses are included in the GPA. Advanced Placement and Honors level courses carry one additional grade point (A = 5, B = 4, C = 3, D = 2; grades below D earn no credit). The number assigned to the grade is multiplied by the number of credits for that course. These numbers are added together and divided by the number of credits attempted. In some instances, when a student takes multiple weighted courses and an additional (7th course) the cumulative GPA may be lowered even when all A grades are earned.

### **3.5 Grade Reporting**

The school year is divided into two semesters, each of which is composed of two quarters. At the end of the first and third quarter, progress reports are issued. If necessary, during the middle of each quarter, students receive progress reports indicating that deficiencies exist in their academic progress. These quarterly reports are prepared by the instructor and emailed to the parents of the student in order to

formally alert both parties that an academic deficiency exists and that there is danger of the student receiving a below average or failing grade in the subject. Formal deficiency notices are to be signed by the parent and returned to the student's teacher within a week of the date issued. Both students and their parents can review academic progress at any time using the school's online grading program.

### **Report Cards**

Report cards are mailed at the end of each semester and include the following information: academic grades for each subject, credits for each subject and teachers' comments.

### **Transcripts**

Transcript information reflects a student's legal name, home address, telephone number, and courses attempted and completed while enrolled at the Academy of Our Lady of Peace. Cumulative GPA is based on a weighted grade point calculation on all course work completed in grades 9 to 12, using the OLP grade point scale. A student's transcript does not contain information about a student's co curricular activities, test scores, or discipline record. OLP does not rank students' GPAs.

While we encourage students to participate in summer enrichment programs, including summer school, only coursework that is used to fulfill prerequisites for OLP graduation requirements or course prerequisites will be posted on the transcript. The Assistant Principal, Director of Curriculum and Instruction must approve all courses.

Parents are reminded that they should retain a copy of student's official transcript for any courses completed in summer school or outside of OLP to use in the college admissions process.

### **3.6 Grade Review Request**

A student who wishes to challenge a semester grade may do so by requesting a formal grade review by the Administration. All challenges must be made in writing within two weeks of the grade issuance. Grade Review Request forms are available in the office of the Assistant Principal, Director of Curriculum & Instruction. The review process calls for a written rationale, the response of the teacher who originally issued the grade, and a decision for the grade to either remain as submitted or be changed by the Assistant Principal of Curriculum & Instruction.

### **3.7 Advanced Placement Program**

The Advanced Placement Program at OLP offers a college/university level curriculum for high school students. An AP course at OLP will assess students by college/university level standards. It is expected that college/university level projects and activities that span a wide range of intellectual tasks will be assigned to students. Students who sign up for AP courses must be highly motivated and will make the AP course and exam a priority. Students should carefully consider the level of difficulty that an advanced placement course, or courses, present and plan their schedule wisely.

Please note that there is a separate test fee for each AP exam. Those fees are not included in tuition. An AP Test Fee Form will be given to families at the start of each class. The due date to return the forms is January 30, 2019. The AP fees are paid directly to a third party administrator. No refunds will be issued. The school cannot receive a refund for AP tests that are ordered for students.

For those families facing financial hardship, there is a test fee waiver form that can be accessed from the Counseling offices.

### 3.8 Honor Roll and Honor Societies

#### HONOR ROLL

Honor roll status is granted at the end of each semester according to the following requirements:

1. Head of School's Honor Roll includes GPAs of 4.0 and higher.
2. First Honors includes GPAs of 3.67 to 3.99.

Honor Societies Sponsored by the Academy of Our Lady of Peace:

- California Scholarship Federation: To be eligible for membership, students must earn 10 points each semester from five subjects certified on a list as qualifying subjects for CSF. A grade of "A" merits three points, while "B" merits one point. Freshmen may become associate members during their first semester if they have held membership in the Junior CSF in the 8th grade, and during their second semester if they meet the regular membership requirements. A gold cord or a gold stole is worn at graduation. See specific award information in the subsequent section.
- National Honor Society: The John F. Kennedy Chapter of the NHS was established at OLP in 1965. Students of the sophomore, junior and senior classes who have a minimum scholarship of "B," or 85%, are invited by letter to consider applying for NHS membership. Final election of members is made by a faculty committee on the basis of written application as well as verifiable leadership, service and scholarship as evidenced most specifically on campus. The purpose of this organization is to create enthusiasm for scholarship, to render service, to promote worthy leadership and to encourage character development. Final selection is based upon a student's demonstration of these four qualities. A blue honor cord is worn at graduation.
- National Art Honor Society: This was established at OLP in 1984. It recognizes those students who excel in art scholarship, character and Service. Applicants must have a 3.0 average or above in all art classes taken in high school, must have taken at least one semester of art at OLP, and be voted on by the faculty.
- The National Spanish Honor Society: This chapter of Delmira Agustini, was established in 2014. It consists of members enrolled in Spanish III or higher and explores Spanish culture and language. It invites those enthusiastic about the Spanish culture to participate and host activities that immerse themselves in the Spanish language and its tradition in both Spain and Latin America.
- Rho Kappa: Rho Kappa Social Studies Honor Society is the only national organization for high school juniors and seniors that recognizes excellence in the field of Social Studies.
- National Speech & Debate Association Honor Society: The National Speech & Debate Association Honor Society recognizes high school students for participation in speech and debate activities. Students earn distinction through speech and debate competition, as well as community service, public speaking, and leadership activities. Members are eligible to join the Honor Society once they have earned the required number of points.
- International Thespian Society: The International Thespian Society, founded in 1929, is an honor society for high school theatre students, including those on stage *and* back stage. It is a division of the Educational Theatre Association, and serves students in grades 9-12. Festivals are held annually at the district, state and national levels. Membership currently stands at approximately 100,000 student members across 4,700 schools. There are various offices including President, Vice President, Treasurer, Secretary, Publicity, and Historian. There are also state and international student leaders elected annually by their respective student bodies.

### 3.9 Academic Awards

The following are Academic Awards presented to students at Graduation:

- Valedictorian and Salutatorian Honors: The senior student who earns the highest cumulative grade point average after seven semesters of coursework is designated as Class Valedictorian. The student who earns the second-highest cumulative grade point average after seven semesters of coursework is designated as Class Salutatorian. OLP Administration reserves the right to discern if there is more than one student that has earned the distinction of Valedictorian and/or Salutatorian. To earn either of these academic distinctions, a student must have completed at least six, consecutive semesters of study at the Academy of Our Lady of Peace, and have not missed more than 8 days of classes each year (excused or unexcused) by January of their senior year. To be named a Valedictorian or Salutatorian, a student must have also demonstrated exceptional standards of behavior (no serious disciplinary record) and respect for school mission and traditions. All transcripts from enrichment coursework outside of the Academy of Our Lady of Peace must be submitted by 3 pm on the first day of the second semester of the student's senior year to be considered as part of the calculation for the award.

### **California Scholarship Federation Awards:**

CSF is an organization whose purpose is to foster high standards of scholarship, service and citizenship. Its motto is "Scholarship for Service." These honors are signified by the following awards: the official CSF Life Membership Lamp pin, the Federation Chapter Seal on the diploma, permanent record and transcript, and the gold tassel and honor cord for graduation. There are four types of membership:

- Associate Membership: Any student in the second semester of the 9th grade or first semester of the 10th grade whose grades meet CSF requirements, or any student in the first semester of the 9th grade who was an Honor Member of the CJSF in her elementary or junior high school, can apply for associate membership. Membership is based on scholarship and citizenship only. Membership is for the semester following the one in which the qualifying grades were earned. Application must be made each semester; it is neither automatic nor retroactive. Grades earned in the second semester of the 12th grade will count toward Life Membership.
- Semester Membership: Any student in the 12th, 11th or second semester of the 10th grade who has met the required eligibility standards can apply for semester membership.
- 100% Membership: Recognition is given to those seniors who have been members for all of the last six semesters of high school.
- Sealbearer or Life Membership: Any student maintaining membership in the California Scholarship Federation (CSF) for four semesters of her last six (one of which must be in her senior year) becomes a life member or sealbearer.

Membership is neither automatic nor compulsory. The Bylaws (Article IV, Section 2) and every chapter's mandatory Standing Rules (Article III, Section 3) require that the eligible student actually apply for membership, and retroactive membership (after the deadline) is prohibited.

### **Academy of Our Lady of Awards:**

- Academic Awards: OLP recognizes outstanding students in each of its academic departments at an honors assembly at the end of the second semester. Students in grades nine through twelve are awarded honors in: Religious Studies, English, French, Spanish, Social Studies, Life Science, Physical Science, Mathematics, Computer Science, Physical Education, Art, Music, Dance, and Athletics.
- Ada B. Nisbet Alumnae Award: This award is presented to a graduating senior nominated by members of the faculty and staff. The basis for this selection is determined by the student's characteristics of the ideal OLP student who emulate a *woman of heart, woman of faith, woman of courage and woman of excellence*. Students should demonstrate a commitment to service and sisterhood through their actions and activities.

- Special Community Awards: Special series of awards honor both the Sisters of St. Joseph who were part of OLP's history and the OLP women who are making Academy history today. Given in the areas of Leadership, Service and Spirit, these awards are presented each year: the Fontbonne Awards for outstanding OLP Seniors; the Generosa Awards for outstanding OLP Juniors; the Mother Catherine Awards for outstanding OLP Sophomores; and the Mother Margaret Awards for outstanding Freshmen.
- St. Joseph Day Awards: Each year the faculty and staff select three seniors as recipients of the St. Joseph Day Awards honoring "all of which woman is capable." The recipients emulate the spirit of our Sisters of St. Joseph of Carondelet by serving others as the "dear neighbor" and working to build a unified community. These young women live out the mission of our CSJ based on John 17:21 "that all may be one," and the charism of unifying love. In addition, these students are leaders in exemplifying Mother St. John Fontbonne's call that we grow as women of faith, women of heart, and women of courage.
- Athletic Awards: Individual sports recognize their Most Valuable Player, Most Improved Player, Most Inspirational Player, and Team Faith Leader at the end of the respective season of sport. Additionally, the awards for Rookie of the Year, Senior Scholar Athlete, and Athlete of the Year are awarded in May.

### 3.10 Christian Service Learning Program

#### Introduction to Service Learning at OLP

Serving our Dear Neighbor is the heart of the CSJ mission and, therefore, also the heart of OLP's mission. We are called to be loving disciples, serving our neighbor with gentleness, peace and joy. As a member of the OLP community, each student will engage in Christian service, striving to bring about Christ's kingdom of justice and love.

Service at OLP is grounded in the understanding that every person is created with innate worth and dignity. Through our Christian Service Learning program, students at OLP live the CSJ call to be women of heart, women of faith and women of courage.

#### General Requirements for Service

It is a graduation requirement for each student to complete **85 hours** of volunteer service. This breaks down to 25 hours each for the first three years and 10 hours for senior year. Students are encouraged to go above and beyond these requirements, and we are proud to say that the majority of our students do.

Service hours for each school year can be performed beginning in June of the summer before the school year and up until the beginning of the next school year. Students are encouraged to utilize the summer vacation to participate in meaningful service experiences.

Because serving our Dear Neighbor is the heart of our service learning mission, **at least 70 hours of students' volunteer service must be direct**. A maximum of 15 indirect hours will be accepted to fulfill the graduation requirement of 85 hours. All hours may be direct.

#### Direct and Indirect Service

**Direct Service** - Hours spent working immediately with those in need or disadvantaged populations. These hours involve face-to-face contact with our Dear Neighbors and focus on building relationships and serving in a personal way.

- *Examples: tutoring children, serving food in a shelter, visiting the elderly, helping patients or their families in a hospital, coaching a team for a person with a disability.*

**Indirect Service** - Hours that do not involve direct interaction with members of a marginalized population. Indirect hours involve the important work that supports non-profit organizations behind-the-scenes. These opportunities are wonderful to be involved in, but service learning at OLP is focused on building relationships with our Dear Neighbors in need.

- *Examples: clerical or custodial work, fundraising events, 5k races, animal care, school/parish/ethnic festivals or meals, beach/neighborhood clean-ups, altar serving.*

### **Examples for Further Clarification**

- In a school setting....
  - **Direct** - *tutoring students or helping with crafts*
  - **Indirect** - *helping a teacher grade assignments or decorate their classroom*
- With a shelter....
  - **Direct** - *serving food to individuals in need*
  - **Indirect** - *sorting or packaging food donations*
- At a hospital....
  - **Direct** - *guiding patients to their rooms, visiting their families*
  - **Indirect** - *assisting in labs, working at gift stores*
- With your parish....
  - **Direct** - *working with children in Vacation Bible School*
  - **Indirect** - *Liturgical Ministry (altar serving, lecturing, etc.)*

The goal of community service is not to give free labor. The goal is to provide support to persons and organizations already engaged in Christian Service who would ordinarily be limited in such service without volunteers. Service should be completed with an officially recognized non-profit or service provider. Inappropriate choices for service include babysitting for free, working for free in any place of business, assisting sports teams for other high schools, etc.

Hours completed at OLP events or with OLP students can count towards students' indirect hour totals. If you have any questions about service opportunities you are considering, please contact the Director of Service Learning and Retreats.

### **Submitting Service Hours**

All service hours should be logged online at x2VOL.com. All service hour submissions must include a completed verification form, signed by your supervisor, to be approved. This form, as well as instructions for registering on the website and submitting hours, are available online and in the Campus Ministry office. Please contact the Director of Service Learning and Retreats with any questions or concerns.

### **Service Hour Due Dates**

**Monday, August 26, 2019**      Deadline for grades 9 - 11

Friday, January 25, 2019

Deadline for grade 12

### **Consequences for Failure to Complete Service Learning Requirements by Deadlines**

1. Late submission of service hours will impact a student's participation in extracurricular activities, including exclusion from the activity for the 1st quarter. This includes, but is not limited to, athletics, drama, dances, ASB, Link Crew and Carondelet Circle.
2. Consequences may also include ineligibility to attend end-of-year activities, withholding of yearbooks and graduation tickets, and disciplinary consequences, which may include activity restrictions.

Failure to complete the Service Learning requirement by the posted deadline will be treated as a failure to comply with academic promotion and graduation requirements. The student bears the responsibility of discussing this situation with their Assistant Principal and must complete the necessary hours before her return to school for the next academic year (grades 9-11) or graduation from the Academy (grade 12).

### **Frosh, Sophomore and Junior Years**

Students must complete 25 hours of service with officially recognized non-profits or service organizations. At least 20 of these hours must be direct service, but students may choose to submit 5 hours of indirect service towards their yearly goal. Refer to the 'Direct and Indirect Service' section above for clarification.

Please consult the Director of Service Learning and Retreats if you are unsure that your service is appropriate for these requirements.

### **Senior Year - Intentional Service**

Seniors must complete 10 hours of direct service with **one** officially recognized non-profit or service organization. This service experience must take place between June 1, 2019 and January 25, 2019.

The purpose of establishing a commitment to one organization is to encourage students to deeply understand the mission of the organization and develop meaningful relationships. Students are encouraged to choose an organization that reflects their career interests in some way.

### **3.11 Academic Integrity Policy**

As a community that affirms the traditions and values of the Catholic faith, the Academy of Our Lady of Peace demands academic integrity and ethical conduct in all areas of school life. Students, parents, teachers, staff and administrators must work together to maintain and enforce an atmosphere of honesty and respect for each other's work and ideas in all areas of campus life. All academic work prepared at home and at school should always be the product of the student's own reflection, analysis and research.

Academic dishonesty includes, but is not limited to:

**Plagiarism.** Plagiarism is defined as the theft and use of another's ideas (including classmates) or writings as one's own, with or without the knowledge of the other person. This includes not properly citing sources in a written work

and sources taken from the Internet and/or other electronic resources.

**Cheating.** Cheating is defined as using unauthorized notes, materials, and/or resources of any type (calculators, the help of another student, looking at another paper, etc.) on any exam, quiz, paper,



and/or homework assignment. Allowing another student to cheat from one's own exam, paper, and/or homework and attempted cheating (e.g. intent to use unauthorized notes on a test or quiz) is also considered cheating.

Consequences will be appropriately assigned to any student who gives the impression of academic dishonesty by word and/or action.

OLP, therefore, supports the belief that academic integrity demands individual accountability with regard to the submission of all student work. Plagiarism of any kind is cheating and constitutes a breach of the spirit of honor and mutual trust at OLP, and will not be tolerated within the OLP community or wherever a student represents OLP. Such actions will result in loss of academic credit and disciplinary action. As a means of guiding student understanding of the correct manner of source citation, all departments promote accurate and honest academic research. Instruction with regard to how sources should be cited, when they should be cited, and consequences of incorrect citation is given at all grade levels.

### **Plagiarism**

A student who submits as her own, the word, facts, or ideas of another source is guilty of plagiarism. According to OLP policy:

1. The student may not receive credit for the assignment/paper per the discretion of the teacher and the Assistant Principal of Curriculum & Instruction.
2. A student may be asked to participate in a meeting with both her teacher and parents in order to assist her in understanding the meaning and severity of plagiarism.
3. The student could be sent directly to the Discipline Board and be held accountable for her actions, particularly if an incidence of plagiarism is repeated a second time. A copy of the plagiarized work with a report of the incident will be submitted by the teacher to the Discipline Board.

### **Academic Code of Honor**

Students may be asked to sign an Academic Code of Honor prior to completing a final assessment as a reminder of the OLP policy on academic integrity. Included in this code is the following:

- "As a student of OLP, I am educated to be a woman of honesty, integrity and responsibility. **Honesty** is a value that compels each person to be truthful and to uphold the truth. **Integrity** is a firm commitment to shared values, whether alone or in the presence of others. **Responsibility** involves being accountable for one's actions and for accepting the consequences of those actions. I affirm that I have completed this academic task with honor, integrity and responsibility. I did not give or receive any assistance that was not permitted. I understand that my signature is an acceptance of OLP's Honor Code. If I do not abide by our Honor Code, I will accept the consequences as set out in the *Student Handbook* for my actions. Such consequences include loss of academic credit and disciplinary actions.

### **3.12 Academic Review Process**

As a college preparatory school, the Academy of Our Lady of Peace provides those courses and learning experiences that are necessary for a student's admission into college. Included in this program is a policy that expects each student to earn a minimum grade of "C" in every course attempted. Any student who earns two or more "D" grades or one "F" grade will participate in an Academic Review Process. Students who earn F grades are not making progress towards graduation and may, therefore, be ineligible to participate in extracurricular activities such as school dances, Spring Sing, drama productions, OLP Athletics, and other co-curricular activities.

The Academic Review Process involves a mandatory meeting with the student and her counselor to discuss the causes for her academic performance. Parents will be notified by the school counselor of the meeting and the plan for supporting academic achievement. Parents are encouraged to remain in communication with the school counselor and set up a meeting or phone call if deemed necessary.

In the case of a student receiving an “F” grade, the meeting will be mandatory for the parents, student and her counselor. Discussions will include study habits, curricular and co-curricular activities, and the student’s plan for improving her academic record. Failure to improve grades will either mean the student’s placement on Academic Probation, or recommendation of non-continuation at OLP.

When a student earns an “F” grade in their senior year it results in certain consequences.

- 1) If the “F” grade is earned at the conclusion of the first semester of a year long elective course then the student will be removed from the second semester of the course.
- 2) An “F” grade is not granted academic units. If a student does not have extra units to replace the missing 5 units then she will not meet graduation requirements.
- 3) If the “F” grade is earned in a required course then the course must be repeated prior to graduation to satisfy graduation requirements.

Students who do not meet graduation requirements will not be granted a Diploma until all requirements have been met.

### **3.13 Academic Probation**

Students are placed on Academic Probation for a period of one semester when any one of the following conditions are met:

- Students earning below a 2.0 Semester GPA
- Students who receive one or more semester “F” grade(s)
- Students who receive two or more semester “D” grades
- Students are prevented from enrolling in a required course due to a missing prerequisite
- Students who are deficient in total number of units required for graduation

Once placed on Academic Probation, the student will be required to meet with her counselor. A course of remedial action will be prepared by the counselor regarding the deficiency. While on Academic Probation, the following will apply:

- Placement on Academic Probation will make a student ineligible to participate in athletics, theater productions, Spring Sing, Robotics, Mock Trial, student leadership, or other extra/co-curricular activities at OLP.

### **3.14 Academic Disqualification**

A student will be academically disqualified from further attendance at the Academy of Our Lady of Peace if she receives two or more semester F grades during a given semester, or if the student fails to meet the terms of academic probation.

### **3.15 Academic Renewal or Refreshment**

Semester “D” grades, while considered passing in the secondary California high school system, do not support a student’s transition into the next phase of learning. In addition, neither “D” nor “F” grades meet the admission standards at most colleges and universities. Students who earn a semester “D” or “F” are, therefore, encouraged to repeat the class.

A student *may* renew (or refresh) a grade of “D” or “F” if the same class is repeated on the OLP campus or if it is repeated at another institution (online or traditional school) provided that the repeated course has UC/CSU approval.

Priority seating in all OLP classes, however, is given to students enrolled in the class for the first time. Students repeating a class for renewed academic credit are enrolled only if space allows. Students are highly encouraged to immediately make up a class during summer school (at OLP or another approved institution). Counselors are available to assist families in finding approved courses and institutions.

### **Reporting Repeated Courses on the Transcript**

To obtain academic credit, the student must earn at least a “C” grade or higher in the repeated course. The original “D” grade remains on the student’s OLP transcript, but, once successfully passed, the units are changed to “0” (the D grade is removed from the GPA calculation). The repeated course is recorded on the transcript and now carries the academic units (the new grade is now used to calculate the GPA).

Please note that a semester grade of “F” *must* be repeated in order to meet OLP graduation requirements. In the case of an original “F” grade, the original “F” remains on the transcript and *does* impact the student’s overall GPA. The repeated grade is added onto the student’s transcript and is averaged into all other credits earned.

Upon completion of the course(s), the student must submit an official transcript to the Registrar (no later than August 1st of the new school year).

### **3.16 Academic Enrichment Policy**

The Academy of Our Lady of Peace encourages students to explore areas of academic interest. In cases where OLP does not offer an academic subject of interest or when the student desires to accelerate their learning opportunities, a student may take the course off campus as long as it is not an OLP graduation requirement. This course will be recorded on the OLP transcript (if desired) only if the student took a UC/CSU approved course that is not currently a graduation requirement at OLP. We will allow a student to report up to two enrichment courses on the OLP transcript. Enrichment courses will not be calculated into the determination of Valedictorian and Salutatorian. Upon completion of the course, the student must submit an official transcript to the Registrar. Students are encouraged to receive approval of the school Registrar for the course prior to enrollment.

### **3.17 Off-Campus Fulfillment of Course Requirements**

All required courses are ordinarily taken on the OLP campus. In rare circumstances, students may fulfill graduation requirements off campus. Students wishing to request this permission must individually consult with the Assistant Principal, Director of Curriculum and Instruction before a decision is made. In all cases, the off-campus institution/program must show proof of offering an approved UC/CSU course. A syllabus review will need to be provided to the Assistant Principal to ensure the course is similar to OLP’s graduation requirements.

When permission is given to take a required course off campus, the student is still responsible for taking an alternative course on campus during that semester in order to complete 30 credit hours. Upon receipt of the official transcript for the off-campus course, academic credit will be added to the student’s official transcript. Only grades of “C” or higher will transfer.

### **3.18 Medical Waiver for Physical Education**

A student who is unable to fully participate in PE class must bring a note from a physician to their Counselor and the PE Department Chairperson, who will determine whether the student may safely participate in an adaptive PE program. Students who are excused from participation in PE may be required to participate in alternative projects and/or assessments. Students who have a long-term medical condition (exceeding but not limited to one quarter) which excuses them from the regular PE program should request a PE waiver from the PE Department Chairperson.

### **3.19 STEM Graduation Certificate Program**

In 2016 the Academy of Our Lady of Peace created the Science, Technology, Engineering, and Mathematics (STEM) certification to acknowledge students for their achievements and involvement in STEM related activities. Students completing the requirements to earn a STEM certificate will receive special recognition at their commencement ceremony, as well as a seal of completion on their graduation diploma. In addition, documentation of STEM completion will be noted on their transcript.

- I. Maintain 3.0 overall GPA (unweighted cumulative)
- II. Adherence to all policies outlined in the Student/Parent Handbook
- III. The following course of studies is required for graduation:

### **STUDENT RESPONSIBILITIES BY ACADEMIC YEAR**

#### **I. Freshman year**

- Maintain 3.0 overall GPA (unweighted cumulative)
- Maintain a “B” or higher in either Algebra I or Algebra 2 Honors
- Maintain a “B” or higher in Biology or Biology Honors
- Set up STEM Profile within 30 days of completing first semester
- Attend one STEM Certification Group meeting per month
- Update STEM Profile within 30 days of finals
- Join STEM related club

#### **II. Sophomore year**

- Maintain 3.0 overall GPA (unweighted cumulative)
- Maintain a “B” or higher in science course
- Maintain a “B” or higher in math course
- Attend one STEM Certification Group meeting per month
- Update STEM Profile within 30 days of finals

Complete one or more of the following:

- Maintain membership in STEM related club
- Successfully complete a nationally recognized industrial certificate
- Start an internship with a STEM related off-campus entity

#### **III. Junior year**

- Maintain a 3.0 overall GPA (unweighted cumulative)

- Complete at least one honors level math or science course
- Maintain a “B” or higher in science course
- Maintain a “B” or higher in math course
- Maintain a “B” or higher in chosen STEM elective(s)
- Attend one STEM Certification Group meeting per month
- Update STEM Profile within 30 days of finals

Complete one or more of the following:

- Maintain membership in STEM related club
- Successfully complete a nationally recognized industrial certificate
- Start an internship with a STEM related off-campus entity

#### IV. Senior year

- Maintain a 3.0 overall GPA (unweighted cumulative)
- Complete at least one honors level math or science course
- Maintain a “B” or higher in science course
- Maintain a “B” or higher in math course
- Maintain a “B” or higher in chosen STEM elective
- Attend one STEM Certification Group meeting per month
- Update STEM Profile within 30 days of finals
- Present a featured project and college plans to STEM Certification Panel

Complete one or more of the following:

- Maintain membership in STEM related club
- Successfully complete a nationally recognized industrial certificate
- Start an internship with a STEM related off-campus entity

### 3.20 Summer School

Students may choose to take a course during the summer at either OLP or another institution for either enrichment or refreshment. In some cases, these courses can be added to the official OLP transcript. All courses taken off campus will be identified by a “\*” on the transcript. Review Section 3.16 for submission of a non-OLP course. Enrichment courses will not be calculated into the determination of Valedictorian and Salutatorian.

### 3.21 Field Trips

Field trips sponsored by OLP serve the purpose of enhancing the classroom curriculum. All participating students will submit a signed parental permission form that clearly states the education purpose of the activity and the day’s schedule. The classroom teacher and an appropriate number of chaperones will supervise trips. Please be aware that all school trips require a parent/guardian signed permission slip and are due a minimum of three days before the scheduled event.

### 3.22 Travel Program

OLP offers U.S and international travel opportunities for their students in all grade levels. These opportunities support the mission of OLP and each has a central theme and well-defined agenda. All are

designed to exceed what a student might experience when travelling on a typical tourist trip and offer a dimension of learning that is not possible in a traditional classroom or through technology and distance learning. All Academy trips are chaperoned by Academy faculty in numbers that are sufficient to effectively monitor each travel group. It is understood that trip participants will uphold OLP's standards of appearance and behavior, should be responsible and cooperative travel groups members and should present a good history of behavior at OLP when applying to attend the offered trips. More information can be found on the aolp.org website. OLP school policies are in effect during OLP sponsored travel.

## Chapter 4 - Student Activities

### 4.1 Leadership Development Program

It is a long-standing tradition at OLP to foster the leadership development of its students through its curricular offerings and its co-curricular programs including student government, Campus Ministry, Athletics, Carondelet Circle, Link Crew, Spring Sing, and Drama. All student leadership positions are rooted in our CSJ Mission.

#### Student Government

The purpose of student government at OLP is to develop the leadership potential of its students, to promote their involvement and participation in school activities, and to give the members of the Associated Student Body a democratic means of government. Any enrolled student of the Academy of Our Lady Peace is eligible to participate in the election of students who will represent them in all matters and who will coordinate and provide for the activities of the Associated Student Body. Students may be elected to Founders' Council by the vote of the student body and to Class Council by members of their class. Students are appointed to the Commissioner positions through an application and interview process. These elected and appointed officers comprise the Student Council.

To be eligible to run for the Student Council, a student must meet the following requirements:

1. **Academic Requirement:** Have a cumulative GPA of 2.5 and a third quarter GPA of 2.5 with all "Cs" or above at the time of application.
2. **Conduct and Discipline Requirement:** Students must be in good standing with conduct and behavior to maintain an elected officer position. She may not be on Disciplinary Probation. No student may have any unsatisfactory marks in either citizenship or conduct on her latest report card (Comment Codes which would make a student ineligible include: Conduct Needs Improving, Attitude Needs Improving, Rude and Discourteous).
4. **Attendance Requirement:** Applicants may not exceed the number of absences per semester as stated in the absence policy.
5. **Service Hour Requirement:** Applicants must have completed the required number of Service Hours for their grade level within the established deadline.
6. **Re-election:** Students seeking to hold office (same position or new position) must receive a recommendation from their moderator stating that the student is in good standing and served the current role according to the requirements (attending meetings, supporting events through set-up and clean-up, etc.).

Any student who fails to meet the stated requirements may submit a letter of appeal and show cause for obtaining an eligibility waiver to the Assistant Principal, Director of Campus Life.

Candidates elected must maintain the qualifications listed above throughout the elected service appointment in order to maintain good standing in office. If qualifications are not maintained, the student officer may be removed from office.

Once elected, student leaders must also maintain the qualifications listed above during the year of their term of office. Failure to meet eligibility requirements more than once during the year of their term in office will result in permanent removal from office.

The school reserves the right at all times to determine the eligibility of any student who is seeking election to a student government position. Additionally, the school reserves the right per the discretion of the Assistant Head of School to remove any student officers at any point in the school year based on a failure to meet or promote the Mission of the Academy of Our Lady of Peace, including a failure to meet school policies and/or student leadership expectations.

#### **4.2 Traditional OLP Annual Activities**

**Father-Daughter Night:** An annual event held for students and their fathers.

**Mother-Daughter Luncheon:** An event held for seniors and their mothers.

**Grandparents Day:** A day when grandparents join their granddaughters on campus.

**Candlelight Procession:** An Advent celebration featuring living tableaux of the Gospel story of the Nativity and the singing of Christmas carols.

**Miss OLP:** A recognition of those students who most represent themselves as CSJ women of faith, courage and heart. Parents traditionally present their daughters at a formal assembly on campus, followed by a semi-formal dance for all students.

**Spring Sing:** A musical extravaganza featuring each of the classes in a song, dance and dramatic presentation of a selected theme. Class competition results in the awarding of ribbons and the coveted plaque for the performance deemed best by a panel of judges.

**St. Joseph's Day:** Special celebration in honor of St. Joseph, the patron of the Sisters of St. Joseph, and the co-patron of the school. The recipients emulate the spirit of our Sisters of St. Joseph of Carondelet by serving others as the "dear neighbor" and working to build a unified community.

**Community Day:** A day set aside in the spring for prayer (traditionally called "Mass on the Grass"), community-wide celebration, competitive games and outdoor lunch. Proceeds support both local and foreign missions.

**Evening of Excellence:** A special ceremony to recognize students from all grade levels for outstanding levels of academic achievement as well as service to the school and community.

#### **4.3 OLP and St. Augustine Co-Curricular Activities**

Eager to support a vibrant co-curricular program, OLP shares a special activities calendar with St. Augustine High School. Joint opportunities include: dramatic and musical productions, leadership activities, coordinated faith and service and social events. Such activities are generally coordinated through each school's Campus Life and Campus Ministry Programs.

#### **4.4 School Events**

A "School Sponsored Event" or "Event" is one which has been approved by the school and for which the school provides supervision. All School Sponsored Events have a specified starting and ending time. As partners with parents in their children's education, we will notify parents of concerns about student behavior whenever questionable activities occur on or off campus, especially if these negatively affect either the reputation of another student or of the school.

#### 4.5 Dance Policy

Each year OLP sponsors "Homecoming Dance" and "Miss OLP Dance," and co-sponsors the "Senior Prom" and the "Junior Boat Dance" with Saint Augustine High School. The Homecoming and Miss OLP Dance is open to all students of OLP in good standing. The Senior Prom is open to all 12th grade students in good standing. The Junior Boat Dance is open to all 11th grade students in good standing.

The purpose of these guidelines is to promote a safe, clean, and fun environment at dances. All rules pertaining to discipline and dress are in effect at sponsored dances, including the following:

1. Chaperones: Faculty members and other designated chaperones have the full authority to admit, refuse entrance to, or dismiss any student from a dance. The chaperone will contact the parent/guardian of any OLP student who is asked to leave the dance. At all times the instructions of any chaperone and/or supervisor must be followed.
2. Each dance will set a time frame for when doors are opened and closed for the event. Students are expected to meet this requirement. Exceptions to this rule are only made when special circumstances warrant and a note of explanation from the student's parent/guardian is submitted to the Assistant Principal, Director of Campus Life in advance of the dance. No exceptions will be made at the time of entrance to the dance. There are not in and out privileges.
3. Some dances require a Dance Agreement to be completed. These are available from the Assistant Principal, Director of Campus Life.
4. Specific dances allow for off-campus guest passes. The Assistant Principal, Director of Campus Life will provide the application for dances that support off-campus guest attendance.
5. Student I.D.s: All students must show a high school I.D. to gain entrance into an OLP dance.
6. Substance Usage: Anyone possessing, using, or found to be under the influence of alcohol or other drugs will be held and released only to parents or police. The school policies and procedures for use of alcohol and/or other drugs will be implemented on campus following the dance. Tobacco use and products are not acceptable at school and school functions, and the student handbook lists the consequences for these serious violations of school policies.
7. Transportation: Students who require parent/guardian transportation must arrive by the specified time and must be picked up by the specified time at the conclusion of the activity. An authorized adult will remain at the activity site until all students have been picked up. Students will only be released to their parent or guardian if a student needs to leave an event prior to the "doors open" time listed for the event.
8. Formal Dance Dress: Tasteful, elegant attire is required. Dresses must be floor-length or calf-length, and slits may not be more than 4 inches above the knee. High-low dresses are appropriate if they meet the slit-length expectations. Dresses and jumpsuits may be strapless but must be tasteful and appropriate. Dresses that are too revealing, expose the midriff or cleavage, are one-piece or two-piece with any portion of the midriff open, or are too short in length are not appropriate for this event. Attire may not be backless (below the elbow), may not be see-through, or have cutouts on the side or the front. A sheer layer that reveals more than four inches above the knee or a low-cut neckline is not acceptable. Gentlemen Guest Attire: Gentlemen are required to wear a tuxedo or suit and tie. OLP reserves the right to determine what is appropriate attire.
9. Semi-Formal Dances: A tasteful, elegant dress, pantsuit, or jumpsuit for a Catholic school dance is required. Dresses may not be shorter than 4 inches above the knee. This includes any slit. Dresses that are too revealing, are skin tight or form-fitting, expose



the midriff or cleavage, or are too short in length are not appropriate. Dresses may not be backless (below the elbow), may not be see-through or have cut-outs. Please be modest with sheer material. A sheer layer that reveals more than 4 inches above the knee or a low cut neckline is not acceptable for a Catholic high school dance. Dresses and jumpsuits may not be strapless. OLP reserves the right to determine what is appropriate attire.

10. Attire that is inappropriate for the occasion or deviates from the modesty of a Catholic school dance may result in being denied admission and/or a Saturday detention will be issued.
11. Inappropriate Behavior: The following is considered inappropriate dance behavior and may result in a report to the Assistant Principal, Director of Campus Life, notification of a parent and removal from the dance: dance moves that are sexually provocative, “freaking”, “twerking”, “dirty dancing” and/or front to back dancing. OLP reserves the right to determine what is appropriate dance behavior.
12. Any student who has been dismissed or withdrawn due to a school-initiated withdrawal due to disciplinary action will not be admitted to any school event sponsored by OLP.

## **Chapter 5 - Athletic Program**

OLP participates in CIF competition in Competitive Cheer, Cross-Country, Golf, Tennis, Volleyball, Basketball, Soccer, Water Polo, Lacrosse, Softball, Swim & Dive, Track & Field. Varsity, J.V. and 9th Grade tryouts are held at the beginning of each season. Team membership is determined by athletic ability, academic standards, and disciplinary standards. OLP also fields club teams in the following sports: Competitive Dance, Sand Volleyball, Surf, Equestrian, and Archery. OLP requires that all students pay a participation fee per sport. Fees are outlined in the athletic registration process under the Fee Acknowledgement Form.

### **5.1 Eligibility**

All students participating in OLP Athletics and CIF Sports programs must maintain at least a 2.0 academic average as stated by the rules of the California Interscholastic Federation (CIF) and the San Diego City Conference. Eligibility for participation in Fall sports is determined by the semester GPA of the June report card. Winter sports eligibility is determined by the GPA of the 1st quarter progress report. Spring sports eligibility is determined by the semester GPA of the January report card. Cumulative GPA is not a factor in determining eligibility, nor are weighted GPAs.

A student is disqualified from OLP Athletics if one or more of the following conditions is met:

- GPA falls below 2.0
- Receives an “F” in any course at the quarter or semester
- Receives two or more D’s
- Is placed on Academic Probation

The student-athlete will be deemed ineligible to participate in sports, and, if on a team, will be removed from the team. In addition, students in the above stated circumstances will not be permitted to try out. Placement on Disciplinary Probation will result in suspension from the team during the period of probation. No student may have any unsatisfactory marks in either citizenship or conduct on her latest report card (Comment Codes: Conduct Needs Improving, Attitude Needs Improving).

## **5.2 Informed Consent**

Since there is a risk of being injured in all sports, Parents and student-athletes need to be aware of the potential dangers of participation in interscholastic athletics. The risk of injury may be severe, including varieties of fractures, sprains, contusions, brain injuries, paralysis, or even death. Risk of injury may be somewhat reduced through parent instance upon student-athletes following carefully all of the guidelines given by the coaching staff and school regarding training rules, safety procedures, proper use of equipment, legal and safe playing techniques, and any and all other safety procedures. As part of the OLP Athletic Registration process, students and parents will acknowledge the risks inherent with athletic competition.

## **5.3 Code for Athletes**

1. In order to participate in all athletic activities at the Academy of Our Lady of Peace, students must adhere to all regulations and training rules set up by the OLP Athletic Department, California Inter-Scholastic Federation, the San Diego Section of CIF, and the City Conference.
2. Athletes are expected to show the highest standards of sportsmanship during all practices and competitions. Inappropriate behavior on or off the competitive field will not be tolerated.
3. Athletes are to share in the responsibility for the conduct of their teammates and supporters of their team by controlling their behavior.
4. Athletes must accept the decision of an official. Any questions regarding a call or calls are to be directed to the official by the coach or team captain.
5. Athletes should show cordial courtesy to visiting teams and officials.
6. Any complaints that the athletes have should go to the head coach, AP for Athletics and finally the Assistant Head of School.
7. Athletes shall be responsible for all equipment issued and will pay for equipment not returned.
8. Athletes must keep up their academic performance to continue to participate on a team.
9. Athletes are to avoid all use of alcohol, drugs and tobacco and avoid all connections with their usage.
10. Any violation of the OLP *Student Handbook* or *Code for Student Athletes* will be handled in an appropriate manner.

## **5.4 Sportsmanship Code**

### **Sportsmanship Code for Spectators**

1. Spectators are required to maintain a high degree of sportsmanship during athletic contests.
2. Spectators must, at all times, remain in the designated seating areas while a contest is in progress.
3. No spectator is allowed to confront an official, coach or player before, during or after an athletic contest.
4. Spectators suspected of throwing any objects onto the playing surface of an athletic contest will be immediately ejected from the premises.
5. The actions of spectators, detrimental to the playing of the game, may cause forfeiture of that contest.

### **Sportsmanship Code for Cheering Sections**

1. There shall be no antagonistic or deprecating yells directed at the opposing school.
2. No noisemakers of any kind shall be permitted at any athletic contest.
3. Only organized bands may play (before the contest, during the time- outs, quarter breaks and halftime).

## 5.5 Student Athletic Contract

In order to participate in all athletic activities at the Academy of Our Lady of Peace, students agree to obey the following regulations and training rules set up by the OLP Athletic Department, the OLP Coaching Staff, California Inter-Scholastic Federation, the San Diego Section of C.I.F., the City Conference, and all other guidelines provided.

### General Information:

1. All student-athletes must have a completed online student-athlete registration via [www.athleticclearance.com](http://www.athleticclearance.com) prior to trying out or participation in any sport.
2. All athletes must have parental permission to play on a team.
3. All athletes must pay the participation fee through FACTS. The fees for each sport are outlined in the Fee Acknowledgement Form found in [www.athleticclearance.com](http://www.athleticclearance.com). A discounted participation fee is granted for participation in a third sport during one academic year. Once a sport team is rostered, participation fees are non-refundable.
4. Lost equipment or uniform must be paid for by the athlete.
5. If a player quits or is dropped from a team, she must notify her coach **and** the AP for Athletics directly. She cannot participate in another sport for the next two seasons of sport. Once the roster has been finalized, a player is allowed to miss three excused practices during the season of the sport. (Excused absences include: prolonged illness, injury, A.S.B. meetings.) After three absences, the player may be dropped from the team upon the discretion of the AP for Athletics and coach. If a player is home ill, it will not be counted against her.
6. All athletes are expected to attend practices of the team unless at home ill. If a player is injured but is able to attend school, she will attend practices or report to the athletic training room. A coach must be notified by the athlete if a practice or game is to be missed.
7. An unexcused absence from practice will result in a player not playing in the next game.
8. A player must attend all games, even when injured.
9. A player must attend school the day of a contest or expect not to participate. Athletes must be in school for at least two blocks of instruction to be eligible to play.
10. A player must attend practice the day before a contest or expect not to participate in the contest.
11. A player must attend the entire contest unless other arrangements have been made with the coach. Not being present for an entire contest may impact an athlete's ability to letter.
12. Letters are awarded based on established criteria determined by the coach and approved by the AP for Athletics. Letters will be awarded only for CIF sports or Club Sports that are sanctioned by OLP and are monetarily funded by OLP.
13. A player agrees to keep herself in good health and physical condition by getting proper rest and diet, avoiding use of cigarettes, alcohol and other drugs. The use of any of the last three will result in the dismissal of the student from participating in the current sport.
14. A player will remember that she represents OLP, at all times showing respect to officials, other players and to coaches.
15. A player is committed to the team for the entire season once team selections are made. This includes all play-off games.
16. Student-athletes and parents should refer to the Parent & Student-Athlete Athletics Handbook for further policies and expectations.

## 5.6 Medical Requirements

Every student choosing to participate in an OLP designated sport must provide evidence of the following:

1. A physical examination by a CA licensed medical practitioner (MD or DO) in order to satisfy CIF and OLP athletic policies. Physical examinations are valid for one calendar year and must be valid through the remainder of the school year. Such evidence is to be uploaded via the online registration ([www.athleticclearance.com](http://www.athleticclearance.com)) prior to the beginning of practice for the athlete's sport.
2. A complete emergency care release and waiver of claims form signed by the parents.
3. Current medical insurance; this information must be recorded with the registration for emergency information.
4. All injuries must be reported to the Head Coach, Athletic Trainer, and Director of Athletics. If an injury requires physician evaluation, a release in writing must be obtained from a CA licensed medical provider and turned in to the Head Coach, Athletic Trainer, and Director of Athletics before a player may resume participation. This is for the protection of the player, coach, and school.

### **5.7 Outside Competitions**

According to CIF rules, no student may participate for an outside team and a school team in the same sport during the same season; i.e. Club and OLP Team. OLP also fields club teams that are not sanctioned CIF sports. The Surf team, Archery, Equestrian, Crew, and Sand Volleyball teams are open to students who wish to participate in those Club sports. All Club team tryouts and eligibility requirements are identical to those of sanctioned CIF sports. Please see above for all prerequisites.

Athletes are not obligated to attend any meeting when the sport is not in season or when the athlete is still a member of another school team. Athletes shall request their coach's permission to attend organizational meetings of another OLP sport, especially if it would involve missing a practice time.

### **5.8 Transfer Eligibility Rules**

1) Only students regularly enrolled in CIF member schools, grade 9-12, shall be permitted to participate in interscholastic competition. Students shall not participate nor practice on any team if they attain their nineteenth birthday prior to June 15.

2) A student who first enters the ninth grade of any school following her completion of the eighth grade in any school may be eligible for athletic competition during a maximum period of time that is not to exceed eight semesters. This eligibility must be used during the first eight semesters of attendance at that school or any school. Enrollment and/or attendance for fifteen (15) days or more, or participation in one or more inter-school contests shall count as one of the eight semesters.

3) A student who transfers from one school to another without a change of address on the part of the parents or legal guardians shall will have to participate in a Sit Out Period (SOP) for each season they previously participated in and plan on participating. Start dates following a Sit Out Period are determined by the local CIF-Section office. Students may practice with the team during the Sit Out Period. If students choose to play at the sub Varsity level, they will not be eligible to play in the Varsity level after the Sit Out period ends. The Sit Out Period may be used by a student who is transferring for the first time since her initial enrollment in the 9th grade at any

## Chapter 6 - Parents

### 6.1 Policies Affecting Parents

Parents are expected to uphold the mission, goals and policies of the school; nevertheless, a situation could arise in which the uncooperative or disruptive attitude and/or the actions of parents might so diminish the effectiveness of the school that continuation of the student in the school could be morally impossible. As stated in our philosophy the school acts in partnership with parents in the education of their daughter. The school administration and teachers work collaboratively and engage in consistent communication to meet the needs of their daughter. It is the expectation of the school that students reside with their parents or guardians while enrolled at the school.

1) Any parent, or other person who upbraids, insults or abuses any teacher or administrator of the school is guilty of a misdemeanor (California Education Code-Section 44811).

2) Further, any parent, guardian or other person who insults or abuses any teacher in the presence of other school personnel or students and at a place which is on school premises or at some other place, if the teacher is required to be at some other place in connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine per the California Education Code (California Education Code-Section 44812).

### 6.2 Students: Eighteen Years Old

All school procedures, policies, and regulations continue to apply to students who are 18 years of age or older as long as they are enrolled in the school. The school shall continue to direct all official correspondence and other matters to parents/guardians concerning their student's grades, disciplinary status, permission slips, tuition statements, graduation privileges, and so forth.

### 6.3 Megan's Law

Parents/guardians of current OLP students are subject to be searched through the Megan's Law database which provides information by local law enforcement agencies and other criminal justice entities. Pursuant to California law, the Department of Justice is authorized to provide specified information on persons required to register in California as sex offenders. Information found will be kept confidential.

### 6.4 Parent Volunteer Requirements (With Students) & SAFE Training

The Catholic Diocese of San Diego mandates that all adults who come in contact with minors must complete the following requirements prior to beginning their service/volunteer ministry at OLP:

- Submit proof of current TB immunization.
- Complete Live Scan fingerprinting process.
- View the Diocesan SAFE Environment Video.

Parents driving students must provide a copy of a current driver's license and verify their auto insurance is current with minimum liability coverage of 100,000 bodily injury limit per person/300,000 bodily injury limit per accident.

### 6.5 Back to School Night

Back to School Night is held early in the first quarter of school. Close cooperation and ongoing communication between home and school are essential to excellence in education. The faculty and staff recognize the very important role of parental responsibility in the education of students and depend on

parental support to ensure that students receive the full benefit of the quality education offered at the Academy of Our Lady of Peace.

Back to School Night provides the opportunity to be informed of the teacher's plans and objectives for the year, to ask questions, and to meet the faculty, administration and other parents.

### **6.6 Student-Parent-Teacher Conferences**

Student-Parent-Teacher conferences are accessible during Parent/Student Contact Week in the first and third quarter. Teachers are available for meetings with parents and the student, to discuss the scholastic standing of the student. Appointments at times other than this scheduled week can be made by telephoning the school receptionist during the school day and leaving a message on the teacher's voicemail or by emailing the teacher directly.

## **Chapter 7 - Counseling Services**

The Counseling Services of OLP are an integral part of the caring, Catholic community. Each student has an assigned counselor, but every member of the department is available for consultation.

### **GUIDANCE AND COUNSELING DEPARTMENT ASSIGNMENTS 2019-2020**

Academic/College Counseling	(Grades 9- 12 Last Names: A-D)	Mrs. Nicholle Wyatt
Academic/College Counseling/Sisters & Scholars	(Grades 9-12, Last Names: E-K)	Mrs. Jill Hicke
Academic/College Counseling/Head Counselor	(Grades 9-12, Last Names: L-P)	TBD
Academic/College Counseling	(Grades 9-12, Last Names: Q-Z)	Mrs. Karena Doan

The basis for counseling may be a self-referral, teacher-referral, parent-referral, administrator-referral or a request-referral on the basis of observation or testing. The nature of the consultation may be due to personal problems, academic difficulties, vocational plans, or assistance in application for SAT/ACT and/or applications for college admissions and scholarships. The follow-up of the consultation may be a consultation with teachers for a better understanding of relationships with students in/out of classrooms, a parental consultation, or referral to special agencies. Counselors are available daily to address students immediate needs.

### **7.1 General Services**

1. Academic, College/Career, and Social/Emotional counseling services;
2. Library and resource materials including college catalogs, computer software, and career and college reference books and videos;
3. Family Connection provides the following: interest inventory, personal profile, career assessment and career profiles, college search tool, and a scholarship search tool;
4. Scheduled visits by representatives from various colleges and universities;
5. College Fair every year and College Night every other year;
6. Coffee with Counselors monthly meetings;
7. Academic Registration (scheduling);
8. PSAT Coordination
9. Sisters and Scholars academic support program

### **Ninth Grade**

- Introduction to Family Connection
- Individual meeting with Freshmen and Counselor to develop a 4-year plan
- PSAT Test and interpretation
- Freshman advice Panel Workshop
- Interest Exploration workshop
- Study skills workshop
- Academic appointments as needed

### **Tenth Grade**

- PSAT administration and interpretation
- Individual college appointments (Spring)
- Individual appointments as needed
- College visit workshop
- College and career workshop
- Family Connection
- Maximizing campus visits
- Recruited Athlete Workshop
- Career Assessment Program
- AP Exams

### **Eleventh Grade**

- PSAT administration and interpretation
- Individual College Appointments (required)
- Family College Appointments (optional)
- Stress Management Workshop
- College Orientation Workshop
- Letter of Recommendation Workshop
- College Values Workshop
- How to Make the Most of College Visits
- Resume Workshop
- NCAA Workshop
- Family Connection
- College Essay Workshop (Private College & UC Essay)
- Common Application Workshop
- Selective College Admission
- Scholarship Workshop
- College Fair
- College Night (every other year)
- College advice Panel
- AP Exams
- Summer College Camp

### **Twelfth Grade**

- Individual College appointments
- Family College appointments
- Senior College Workshop
- Senior College Night
- College Fair
- Alumnae Panel
- Scholarship Bulletin Board
- Scholarship Coordination for Local & National Scholarships
- UC/Cal State Application Workshops
- UC Essay Writing Workshops
- College Visits
- Transitions Beyond High School Workshop
- Private School Essay Workshop
- Financial Aid Night
- Common Application Workshop
- Community College Planning
- AP Exams

### **Tutorial Assistance**

Individual tutorial services are available to students who have need of special help for a particular subject.

1. Subject teachers are available during stated office hours, lunch hours, and after school by appointment.

2. Peer tutoring, which is arranged through the Counseling Department, is available and provided by fellow students in many subject areas when the degree of academic support is coaching in nature and does not require the skills of a professional or credentialed tutor.
3. Off-campus professional tutoring referrals are made available through the Counseling Department.

## **7.2 Web-Based Counseling Services**

### **NAVIANCE - FAMILY CONNECTION**

The Counseling Department provides a college/career counseling web-based service called *Family Connection*. This program offers students and parents a comprehensive website for college and career decision making purposes. All students and parents are assigned a username and password in the freshman year in order to access this service from any computer at any time.

Family Connection allows students to build a resume, manage timelines and deadlines for college admissions, research colleges, compare their academic profiles to past OLP students who have been admitted to that particular college, sign up for college visits to OLP, and search for scholarships. Family Connection is used during individual college counseling appointments with sophomores and juniors in the spring and with seniors in the fall. Freshmen are introduced to Family Connection during the fall. A personality/career interest inventory can also be accessed through Family Connection and will be administered by the Counseling Department to all sophomores.

## **7.3 Child Abuse Reporting**

Any faculty or staff member, who suspects that a child's physical or mental health or welfare is being adversely affected by abuse or neglect, is mandated by California law (CA. Penal Code, 11611-2) to report to Police Department or Department of Social Services/Child Protective Services. "Abuse" is defined as, "infliction, by other than accidental means, of physical, mental, or sexual harm upon a child." "Neglect" is defined as, "intentional withholding of necessary food, clothing, shelter, or medical attention for a child." It is not the responsibility of the school employee to investigate or prove that a child has been abused or neglected, or to determine whether the child is in need of protection. School employees will not contact the child's family or any other person to determine the cause of the suspected abuse or neglect.

## **7.4 Sisters and Scholars: Identified Learning Needs & Class Accommodations**

The Counseling Department provides coordination and support services for students with documented learning differences. The "Sisters and Scholars Program" seeks to support student development of necessary learning skills and compensatory strategies to succeed independently. In order to promote student success, reasonable accommodations are provided based on the current impact of the disability on the student's academic performance. The Sisters and Scholars Program follows the guidelines prepared by the College Board regarding accommodations and documentation of disabilities.

Current students may be referred by parents or teachers. Please contact the OLP Counseling Office for additional information regarding the referral process. In order to receive accommodations, a student must have a psychoeducational report completed within the last three (3) years by a qualified learning specialist. The Sisters and Scholars coordinator reserves the right to request an updated assessment. This confidential report will become part of the student's file. The comprehensive evaluation must include:

- The specific disability or disorder which has been diagnosed
- Relevant educational, developmental, and medical history
- Test results and subtest scores



- A description of the functional limitations resulting from the disability
- A description of specific recommended accommodations and a rationale explaining the need for the accommodation
- The professional credentials of the evaluator (license, certification, area of specialization)

Students who are eligible for the Sisters and Scholars Program may also qualify for accommodations, including extended time on the PSAT, ACT and SAT Reasoning Tests. In order to qualify for accommodations, the above-mentioned documents are submitted to the Educational Testing Services. Therefore, it is crucial that documentation is current and comprehensive for present and future academic support.

The Sisters and Scholars Program seeks to increase a student's chances for success by providing appropriate accommodations in high school, thus facilitating the continuation of accommodations in college. Reasonable Accommodations When a documented learning disability is identified, OLP faculty will be provided with a Formal Accommodation Plan. The plan is reviewed annually with information that will help teachers work productively with the student. Educational plans are distributed confidentially to teachers at the start of each semester. The original current copy of the plan is maintained in the student's learning needs file. The plans are a resource for teachers in making reasonable accommodations, which may include:

- Allowing for a note-taker
- Allowing preferential seating
- Allowing for the use of learning aids in the classroom including laptops equipped with spell-check and calculators
- Providing areas outside of the classroom for tests and other assessments
- Providing extended time on tests, quizzes

## **Chapter 8 - Discipline**

At OLP, we believe that discipline is most effective when it is self-motivated. It should be an unobtrusive system organized by the school community as a whole, and put into the hands of the students with the expectation that they will live up to the standard of behavior set forth. If this does not happen, students will then accept the consequences of their own actions and decisions. Violation of the policies will be determined by the school's Discipline Review Board and/or a school administrator, with the Assistant Head of School serving as the final arbitrator.

### **8.1 Non Violence Policy**

As a Catholic community dedicated to the cultivation of peace and meaningful human relationships, persons are expected to treat one another with respect and compassion at all times. Any use of words, gestures or behaviors that diminish the human person in any way are, therefore, to be avoided. When such actions occur, intentionally or unintentionally, the values of compassion and reconciliation call members of the community to work together toward healing injuries and cultivating nonviolence. Such are the Gospel values of forgiveness to which we are called, and the CSJ values of peace and justice toward which we strive. In the case of more serious injury, however, or when such injury is threatened, the response of the administration will be swift and serious.

#### **VERBAL AND WRITTEN THREATS**

"Defamation is that which tends to injure the reputation, or to diminish the esteem, respect, goodwill or confidence in which a person is held" (*Black's Law Dictionary*, p. 375). Actions that are defamatory in

nature, such as participating in intense arguing; disregarding school policies and procedures; saying untrue things about another which injure that person's reputation; writing derogatory information about another person; making fun of another person using gestures, pictures, or symbols; and communicating information about another person through electronic media like a website will result in school-issued consequences. Even if the information communicated is true, when the purpose of sharing is to damage the character or emotional well-being of another, it is defamatory in nature and will not be tolerated.

#### **PHYSICAL THREATS**

Behaviors that threaten the safety of another person or of the school in general will not be tolerated at any time. Such actions include but are not limited to: vandalizing students'/teachers'/school property; stealing; getting involved in physical confrontations and altercations (no matter the intentions); bringing weapons to school; causing or threatening physical harm to oneself or another.

#### **INTERNET-BASED VIOLATION OF NONVIOLENCE POLICY**

Cyber-bullying is of particular concern at OLP whenever a student's use of Internet websites like Facebook, Snapchat, Instagram, Twitter and/or other social media platforms result in the posting of texts and/or images that are not in keeping with OLP's mission, its values, and its policies. While the school cannot limit a student's access to such sites from at-home or off-campus computers, the school will take disciplinary action whenever an OLP student is involved in posting information that is derogatory, offensive or threatening with respect to another OLP student or to the Academy of Our Lady of Peace. Such activity is damaging to the other's reputation, and is in violation of the school's faith-based stance on human respect and the cultivation of Catholic community. Students that indirectly participate in bullying and/or cyberbullying by giving the impression that they support or agree with the negative behavior may also face disciplinary consequences.

Within the internet violation policy is any audio or video recording or still images within the campus of OLP without permission of the teacher, and/or taking electronically transmittable images of students without their knowledge and permission. Posting or sharing posts of videos and/ or media content contrary to the Mission of the school will result in disciplinary action.

OLP calls upon all OLP parents/guardians to monitor their daughters' at-home online activity, and to discuss with them the potential consequences and dangers associated with these activities. OLP will, in turn, make such education part of its orientation programs, counseling sessions, and disciplinary procedures for all students. These programs will include, when necessary, collaboration with educational psychologists, law enforcement officers, and families and students who believe themselves victims of such activity.

Online activity, both on-campus and off-campus, which will result in disciplinary action includes but is not limited to the following:

1. Making denigrating comments about another OLP student or about the Academy of Our Lady of Peace;
2. Using vulgar language that shows disrespect for the Catholic values taught at OLP;
3. Posting images of oneself or of other students suggesting evidence of alcohol use, drug use, or vulgar gestures;
4. Identifying oneself or another student as a member of the OLP community in the contexts of objectionable texts and/or images (e.g. posting images of oneself or others wearing the OLP uniform, or making references to persons or places associated with the OLP campus).

OLP recognizes that a person's reputation and that of an institution is hurt by comments which ultimately cause emotional, social or physical harm. It is equally important that students understand that such information, whether it is true or false, whether shared intentionally, inadvertently, or humorously is either a means of building community or a means of tearing the community apart. OLP stands as an institution that aims to preserve relationships between persons at all times, and will not tolerate violation of this basic moral mission.

#### **PROCEDURES IN RESPONSE TO STUDENT THREATS**

It is the policy of OLP to respond to any act which threatens another's physical, mental or emotional well-being swiftly and seriously. We cooperate with law enforcement, and we cannot guarantee an immediate phone call to a parent/guardian. A school official will contact a parent as soon as it is possible.

Procedures may include:

1. Immediate reporting of any and all student threats to self or others to the administration.
2. Referral to appropriate law enforcement agency.
3. Notification of the student's parent/guardian.
4. Suspension of the student who has made the threat pending full evaluation of the situation.
5. Possible dismissal from OLP.

#### **8.2 Harassment & Bullying**

All students must be allowed to learn in an environment free from unwelcome and unsolicited harassment of any type. This may include but is not limited to harassment regarding race, appearance, or sexual orientation. Behavior or comments that are offensive and/or of an offensive nature will not be tolerated.

The Academy of Our Lady of Peace defines harassment and bullying as any behavior by students that willfully and repeatedly demeans or harasses a person or persons through verbal, physical, or electronic means (using information or devices such as texting/instant messaging, site postings, photos, or video-“cyberbullying”), whether these actions occur on or off campus. These behaviors will not be tolerated. Conduct that has the purpose or effect of unreasonably interfering with an student's academic performance or of creating an intimidating, hostile, or offensive educational environment is considered harassment.

#### **Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal comment or conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term of condition of a student's status or progress;
2. Submission to or rejection of such conduct is used as the basis of academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

#### **Sexual Harassment Examples**

1. **Verbal Harassment:** Epithets, derogatory comments or slurs. Examples: name-calling, belittling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, comments about an individual's anatomy and/or dress, sexually oriented noises or remarks, questions about a person's sexual practices, use of patronizing terms or remarks, verbal abuse, graphic verbal comments about the body.

- 2. Physical Harassment:** Assault, impeding or blocking movement, or any physical interference with normal movement, when directed at an individual. Examples: touching, pinching, patting, grabbing, brushing against or poking another person's body, hazing or initiation that involves a sexual component, requiring an individual to wear sexually suggestive clothing.
- 3. Visual Harassment:** Derogatory posters, cartoons or drawings. Examples: displaying sexual pictures, writings or objects, obscene letters or invitations, staring at an individual's anatomy, leering, sexually oriented gestures, mooning, unwanted love letters or notes.
- 4. Sexual Favors:** Unwanted sexual advances which condition an individual's benefit upon an exchange or sexual favors. Examples: continued requests for dates, any threat to an individual if sexual favors are not given, making or threatening reprisals after a negative response to sexual advances, propositioning an individual. It is impossible to define every action or all words that could be interpreted as sexual harassment. The examples listed above along with the California State definition of sexual harassment are not meant to be a complete list of objectionable behavior.

This policy prohibits students, faculty, staff, or volunteers from harassing a student whenever it is related to a school activity or attendance and occurs at any time including but not limited to, any of the following: while on school grounds; while going to or coming from school; during, or while going to or coming from, a school sponsored activity.

Any student who engages in the harassment of an OLP community member, including, but not limited to students, faculty and staff is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension and expulsion.

Students who feel aggrieved because of conduct that may constitute harassment should directly and immediately inform the person engaging in such conduct that such conduct is offensive and must stop. If the students do not feel comfortable doing this or are unable to do so they shall direct their verbal complaint to a counselor, or the appropriate assistant principal. These persons have been designated to assist in resolving harassment complaints and are bound by the highest degree of confidentiality. The designee receiving the complaint will act in a prompt and timely manner to ensure that the alleged harasser be informed that the offensive behavior must stop. Failure to comply will lead to suspension and the possibility of expulsion. If the harassment is severe the police will be contacted.

It is the student's responsibility to conduct herself in a manner which contributes to a positive school environment; not to commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including expulsion. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to, and including expulsion.

### **Sexting**

Sexting is the act of sending pictures or text of a sexual nature between cell phones, or other electronic media such as the Internet. It is a violation of acceptable use of technology, as well as against the law. Students found to have been involved in sending or distributing photos or texts of a sexual nature will be dealt with severely. It is the expectation that students who receive any texts or photos of this nature will report it to administration immediately.

### **8.3 Substance Abuse Policy**

The problem of alcohol and drug abuse/misuse is a serious one. We make every effort to assist students who are motivated and interested in working to solve this problem. Strict confidentiality is observed in providing assistance, and every reasonable effort is made to enable students, who are actively seeking help for themselves or others, to continue their education at the Academy of Our Lady of Peace. To emphasize and uphold those beliefs, the Academy of Our Lady of Peace adheres to a zero tolerance policy concerning the use of illegal substances.

Illegal substances shall be defined, but not limited to, the following: Alcohol, narcotics, hallucinogens, depressants, stimulants, cannabis/marijuana, steroids or any other non-medically prescribed controlled substance. Medical recommendations for the medical use of cannabis are not considered permissible. Additionally, no drug paraphernalia is allowed on campus. The school reserves the right to require testing for use of drugs or alcohol should a student be suspected of use of illegal substances.

OLP is a "Tobacco Free" Campus. Tobacco is not permitted on campus, in possession or use. Additionally, electronic cigarettes are not permitted with any substance.

The OLP Discipline Board or Administrative Review Board will convene within 24 hours or the closest school day of the alleged incident to meet with the student and her parents. The assigned Assistant Principal will oversee the disciplinary consequences to follow.

Any student that shows evidence of having consumed, or is reasonably suspected to be in possession, involved in the sale or exchange, or under the influence of controlled or illegal substances, is subject to an investigation. Any student requiring possession of/use of a prescription medication during the school day should only have the required dosage for the day and must have a notice on file with the attendance office. The school can only support the dissemination of medically prescribed drugs. The school does not recognize physician recommendations for the medicinal use of cannabis.

- "Reasonable suspicion" is defined as sufficient reasons or basis in fact to give rise to a reasonable belief that a student has drugs and/or alcohol in her blood system and/or on her person."
- "Showing evidence of" includes any behavior or conduct observed by an adult, which might be indicative of the use of alcohol and other drugs. This may be based upon specific observations concerning behavior, speech, body odors, or circumstances which indicate that a student at school or school event is not in a sober and reliable state, free from the influence of drugs and/or alcohol.
- "In possession" includes participation in the use of, being in the presence of drugs, or possession of drugs or drug paraphernalia, while going to and from school, on campus, or at any school activity.
- "Drugs" includes, but is not limited to, all that is commonly understood in the context of the problem, for example: narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana (including medicinal cannabis), and federally controlled substances including prescription medications.

The investigation may require the student to submit to searches and/or testing for controlled substances and may also include the filing of a police report or a request for police investigation. Refusal to submit to

searches, testing, or assessment in a timely manner may result in a decision to expel the student. The student will be suspended pending completion of the investigation by the administration. The Disciplinary Board may be convened to consider the student's return to the Academy of Our Lady of Peace. Parents will be notified when students are required to undergo an alcohol/drug assessment. Possible disciplinary consequences may include, but are not limited to, expulsion, disciplinary probation, and exclusion from school activities such as clubs, athletics, social events or graduation exercises for a specified period of time.

## CONSEQUENCES

- Students found to have sold or intending to sell controlled substances will be expelled.
- Students found to have possessed or to have used controlled or mind altering substances will be suspended.
- Upon return to school, the student will be required to submit to assessment by a school-approved community agency.
- The assessment results must be submitted in order for a student to continue her enrollment.
- There must be communication between the agency and counselor that the student has fulfilled all recommendations of the assessment; continued enrollment at OLP is contingent upon the student's completion of the recommendations.
- Students will be removed from all co-curricular activities for the equivalent of one quarter. Those co-curricular activities include, but are not limited to, the following: any elected student body office, any appointed student body office, Carondelet Circle, any OLP sports team, Cheerleaders, Peer Counselors, Thespians, OLP Choral Ensemble, and club activities.
- Possible consequences of the assessment may include, but are not limited to, random drug/alcohol testing and assessment, education, counseling, inpatient or outpatient treatment.
- The assistant principal will review the behavioral expectations with the student and parents.
- A repeat offense will result in expulsion.
- Failure to comply with the assessed consequences will result in expulsion.
- Failure of parents to cooperate and support the conditions for their student's continuing enrollment at OLP may result in the school's request that the parents withdraw their student.
- The school will dispose of or turn over to law enforcement any confiscated illegal substances and/or drug related paraphernalia.

### 8.4 Minor Infractions

If a student fails to comply with OLP's code of conduct she will be held responsible for her actions. If a student receives:

- Four minor infractions, the student must report for one lunch detention. The Registrar will notify the student when and where the weekly detention will take place.
- If a student fails to attend the assigned detention, she will be assigned to Saturday Detention.
- Students must arrive on time to the detention room. Failure to arrive on time will result in the student being dismissed from detention, and the student will not receive credit for serving the detention.
- The entire detention must be served. No partial credit will be issued.
- Students may reschedule the assigned detention once without penalty by requesting a reschedule with the Registrar.
- Eight infractions, the student will be assigned to a Saturday Detention. Failure to attend Saturday Detention will result in further disciplinary consequences which may include activity probation or suspension.

- Twelve infractions, a meeting will be scheduled with the student's designated Assistant Principal to discuss the student's failure to comply with OLP's code of conduct. A second Saturday Detention will be assigned.
- Fifteen infractions, a meeting will be scheduled with the school's Discipline Committee.

Saturday Detention is held on pre-scheduled Saturdays throughout the school year from 8:00 to 11:00 am.

- A student who is assigned to Saturday Detention is required to be in uniform dress and to bring sufficient school work to be completed during the detention. Please note: no cell phones or other devices are allowed during a Saturday Detention.
- Students are allowed to bring material to study.
- A student arriving after 8:00 for any reason will not be admitted to Saturday Detention.
- Failure to serve the assigned Saturday detention may result in an additional Saturday detention. Failure to serve multiple Saturday detentions may result in Activity Restriction until the detentions are served.

The following are examples of minor infractions of school rules when they occur on the school campus or at school-sponsored activities:

1. Rudeness
2. Out of uniform
3. Disruptive behavior
4. Tardiness to school/class
5. Chewing gum on campus at any time
6. Eating in the building (unless during announced rainy-day schedule or with a faculty member present)
7. Profanity
10. Using cell phones or devices in violation of OLP's cell phone/device policy.
11. Other inappropriate behavior unbecoming a Christian student

### **8.5 Major Infractions**

If a student receives a major infraction, the teacher first fills out the major infraction form and, whenever possible, informs the student that a referral is being made to the Discipline Committee. This report goes immediately to the student's Assistant Principal and the parents are notified of a meeting with the Committee.

At this meeting, the report of the major infraction, as well as other minor infractions, are reviewed with the student and her parents. The reviews the infraction submitted by the faculty member and asks the student about the events which led to the major infraction in order to determine student responsibility in that particular case. As a result of this determination by the Committee, and in consultation with the Assistant Head of School, the student will receive a consequence to be consistent with the major infraction. The consequences may include, but are not limited to, the following: a recommendation for dismissal from OLP, placement on probation, removal from activity privileges, or any other consequence considered appropriate by the Discipline Committee. The Head of School is the final arbitrator of all decisions.

An additional major infraction during a student's enrollment at OLP may result in a recommendation by the Committee to evaluate the student's continued enrollment.

The student/parent has the right to appeal to their designated Assistant Principal by filing a letter of appeal within 24 hours of the initial decision. This letter must present new information not available at the time the decision was made. The Assistant Head of School will review and decide upon the appeal.

In some circumstances the major infraction report is sent directly to the assigned Assistant Principal for administrative review. The Assistant Principal will notify the parent/guardian of a major infraction and to schedule a meeting, with the student, parent/guardian and appropriate school personnel.

The following are examples of major infractions of school rules when they occur on the school campus or at school-sponsored activities:

1. Forgery
2. Plagiarizing
  - a. Copying work or homework, or lending the same to another student to be copied
  - b. Representing any work as your own that is not, i.e., any of the following without complete citation:
    - i. work copied in whole or in part from any other source,
    - ii. work taken from another source, paraphrased, and turned in as the student's own,
    - iii. misrepresenting or misquoting or failing to credit the source used.
3. Cheating

Any student found using unapproved electronic devices during a test will receive a zero on assignment and is subject to disciplinary action. This also includes communicating, personally or digitally with other students during a test, or having any test-related material during a test. A student will also be considered cheating if they are knowingly or intentionally helping another student cheat/plagiarize.
4. Defiance or Willful Disobedience
5. Repeated minor infractions
6. Student actions in public places, which perpetuate discredit to OLP and the mission and philosophy of the school. This mandate is particularly relevant when OLP students are wearing the OLP uniform or clothes that represent OLP.
7. Taking pictures of students in restrooms and/or changing areas where privacy is expected. Depending on the image, OLP reserves the right to contact law enforcement.

Please review Section 8.8 for Disciplinary causes leading to suspension or expulsion.

### **8.6 The Discipline Committee**

The Discipline Committee is composed of faculty members appointed by the school's administration. The committee is made up of faculty members, a counselor and an Assistant Principal who meet regularly to coordinate the discipline of the school and to meet parents and students when necessary. The committee has the authority to outline procedures, notify parents and students of a necessity to meet, make a determination of student responsibility in a given situation, to impose warnings, work hours and probation, and to recommend suspension and/or withdrawal of the student. The Assistant Head of School is the final arbitrator of all decisions.

### **8.7 Probation**

A student is placed on disciplinary probation by the school administration or by the Discipline Committee, in coordination with the Assistant Head of School. While on probation a student may not participate in any co-curricular activities at OLP and may not represent OLP publicly. This includes Spring Sing, dances, team sports, cheerleading, student body affairs, and the holding of a student body office, class office, club office or dramatic production. In addition, the term of probation may include hours of school duty to be determined by the Committee. The Assistant Principal of Campus Life will notify the teachers responsible in those areas. At the end of the probationary period, if the terms of probation have not been met, the student is ineligible to remain at OLP. Once a student completes the terms of disciplinary probation subsequent disciplinary referral(s) will constitute dismissal from OLP.



### **Disciplinary Probation**

Students may be placed directly on Disciplinary Probation or students who successfully complete Activity Restriction may be placed on Disciplinary Probation. During this probationary period (minimum of 30 school days), students are permitted to continue school activities while their behavior is monitored by their Assistant Principal. While on probation (either Disciplinary or Activity Restriction) students may be required to engage in community service; self-reflection; mediation; or other activities determined by the school for the purpose of repairing relationships that were harmed through the violation. This will be done under the supervision of their assigned Assistant Principal or their designee. Violations of the school code of conduct during this period will result in being placed on Activity Restriction probation.

### **Activity Restriction Probation**

The terms/sanctions of Activity Restriction Probation shall be the loss of all non-academic, cocurricular eligibility (athletics, band/orchestra activities, drama productions, club activities, student government and all co-curricular activities) for a minimum of ten school days. Students placed on this type of probation are required to leave campus daily by 3:00 pm unless involved in academic work that has been pre-approved by the Assistant Principal of Campus Life. The behavioral restrictions placed on students require total compliance with all school rules and regulations. A serious violation while on activity restriction may result in expulsion without any further review. A letter detailing Activity Restriction Probation will be sent to the student's parent/guardian and a copy will be placed in the student's disciplinary file. At the conclusion of this probationary period, a student may be placed on disciplinary probation.

### **8.8 Causes for Suspension, Expulsion and Recommended Transfers**

A student is placed on suspension by the school administration or Discipline Committee for a serious offense of school policy or rules including failure to appear for Discipline Committee Meetings. During this time she may not attend school or any school activity and must remain at home until a meeting between the student, her parent(s) and a member of the administration takes place.

Any of the offenses listed and committed by students under the jurisdiction of the school, while at school, while participating at a school-related activity, and while on the way to and from school, are reasons for suspension, expulsion and/or probation.

Students who have been expelled, suspended, or transferred based upon school recommendation may not attend co curricular events on school grounds or at school sponsored events. In addition, they are not allowed to visit the school campus at anytime.

Disciplinary causes for expulsion without warning are:

- A. Hazing (California Education Code - Section 32051)
- B. Use, sale, distribution or possession of narcotics, dangerous drugs, drug paraphernalia, alcoholic beverages or other substances. This includes being under the influence of alcohol or other drugs and/or narcotics at any school-sponsored event
- C. Extreme insubordination
- D. Theft
- E. Willfully cutting, defacing, or otherwise injuring in any way, any property, real or personal, belonging to the school or to persons
- F. Assault or battery, or any threat of force or violence, directed against anyone

- G. Use or possession of dangerous weapons
- H. Encouragement of illegal demonstrations
- I. Harassment
- J. Extreme violation of the Student Guidelines for Acceptable Use of Technology

Disciplinary causes leading to suspension and expulsion are:

- A. Truancy
- B. Unexcused absence from class (cutting classes)
- C. Continued and willful disobedience
- D. Open or persistent defiance of authority or disrespect to any school employee
- E. Forging or using forged notes or excuses
- F. Smoking or possessing tobacco (including e-cigarettes)
- G. Persistent violation of dress regulations
- H. Habitual profanity or vulgarity
- I. Violation of disciplinary probation
- J. Unapproved visits to other school campuses while those schools are in sessions (California Education Code Section 32211)
- K. Misuse of electronic information resources as outlined in the electronic information resources contract and the Student Guidelines for Acceptable Use of Technology Resources
- L. Repeated violation of the Academic Integrity Policy
- M. Taking photos in restrooms or locker rooms. Images on phones may be turned over to law enforcement.

Some offenses, which may not be directly school related, are reason for suspension or expulsion:

1. Violations of the law whether as an individual or as a member of a group
2. Actions or attitudes directly contrary to the mission of the Academy of Our Lady of Peace

Non-disciplinary causes for suspension, expulsion, or recommended transfer are:

1. Non-compliance with academic requirements as published by the school
2. Severe psychological problems
3. Uncooperative or disruptive attitude of parents
4. Failure to fulfill tuition obligation
5. Failure to return emergency card, health records or immunization records to the attendance office prior to the opening of school

### **8.9 Cell Phone Policy**

OLP recognizes the significance of technology as a tool to enhance and augment student learning.

Any electronic device (including a cell phone) may be used as an educational tool during class time when used under teacher supervision. However, to prevent disruption in class as well as common areas, and to mitigate off-task behaviors, students may not use cellular telephones for the purpose of calling within the school building at any time. Earphones are allowed for use when specifically approved by the instructor of a class or supervisor of an activity. Students are not permitted to wear or use headphones outside of supervision in a classroom or activity. For the safety of students on campus students are not permitted to utilize earphones during passing periods, breaks or lunch. In order to provide a safe learning environment for all students, any electronic device can be searched at any time by a school administrator.

Any student found using unapproved electronic devices during a test will receive a zero on that

assignment and is subject to disciplinary action. Unauthorized use of an electronic device during school hours, outside of a teacher's direction, will be subject to disciplinary action.

Privacy is expected when changing in locker rooms and using restrooms; therefore, cell phone usage is not permitted in these areas.

## Chapter 9 - Attendance Rules and Procedures

Regular daily attendance is expected of students attending the Academy of Our Lady of Peace.

### 9.1 Absence

An absence is considered to be missing more than 40 minutes of an 80-minute class, 50% of time on a special schedule day. This would include time missed for non-school related activities at the start of a period or at the end of a period. Extracurricular activities are part of the holistic OLP experience. Student attendance is expected on special school activity days even when regular classes are not held. Students are expected to attend and participate in special school wide events such as St. Joseph's Day, Community Day, the Women's Symposium, etc.

If a student is to be absent for any reason a parent must telephone the school before 7:30 AM on each morning of the absence. Please call the attendance office at (619) 725-9124 and speak to a school representative or leave a message. E-mails and/or faxes are not acceptable substitutes for a call. Students returning to school without parent contact will be admitted to school and receive an infraction; parent contact will still be necessary.

Students are expected to be present on all test days. Upon return from an absence, students are responsible for checking with each teacher regarding make-up work and/or tests. Please refer to teacher policies on making-up missed assignments/tests.

### 9.2 Excessive Absence

Attending class is essential for student success. Making up assignments at home cannot replace the in-class experience of participating in discussion and other experiential learning activities. Students absent **16 or more days (or 16 or more of the same course/block)** in the course of the school year fail to meet the attendance requirements of OLP, and may be required to repeat the school year or attend summer school. **Absence of 8 days (or 8 or more of the same course/block)** or more in a semester may result in a loss of an entire semester of credit. Excessive absences includes both excused and unexcused absences.

The student's assistant principal may also have a conference with the student and ask the student to explain her absences and explain why she should receive credit. At the conclusion of the process, a decision will be rendered. As a result of excessive absences a student may be placed on Activity Restriction Probation (8.7) to allow more time for the student to focus on academics and improving their overall attendance. This decision is made at the discretion of the Assistant Head of School and her administrative team. If a student misses more than one block in a school day, the student is not able to participate in any extra/co-curricular activities after school on that same day.

Extended absences due to serious illness or hospitalization are handled through the office of the student's Assistant Principal in consultation with the counseling office. These cases are evaluated on an individual

basis. When possible, the school will work in partnership with the teachers, students, parents and hospital to coordinate an individualized learning plan, allowing the student to continue academic progress. Failure to meet the terms of the individualized learning plan will result in incomplete credit.

### **9.3 Excused Absence**

An absence is considered excused ONLY for the following reasons: medical or dental appointments, personal family matters, court appearance, illness of the student, serious illness of a family member, death in the family, or Department of Motor Vehicles license appointments. Medical or dental appointments should be scheduled during vacations or after school whenever possible. A doctor or dentist slip must be submitted when the student returns to school from a medical or dental appointment. Absences extending beyond 5 days are considered an excessive absence (see section 11.2).

### **9.4 Truancy**

Truancy is defined as any absence from school without the prior knowledge and consent of parents/guardians and/or the school for part or all of the day. Truancy will result in disciplinary action and may result academic credit lost for work missed.

### **9.5 Tardy**

A tardy at the start of the school day is defined as arriving at the attendance office after the 7:45 am bell and before 8:50 AM. Absences are defined as arriving at the attendance office later than 8:50 AM on regular school days or after 50% of class time has passed on special schedule days.

- 1) Late car pools, vehicle problems, traffic difficulties or other transportation problems will not be accepted as reasons for excused tardies.
- 2) Students who are tardy to school must report to the attendance office to sign in for class. If the tardy is due to a doctor's appointment, the tardy may be excused with a written note from the doctor.
- 3) If a student is tardy to a class during the school day, the student must report to the Attendance Office to obtain an admission to class form before reporting to class.
- 4) Tardiness to a zero period class is subject to the same tardy policies outlined above.

Tardiness is a violation of the Academy's Code of Conduct and infractions are earned for noncompliance. Tardies are reset at the semester. Tardiness infractions are tracked separate from behavior infractions.

- Tardy to School: 1 Infraction
- Tardy to Class: 2 Infractions

Consequences for excessive tardies:

- Four Tardy Infractions = Lunch detention (see 8.4 for information regarding detentions)
- Eight Tardy Infractions = Lunch detention
- Twelve Tardy Infractions = Saturday detention
- Fifteen Tardy Infractions = Saturday detention and meeting with an Assistant Principal
- Continued tardiness within a semester may incur further disciplinary consequences, which may include activity probation.

### **9.6 Absence and Activities**

A student who misses any part of the school day may not be allowed to participate in or attend co-curricular activities on that day. In addition, if the absence occurs on a Friday, the student may not attend or participate in weekend cocurricular activities. It is the student's responsibility to contact teachers about assignments and work missed due to absence. Exceptions to this will only be granted with the explicit permission from the Assistant Principal of Campus Life.

### **9.7 Anticipated Absence**

While not advised, there may be an occasion when a student will be absent for a reason planned in advance. In such cases where a student will miss one or more days of classes, the student should present a parent's note to her assigned Assistant Principal one week prior to the absence and obtain an *Anticipated Absence Form*. The *Anticipated Absence Form* must be completed by her parents, teachers, counselor and Assistant Principal. The form allows the student to obtain assignments from her teachers, and to submit all work due during the days of absence prior to her last day of attendance. In the case of missed tests and/or quizzes, department policy always takes precedence.

If a student will be absent due to a school related activity (retreat, field trip, athletic competition, etc.), the student must complete a *School Sponsored Activity Form*. This Form will be provided to the student by the faculty moderator of the Activity. This form should be completed in advance of the planned absence and returned to the sponsoring teacher/moderator and used to notify her teachers of the anticipated absence.

### **9.8 College Visitation Days**

- 1) Juniors are allowed two college visitation days during the school year to visit colleges.
- 2) Each senior may take three college visitation day between the first and third quarter to visit colleges.
- 3) Prior to this visitation day, the student presents a note from her parent/guardian explaining the college visit and obtains the designated form from her Counselor. The *College Visitation Form* is signed by each of the student's classroom teachers and counselor and turned into their assigned Assistant Principal at least three days before the college visitation.
- 4) College visit days are considered excused absences. The absences will be counted toward Excessive Absences if a student exceeds the allotted number of absences in a semester/school year.

### **9.9 Illness or Injury at School**

A student who is too ill to remain in class is to report to the attendance office and a call will be made to the parent/guardian to pick up the student. Students should not come to school ill to take a test and leave early especially if they have been vomiting or had a temperature over 100 degrees that morning.

If a student has a prolonged illness or injury (including concussion or surgery) that will affect their attendance or school work this must be reported to the Counseling Department with a note from a CA licensed physician. They will work to make the necessary accommodations and follow guidelines to assist the student.

### **9.10 Early Dismissal**

A student must bring a note signed by a parent/guardian or a parent phone contact must be made stating the reason and the time it will be necessary to leave school. This information should be presented to the attendance office by 7:35 AM and an early dismissal slip will be issued. This slip should be presented to the teacher from whose class the student will be leaving and then presented to the Attendance Office for dismissal. Leaving school grounds without informing the attendance office will result in a major infraction being issued.

### **9.11 Absences During Finals Week**

Any student who is absent during final exam week must have her absence verified by a doctor's note. Students are not allowed to miss final exams for any reason other than a medical illness or an extreme extenuating circumstance. Extenuating circumstances must be discussed with the student's Assistant Principal and an opportunity for taking examinations at an alternate time will be coordinated.

## 9.12 Emergency Cards

In case of accident or serious illness, the school is unable to get medical help for a student without the proper authorization signed by the parent or guardian. Emergency cards are kept on file in the Attendance Office. Parents should inform the school if there is a change in telephone numbers where they can be reached in case of emergency.

## Chapter 10 - Appearance Code

Students are expected to demonstrate good taste and modesty in their appearance, as appropriate to an educational environment. Guidelines for both uniform and non-uniform dress are listed below.

All clothing must be modest and appropriate for school wear. Students found to be in violation of the dress and grooming code will receive an infraction and/or be sent home to change. This applies to uniform dress as well as non-uniform dress.

### 10.1 Uniform Code

Please note that Mills Uniform is the approved school uniform provider. All uniform dress should be purchased directly from Mills Uniform. OLP approved Spirit wear items, purchased from the on-campus or online OLP store may also be worn on non-formal uniform days.

**Skirts:** Only the Mills gray, the Mills navy blue plaid box-pleated skirt, or Mills navy blue skirt may be worn. The hem of the skirt must fall at the top of the knee or below. Skirts must sit on waists and be buttoned and zipped at all times.

**Shorts:** Only the navy blue or khaki Mills walking shorts may be worn. The length of the shorts follows the same length guidelines as those for skirts.

**Pants:** Only the Mills navy blue or Mills khaki pants may be worn.

**Blouses and Polo Shirts:** The all-white, tailored uniform blouse may be long or short sleeved, but it must have a button-down front and a collar. The Mills long or short-sleeved white, navy blue or gray polo shirt all with the OLP insignia and/or logo may be worn. Turtlenecks or long sleeve shirts may be worn under the blouse or polo shirt and must match the color of the outer blouse/polo shirt. On formal uniform days one's blouses/polo shirts must be tucked in.

**Sweaters:** A navy blue Mills sweater with the OLP insignia (pull-over or cardigan) or the sleeveless sweater vest with the OLP insignia is required for formal uniform. The grey Mills cable cardigan is an optional sweater that can be worn on non-formal uniform days.

**Sweatshirts:** Only the OLP Athletic Department sweatshirts, the Mills OLP sweatshirt, or OLP approved spirit wear items may be worn. Sweatshirts may only be worn on non-formal uniform days.

**Jackets/ Outerwear:** The Mills navy blue windbreaker, the navy blue fleece jacket, or the OLP athletic/cheer jacket may be worn as outerwear and in the classrooms. Mills issued OLP vests in grey, blue or black may be worn on any non uniform day. Additionally, Non-uniform jackets, sweaters and sweatshirts may not be worn in the classrooms and halls during the day.

**Shoes:** Any all-black shoe, including all black tennis shoes, (i.e. with no other added colors) that has a soft sole, soft heel, a back or back strap and cut below the ankle bone may be worn. Heels and soles on shoes can be no higher than one inch measured at any point. Only white soles, white shoe laces, or white accents on tennis shoes are permitted.

**Socks & Tights:** Students are allowed to wear navy blue or black tights or leggings underneath their skirts. Only solid, non patterned white, navy blue, grey or black socks may be worn with the uniform.

**Rain Gear:** In the event of rain, rain boots and raincoats may be worn as part of the school uniform on days in which the weather report predicts rain during the hours of 6 am - 6 pm. No color limitations are associated with the rain boots. This uniform exception is limited exclusively to rain boots with rubber soles. Please keep in mind that this does not include riding boots, military combat boots or boots with heels. On rainy days only, students may wear water-resistant raincoats and water-resistant boots. Flannel jackets, ponchos, or other jackets or non-OLP sweatshirts are not allowed.

Any item of apparel not included on the list above is not part of the uniform and *may not* be worn as part of the uniform.

OLP reserves the right to confiscate any items or possessions a student may bring to school which violate the school dress code or rules. Said items or possessions will be returned to the student at the end of the school day or to the parent at the discretion of the Administration.

### **10.2 Formal Assemblies/Liturgies**

For formal assemblies and/or liturgies, students must be in complete formal uniform. Students must wear a Mills issued white blouse or OLP polo shirt, the uniform, blue long-sleeve sweater/cardigan with the OLP logo or the blue sweater vest with the OLP logo and either the uniform pants or a gray, blue or plaid skirt. The white blouse or OLP polo shirt must be tucked into the skirt. No school sweatshirts or letterman jackets may be worn. The formal uniform must be worn for the entire day of the Formal Assembly / Liturgy.

### **10.3 Non-Uniform Dress**

On special occasions, including the day designated to celebrate their birthdays, students are allowed to wear non-uniform attire. Such non-uniform attire should be in keeping with the academic nature of the classroom, and should reflect good taste and appropriateness to a school setting. Non - uniform dress must meet the following standards and failure to do so could result in disciplinary action:

- All clothing must be free from tears, cuts, and holes.
- Shirts must be long enough to cover midriff.
- Backless dresses and shirts are not allowed.
- Shirts and dresses must be appropriate and should not be form fitting.
- Shirts must cover shoulders (no spaghetti, strapless, or halter tops) .
- Shoes must have a back and be close-toed. Heels larger than 2 inches are not permitted.
- Skirts and dresses must meet the length requirements for uniform skirts.
- Shorts are not appropriate on Non-Uniform dress days.
- Hats are not permitted inside school buildings.

Any item of clothing or accessories bearing initials, names, symbols or advertisements representing any organization that contrasts the mission of OLP or references and/or promotes drug or alcohol use is not considered appropriate school wear.

#### **10.4 Additional Uniform Guidelines**

1. Hair must be neat, clean, and combed, of a shade that approximates each girl's natural hair color and may be only one shade throughout. Shaved hair is not allowed.
2. Make-up, hairstyles and jewelry are to be moderate and in good taste.
3. Pierced jewelry may be worn only on the earlobes. Only two piercings per ear are permitted.
4. Tattoos are not allowed.
5. OLP spirit wear collarless, T-shirts may only be worn on Fridays.

The school reserves the right at all times to determine whether or not a student is appropriately dressed and groomed.

#### **10.5 Senior Celebrations**

A school tradition, seniors are granted special uniform privileges in celebration of their final year of attendance at the Academy. Beginning the first day of senior year, the senior class students may wear the following on non-formal uniform days:

- White Tennis Shoes
- College Sweatshirts on Wednesdays
- A Class of 2020 Senior Sweatshirt

## **Chapter 11 - Student Services**

### **11.1 Textbooks**

Students have many options for purchasing textbooks. We encourage families to be savvy shoppers and to search for the best options for them. For the 2019-2020 school year, students have the options of purchasing books through Amazon, another vendor, or through Edtech, our approved textbook provider. All students will be provided with a copy of their class schedule in June to facilitate the online purchase of required class resources.

### **11.2 Cars and Parking**

Students may not go to their cars, without checking-out with the Front Office when they leave and when they return. Failure to check-out will result in a truancy mark, and a major infraction. Additionally, any student car that is used for transportation to and from OLP is subject to search if deemed necessary by OLP administration. This includes cars parked along streets within the neighborhood of OLP (Oregon Street, Copley Avenue, Uvada Place, Idaho Street, Utah Street, Arizona Street & Collier Avenue).

### **11.3 Closed Campus Policy**

The Academy of Our Lady of Peace is a closed campus. Any visitor to campus is required to check in with the Front Office, and to obtain a Visitor's Pass indicating her/his destination on campus. The pass must be worn at all times. Passes are turned back into the Front Office following the visitor's scheduled appointment.



Students of other schools are allowed on campus only to attend certain specific activities open to visitors. These events include: dramatic performances, special educational meetings, and athletic games.

#### **11.4 Finance Office**

The Finance Office is available Monday to Friday, from 8 am - 3 pm. Please contact the appropriate team member to schedule an appointment. The office can assist with questions concerning tuition and tuition assistance.

#### **11.5 Lost and Found**

Valuable articles and/or large sums of money should not be brought to school as the school cannot assume responsibility for missing articles. Students are advised not to leave purses, wallets, personal electronic devices or books unattended. The loss of any valuable article should be reported to the Attendance Office. Articles can be claimed in the Attendance Office.

#### **11.6 Flowers/Balloons/Food**

Small floral bouquets and balloons of no more than three balloons will be allowed in the classroom. Large/multiple bouquets of flowers and balloons hinder the learning process, as they obstruct the visual learning in a classroom and impede movement. If a student has more than three balloons or large/multiple bouquets of flowers, we will hold the items for the student to pick up after school. Students will be able to pick up delivered bouquets of flowers/balloons during break or lunch as long as they meet the requirement. All others may be picked up in the school office after school. All items must be picked up on the same day as the office is not responsible for any items left overnight.

As the school provides a cafeteria service, students are not allowed to coordinate deliveries from outside vendors for food deliveries during school hours. Food delivery drivers will be turned away. If a student forgets her lunch at home, a parent can drop it off in the main office. It is the parent's responsibility to notify the student. Outside food delivery will only be allowed with the prior permission of an Assistant Principal.

#### **11.7 Insurance**

OLP participates in a Student Accident Plan. Students are covered while attending school, school-sponsored activities, or participating in athletics. Claims are submitted first to the group insurance plan of the parent, then to the school's insurance carrier. Injuries and accidents must be reported to the Finance Office immediately (within 24 hours). Claim forms are available in the Finance Office.

#### **11.8 Posters**

Any poster for display on campus or handouts issued by the students to the student body (or to the public) must be approved by the Assistant Principal, Director of Campus Life.

#### **11.9 Water Bottles and Recycling**

In support of the Catholic Social Teaching theme of care for God's creation, OLP has installed a water purification system so that refillable water bottles may be used.

#### **11.10 Work Permits**

Under the labor laws of both the nation and state, students under 18 years of age must possess legal working permits. Students needing permits should request the necessary forms from the Front Office Receptionist. Work permits are signed by the Registrar. Placement on Academic Probation, or an academic record that indicates that insufficient time is being spent on one's studies, could result in the revocation of the work permit.

### **11.11 Library/Media Center**

The Library is open Mondays through Thursdays 7:00 a.m. to 6:00 p.m. and on Fridays from 7:00 a.m. to 3:30 p.m. A student wishing to visit the Library during a class period must get permission from her classroom teacher. Students who visit the Library during Block G Study Hall must come for the purpose of group work and they must sign in and out to account for their attendance.

Library books are available for a 3-week checkout period with the possibility of renewals. Periodicals and reference materials are available for overnight checkout. Chromebooks and other tech accessories may be checked out for the duration of the school day. A student who borrows library materials assumes responsibility for their return on time and in good condition. Students will be charged the replacement value for lost items. Students who have not returned all their library materials will be ineligible to receive their yearbooks until their library account is cleared.

Food and uncovered drinks are not allowed in the Library. Students are to remember that the Library is primarily a place for students to study and collaborate on school work. Noise must remain at a reasonable level so that it does not disturb other people using the space.

### **11.12 Student Fundraising**

The school is committed to supporting an established list of charities each year with annual charitable drives. These non profits include Catholic Charities, Get on the Bus, CSJ Ministries and Catholic Relief Services. Rather than fundraise on campus, students are encouraged and will be supported in their initiatives to educate the student body about the mission of their selected non profit(s).

### **11.13 Transportation**

When the school is able to provide transportation, whether it be to and from school, to and from athletic fields or for special circumstances and events, it is expected that students abide by all rules and policies listed within the OLP Parent/Student Handbook. Transportation surveys given each fall determine transportation routes to and from school. Transportation routes are determined by an annual needs assessment. Questions related to transportation should be directed towards the Director of Facilities, Mrs. Toni Russo.

## **Chapter 12 - Communication with the School**

### **12.1 Campus Hours**

The campus will open at 6:30 AM for zero period classes. General campus hours are 7:00 AM - 4:00 PM Monday through Thursday and 7:00 AM - 1:30 PM on Fridays. The school library is open each day until 6:00 PM, Monday through Thursday and until 3:30 pm on Fridays. Before and after school supervision is only offered in the library. Parents are encouraged to discuss expectations of their daughter's location on campus before our after school with their daughter. A student on campus (outside of the student library) outside of the school day hours must be part of an approved and supervised activity.

### **12.2 Dropping off Students**

There are two designated drop off areas for students. We encourage families to maximize Circle Drive in the mornings to alleviate traffic congestion. Families are also allowed to drop off students at the corner of Oregon and Collier. At all times, parents and students are expected to adhere to traffic support personnel.

### **12.3 Picking up Students**

There are two designated pickup areas for students. Circle Drive is available for afternoon pick-up along with the section in front of Collier Street and Oregon Street.

### **12.4 Calling the School**

When telephoning the school, please refer calls to the appropriate office and/or arrange an appointment through the appropriate secretary. Telephone messages for students can be accepted only on an emergency basis and only from a parent or other person listed on the student's emergency card. During the school day students will not be allowed to contact parents via cell phone without adult supervision.

### **12.5 Visitors to the Academy of Our Lady of Peace**

The Academy of Our Lady of Peace is a closed campus. All visitors, including alumnae, must obtain an approved visitors pass from the Main Office immediately upon entering the school or grounds. In accordance with California Education Code, sec. 32211, any person who is not a student at OLP, is not a parent of a student, or is not an employee will be asked to leave the school and is expected to do so promptly. Failure to comply will result in police contact.

## **Chapter 13 Health and Safety**

### **13.1 Accident/Incident Forms**

Accident or incident report forms are available in the attendance office. A report must be completed and filed in the Finance Office for every incident or accident that occurs on campus or during a school sponsored activity.

### **13.2 Emergencies and Disaster Preparedness**

Emergency Cards must be filled out and returned to the Attendance Office prior to the first day of each school year. In the event of an emergency (i.e. major earthquake) while students are under school supervision, students will be released ONLY to the persons designated on the Emergency Card. An alternate person must be designated on the form in the event you are unable to pick up your daughter. Identification is required for picking up students. The school maintains an emergency preparedness plan that includes procedures for earthquakes, fire, internal/external threats, lockdowns, etc.

The Academy of Our Lady of Peace is committed to a safe educational and work environment for all students and staff, as well as the community. Timely communication in the event of an emergency is a priority. The emergency communication response plan is comprised of the following communication components in which any or all may be utilized:

- 1) Telephone calls to home and cellular telephones
- 2) Text messaging to cellular telephones of parents and students
- 3) Email to all parents and employees
- 4) Message posting on school website and other social media sites
- 5) Classroom/campus PA announcements
- 6) Press releases

### **13.3 Immunization**

Each student is to file a report of her immunization against polio, measles, rubella, diphtheria, tetanus and pertussis prior to first admission to high school in California (California Health and Safety Code, Sections 120325-120375). Forms are sent to all incoming students and

must be on file in the attendance office before the student begins attendance at the school. Any student without an immunization record may be suspended from school until such time the record is on file and in the attendance office.

#### **13.4 Prescription Medication**

Any student who is required to take, during the regular school day, prescribed medication may be assisted by the attendance clerk or designated school personnel if both of the following conditions are met:

(a) The student's authorized health care provider executes a written statement specifying, at a minimum, the medication the pupil is to take, the dosage, and the period of time during which the medication is to be taken, as well as otherwise detailing (as may be necessary) the method, amount, and time schedule by which the medication is to be taken.

(b) The student's parent or legal guardian provides a written statement initiating a request to have the medication administered to the student or to have the student otherwise assisted in the administration of the medication, in accordance with the authorized health care provider's written statement.

A student may carry and self-administer medication for auto-injectable epinephrine and/or inhaled asthma medication if the school receives the following written statements in addition to the information provided at (a) and (b) above:

(a) The health care provider's confirmation that the student is able to self-administer auto-injectable epinephrine and/or inhaled asthma medication.

(b) The student's parent or legal guardian's written statement consenting to the self-administration of the auto-injectable epinephrine and/or inhaled asthma medication, providing a release for the school nurse or other designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing the school and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication pursuant to this paragraph.

In addition, in the case of a student who is able to self-test and monitor her blood glucose level, upon written request of the parent or guardian, and with authorization of the licensed health care provider of the student, a student with diabetes shall be permitted to test her blood glucose level and to otherwise provide diabetes self-care in the classroom, in any area of the school or school grounds, during any school-related activity, and, upon specific request by a parent or guardian, in a private location.

The required written statements specified above shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

A student may be subject to disciplinary action if the student uses medication in a manner other than as prescribed or authorized.

#### **13.5 Leaves of Absence**

When, for emotional and/or physical reasons, a student's health and well-being may necessitate a leave of absence, the school will determine the necessity and duration of the leave in conjunction with

all those involved. Such circumstances will be reviewed on an individual basis to ensure the welfare of the student. The Assistant Head of School will consult with counselors on all such issues. The decision to grant the leave of absence will be at the discretion of the Assistant Head of School.

### **13.6 Physical Examination**

All (freshman & transfer) students must file a current physical form verifying a recent physical examination completed and signed by a physician with a MD or DO license with the attendance office. Physicals are valid for one year and must be good through the entire school year. Students who participate in athletics must file with the AP for Athletics a physical form each year to be eligible for participation. Physicals for athletes are valid for only ONE calendar year and must cover through the remainder of the school year. No facsimiles of physical exams will be accepted. Students who do not have a physical on file with the attendance office will not be allowed to participate in their Physical Education class and may lose credit for the time they miss from class activities. Students unable to participate in Physical Education classes due to chronic or congenital health problems need to have a physician's note on file with their counselor and assistant principal.

### **13.7 School Facilities**

Each student is expected to assume responsibility, care and pride in the use of school facilities. Eating, chewing, drinking or consuming food, mints, gum, and/or beverages is not allowed inside the school building except for the St. Catherine's Pilot Cafe, faculty areas and other areas designated for a particular curricular or co-curricular purpose. For legal reasons, individual students or groups of students may not use school facilities without prior approval or supervision. All areas of the school are under the direct supervision of campus supervisors and faculty or staff members when such facilities are being used by students.

### **13.8 Safe School Environment**

In order to provide a safe school environment, the school will cooperate with the police in their efforts to deal with dangerous or violent incidents. The following procedures should be observed:

1. The student reports incident immediately to the Head of School, Assistant Head of School, Assistant Principal(s) or campus supervisors.
2. The Assistant Principal of Campus Life, or designee in his/her absence, investigates to determine what happened and reports incident to the appropriate authority. If the situation warrants, students will be held on campus for parent pickup.
3. In the case of a student being involved in a police investigation, the school will cooperate with the police and follow their instructions.

### **13.9 Child Abuse Reporting and Mental Health Referral Procedures:**

At times, students may share with a counselor, teacher, peer, or other member of the community information that necessitates action from the school. As mandated reporters under CA Ed Code 44691, school personnel are required to contact the police or California Protection Services (CPS) when there is reasonable concern for a student's safety. Parents and/or guardians may not be included in this communication. Additionally, police officers and social workers may come to campus requesting to speak with a student. Students will be given the option of having an adult in the room with them. All conversations are confidential. We cooperate with law enforcement, and we cannot guarantee an immediate phone call to a parent/guardian. A school official will contact a parent as soon as it is possible.

Students who report feelings of suicidal ideation or significant self harm are considered at risk. As school professionals, our faculty and staff will not evaluate or treat students. Rather, the student will be assessed

for immediate harm to self or others, parents and/or guardians will be notified, and outside resource information will be provided. In some cases, a student will present as an immediate danger and school personnel may need to call the police and/or the PERT (Psychiatric Emergency Response Team) to campus.

Once a student has been identified as at risk for self-harm and/or harm to others, the school requires that the student be evaluated and cleared by a licensed Therapist, Psychologist, or Psychiatrist before returning to school. Additionally, a mandatory re-entry meeting with the student's counselor and school administrator is required to review the cleared letter and safety plan prior to returning to any class or school-related activities.