

***Our Lady of Miracles School  
2011-2012***

***Parent/Student Handbook***



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**OUR LADY OF MIRACLES CATHOLIC SCHOOL**  
2011-2012 PARENT-STUDENT HANDBOOK

This Parent-Student Handbook contains a summary of many of the policies and procedures regarding students at Our Lady of Miracles Catholic School. The administration of the school reserves the right to amend this handbook at any time. Notification of amendments will be published on the website.

The policies contained in the handbook are in alphabetical order, dictionary style if you will. Please note the Index at the back of the book for a listing of all informational titles found in the handbook.

Thank you in advance for familiarizing yourself and your student with the contents of the handbook. Please sign the enclosed contract, which states that you have read the handbook and have discussed the appropriate policies with your student. **Please have your student return the signed contract to his or her homeroom teacher by Tuesday, September 13, 2011.**

As always, prayer is at the center of our spiritual journey and so it is with that in mind, the handbook opens with the School Prayer.

*Loving God, guide us at Our Lady of Miracles Catholic School to strive and ensure a quality education that integrates the teachings of Christ. Help us keep in mind that all people are created in Your image and that each person's spiritual worth must be nurtured and developed here in our Catholic community. With your guidance we, the staff and parents, will develop in each of our students the responsibility for living and promoting a society rooted in love, service, peace and justice. We will work to solidify values within our students to use now and in the future.*

*Aid us Lord, in providing our students with the tools to make good moral and just decisions in their daily encounters with others based on prayerful considerations.*

*Give us the power, through your Spirit, so that our hidden selves may grow strong. We ask this through Jesus Christ your Son. Amen*

*Our Lady of Miracles, Pray for us.*

## **MISSION STATEMENT**

Our mission is to provide a strong Catholic education that promotes academic excellence and spiritual growth which emphasize respect and compassion for all “so that our hidden selves may grow strong”.

## **PHILOSOPHY**

We at Our Lady of Miracles School, an educational ministry of The Shrine of Our Lady of Miracles, believe that providing a rigorous and challenging curriculum in a Christ centered atmosphere will help each OLM student grow intellectually, spiritually, physically and emotionally. Understanding that parents are the primary educators of their children, we are committed to working with parents to ensure each student has the necessary foundation to become an effective spiritual leader and a globally responsible citizen. We believe that by instilling the Catholic values listed in the Student Learning Expectations, and by providing liturgical and Gospel-rich traditions, each OLM student will be empowered to make choices rooted in love.

*“ . . . May He give you the power through His Spirit for your hidden self to grow strong*

*... ”*

*Ephesians 3:16-17*

## **SCHOOL COMMUNITY**

### **Administration**

Fr. Leonard Trindade, Pastor

Principal: Miss Adrienne Lopes BA California Polytechnic State University, San Luis Obispo, Professional Clear Teaching Credential, Administrative Credential, MA St. Mary's College of California

Consultant: Mrs. Barbara Dompe BA from CSU Stanislaus, Professional Clear Single Subject Teaching Credential, Administrative Credential, MA St. Mary's College of California

### **Teaching Staff**

Preschool Director	Mrs. Terri Amarante
Preschool Teacher	Mrs. Loraine Does
Kindergarten	Mrs. Maria Wigt
Grade 1	Mrs. Melanie Mello
Grades 2/3	Ms. Katie McCarthy
Grade 4	Mrs. Robyn Farris
Grade 5	Mrs. Isabel Haley
Grade 6	Mrs. Jean Corp
Grades 7-8	Mrs. Vanessa Cardoso

### **Classified Staff**

Ms Joleen Does, Preschool Aide

Ms Suzanne Brooks, Preschool Aide

Mrs. Esther Cantu, Instructional Assistant

Mrs. Jenny Thomas, Director of Extended Care

Mrs. Linda Camboia, Receptionist

Mrs. Durvalina Snoke, Accounting

### **School Board**

Florie Nunes, President

Members: Glen Beard, Tim Brasil, Ryan Crow, Daniel Drumonde, Connie Gomes, John Menezes

### **OLM Finance Committee**

Janet Beard, Emily Faria, John Lawrence, Bob Maffei, Joe Martini

### **OLM Foundation**

Karen Martini, President

Members: Carlotta Azevedo, John Borrelli, Patsy Freitas, John Lawrence, Lucie Lucas, Janet Maffei, Nick VanderPoel

### **Parent Teacher Organization**

Jami Westervelt, President

Dena Travao, Vice President

Alicia Alamo, Secretary

Janet Cordeiro, Treasurer

All registered OLM families are members of the Parent Club. The OLM Parent Club strives to promote the mission, goals, and ideals of Catholic education. The members enlist the spiritual, educational and social resources of home and school to provide the best Catholic education possible. The organization plans, coordinates and staffs the fundraising events and social functions. It is responsible for raising over \$130,000 annually to keep tuition affordable.

Meetings are held the fourth Wednesday of each month in the school library at 7:00 PM. All parents are encouraged to attend. For every meeting attended, one hour of service is credited.

## **ADMISSION PROCESS/REQUIREMENTS**

Our Lady of Miracles admits students of any race, color, and national and/or ethnic origin. Each student has all the rights and privileges generally accorded to the student body, and can participate in all the programs and activities that are available.

The highest admission priority is given to siblings of current students and to registered active members of The Shrine of Our Lady of Miracles Parish, followed by Catholic families registered in neighboring parishes.

## **ATTENDANCE POLICY**

### **Excused Absence**

- Verified medical appointments, with printed excuse from the office of the medical appointment showing the date and time of the appointment
- Personal illness verified by parental note
- An absence of four days may require a doctor's verification.
- Serious illness or death in the family, or other similar serious events, including funerals
- Any other absence deemed excusable by the school administration.

### **Unexcused Absence**

All absences not classified as excused, will be considered unexcused and a parent conference will be held when an unexcused absence occurs

### **Excused from Physical Education**

If a child is to be excused from participating in physical education classes for more than 3 days, a doctor's note is required.

### **Reporting Absences**

The school office should be called between 8:00 A.M. and 9:00 A.M. on the first day of an absence to notify the school that the student will be absent that day.

A written excuse explaining absences and signed by a parent or guardian, must be brought to school and given to the classroom teacher the first day the student returns to class.

### **Absence Limits**

If a student is absent for more than fifteen days during the school year, a conference will be held regarding retention.

### **Tardiness**

One or more tardies will deem a student ineligible for a perfect attendance award.

## **ANTI-BULLY POLICY**

All students at OLM deserve to be treated with respect, kindness and dignity. Students are asked to report any mistreatment of others to their teachers or proper authorities. A Solutions Team may be assembled if the targeted student agrees. A Solutions Team is made up of peers and is charged with helping a student who is being teased, bullied or picked on.

## **AWARDS**

At the end of each quarter an awards assembly will be held. A student will receive a Perfect Attendance certificate if he or she attends each and every school day for the entire time school is in session. If a student earns a 4.0, or 45 points he/she will be eligible for the Principal's Award. Honor Roll certificates will be awarded to students who earn 28 points or more.

A = 5 points   A- = 4 points   B+=3 points   B = 2 points   B- = 1 point

To be eligible for any academic award, the student must have all satisfactory marks or higher in citizenship (Student Learning Expectations).

### **APPOINTMENTS – Medical and Dental**

Parents should try to schedule appointments after school hours. Dismissal during class time is disruptive for both the child and the entire class. Teacher discretion will be used regarding any make-up work or tests missed during the absence. If a student does need to leave school during school hours, the following procedure must be followed:

1. A request in writing, signed by the parent or guardian, must be given to the classroom teacher.
2. The student must be signed out in the office. Office personnel will send for the student.
3. Upon returning to school, the student must report to the school office to sign in before going back to class. It is not necessary for the parent to accompany the student to the school office upon his/her return to school.

### **CALENDAR 2011-2012 SCHOOL YEAR**

A school calendar can be downloaded from the school's website.

### **CELLULAR PHONES**

Bringing cellular phones to school is discouraged. If it is necessary for the student to have a cell phone, it will be regarded as private property and will not be the school's responsibility. The cell phone must remain off during school hours.

### **CHANGE OF ADDRESS/TELEPHONE**

If you have a change in address or telephone number, please send a written note to the office and to your child's teacher. **This is very important in the event that your child is injured or becomes ill at school.**

### **CHILD ABUSE REPORTING REQUIREMENTS**

Our Lady of Miracles and its employees shall comply with the reporting requirements of the California Child Abuse Reporting Law. The school and its employees will immediately report any known or reasonably suspected incidents of child abuse (including physical abuse, physical neglect, sexual abuse, and emotional maltreatment) to Child Protective Service.

### **CLASSROOM VISITS**

Parents and friends of the school are encouraged to visit the classrooms and other facets of the school plant during a time that is **pre-arranged**. **All visitors** must first report directly to the school office.

### **COMMUNICABLE DISEASES**

Our Lady of Miracles works cooperatively with state and local health agencies to prevent, control, and contain communicable diseases. Communicable diseases can be a serious concern for both the afflicted person and the school community. Each communicable disease case shall be judged on its own merits following the policies and procedures established by the Diocese of Fresno. Parents/guardians must immediately notify the school office if they suspect or know that their child has been exposed to or has a communicable disease that may present a health threat to their child or others.

### **COMMUNICATIONS**

In keeping with the goals and objectives of the school and the school philosophy, school personnel are available when the need arises. If a parent has a concern, he or she is to make an appointment with the appropriate teacher. If the problem is not resolved, the parent is to make an appointment with the administration. Problems concerning personnel may move from the building level to the pastor. Suggestions for policies and educational programs may be sent to the School Board, after appropriate administrative involvement. For further information concerning disputes, please refer to Diocesan Policy #2400 - Dispute Resolution.

## **DISCIPLINE**

The staff at Our Lady of Miracles is dedicated to building a positive relationship with each and every student in order to foster respect for the rules and regulations of the classroom and school.

### **Approved Disciplinary Measures**

The disciplinary measures may include, but are not limited to, the following:

1. **Isolation of student** within the class or on the schoolyard
2. **Detention** may be assigned before school, after school, or during recess.
3. **Loss of privileges** such as participation in sports, drama, school dances, or field trips, may be a consequence of unsatisfactory behavior.
4. **Community Service** may be assigned, with parent notification, during school or non-school hours. Such service shall be supervised, and may include, but is not limited, to outdoor beautification.
5. **Suspension from school** as a temporary denial of the privilege of attending school and any school related activity.
6. **Recommended Transfer** to another school
7. **Expulsion** from school

### **Behavior Expectations**

1. Students are to follow all school and classroom rules, exhibit good manners, be courteous to others, and show respect for members of the school community.
2. It is our belief that students have a right to learn, and teachers have a right to teach.

### **Approved Disciplinary Procedures**

Isolation, detention, loss of privileges, and community service are the usual consequences for the following infractions. However, depending on the number of occurrences, age of student, and severity of infraction, the administration may impose stricter consequences such as suspension, recommended transfer, or expulsion.

- Failure to come to class in a prepared fashion ready to complete assignments
- Failure to complete class or homework assignments on time
- Disruption of school activities or disobedience of school authority
- Disruptive behavior including the distraction of students during class
- Bullying behavior, threatening, provoking, taunting, teasing, injuring, degrading, fighting, disgracing any student, member of the staff, or visitor to the school
- Failure to follow the dress code
- Gum chewing or eating food in the classroom without permission
- Habitual tardiness
- Loitering on school grounds
- Being in a classroom without the presence of a teacher
- Writing, reading, or passing of notes in class
- Littering the school grounds
- Play fighting, rough games or behavior, such as playing tackle football, etc
- Running in classroom or hallways
- Possessing permanent markers, sharpies or white out on campus
- **Other infractions as determined by staff.**

### **Automatic Suspension Pending Expulsion**

- Possessing a weapon, explosive or explosive device while on campus or church grounds or during any school sponsored activity
- Possessing or knowingly ingesting any of the following while on campus or church grounds or on a school sponsored activity: alcohol, tobacco or a tobacco product, marijuana, hard drugs, illegal drugs, or any other chemical substance or compound that is not legally possessed by the student under the laws of the State of California
- Asking an Our Lady of Miracles School student at any time or place to sell, loan, give, or otherwise furnish any of the following items: a weapon, explosive, explosive device, alcohol, tobacco or a tobacco product, marijuana, hard drugs, illegal drugs, or any other chemical substance or compound that is not legally possessed by the student under the laws of the State of California.

- Agreeing at any time or place to sell, loan, give or otherwise furnish an Our Lady of Miracles School student with a weapon, explosive, explosive device, alcohol, tobacco or a tobacco product, marijuana, hard drugs, illegal drugs, or any other chemical substance or compound that is not legally possessed under the laws of the State of California.

### **Prohibited Items**

1. Laser pens or other distracting devices that may interrupt instructional time
2. Hard baseballs and softballs
3. The use of bicycles, skateboards, roller blades, or roller skates on the school grounds
4. Technology devices such as radios, recorders, ipods, CD players

### **DISMISSAL/STUDENT PICK UP**

Students are to be dropped off and picked up at the church or back parking lots. Drivers must keep the safety of the students in mind at all times while driving slowly through the parking lot. **Students are not to be dropped off or picked up in the front of the school.**

Bus Drop Off and Pick-Up will be in front of the school in the designated yellow-lined area.

Any child unsupervised after school will be placed in the Extended Day Child Care Program, and parents will be billed for the service.

### **DISPUTE RESOLUTION**

Disputes often arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, and teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

### **To Resolve Disputes**

**Step One:** Disputes shall be presented within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible involved in the dispute. For example, a parent complaint regarding a teacher's homework policies should be taken directly by the parent to the teacher for resolution.

**Step Two:** Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute or within ten (10) calendar days of the presentation described in Step One above to the principal for his/her review and decision. The principal shall conclude his/her decision within ten (10) calendar days of the referral described in this Step.

**Step Three:** If the dispute cannot be resolved at Step Two, the complaining party within ten (10) calendar days of the principal's decision in Step Two may present the dispute to the pastor for his review and decision. The pastor shall conclude his review of the dispute and render his decision within ten (10) calendar days of the referral to him described in this Step.

### **Diocesan Review**

If the dispute cannot be resolved at Step Three, any party to the dispute, within ten (10) calendar days of the pastor's decision at Step Three, may petition the Superintendent of Catholic Schools in writing for his/her review of the dispute. The Superintendent, at his/her sole discretion, may decide to review or not review the dispute in question. If the Superintendent chooses to review the dispute, he/she shall render an advisory recommendation to the pastor (rector) in writing within ten (10) calendar days of receiving the written petition.

***Approved by Bishop: July 26, 1993***

### **EXTENDED DAY CHILD CARE**

Extended childcare is available from 6:30 a.m. until 7:40 a.m., and from dismissal until 6:00 p.m. After 2:50 p.m., all children must be in a school-sponsored activity or in the Extended Child Care Program. Registration forms and the fee schedule are available in the office or on the school website.

### **EXTRA CURRICULAR ACTIVITIES**

Students are encouraged to participate in extra-curricular activities. However, teachers and/or administration must approve participation for each student.

## **FAMILY ENVELOPE**

The family envelope will no longer be used. All newsletters and other information will be available on the school website. The school office is to be notified if a family would prefer hard-copies of the information.

## **FAMILY LIFE INSTRUCTION**

All schools in the Fresno Diocese are required to teach Family Life at all grade levels. Parents may request that their children be excused from instruction that involves explicit information. Parents will be notified and informed of unit content prior to unit instruction. Parents desiring this exclusion must notify the teacher in writing about the exemption.

## **FIELD TRIPS**

No child may go on a field trip unless a permission slip is returned and signed by the parent or guardian. Permission for a student to attend a field trip may not be given verbally or over the telephone, however, permission slips may be Faxed to the office @ 854-3961.

All drivers for field trips must have a completed form on file, along with a copy of their driver's license, vehicle registration, and insurance policy. All volunteer drivers must complete our Safe Environment Program that includes training, fingerprinting and a signature on our Volunteer Statement of Compliance. Please see **Safe Environment Policy** for more information. These requirements guarantee full compliance with the rules and regulations for field trips according to *Guidelines for Field Trips* as published by the Diocese of Fresno.

For the safety of all, volunteers are not allowed to bring any guests, including siblings, on field trips. All field trip volunteers are expected to follow the guidelines of the teacher.

## **HARRASSMENT**

Our Lady of Miracles is committed to providing a Christian learning environment that is free from any form of harassment. Our Lady of Miracles will treat allegations of harassment because of race, religious creed, color, national origin, ancestry, physical handicap, gender or any other form of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

## **HOURS - SCHOOL AND OFFICE**

Our Lady of Miracles School office hours are from 7:30 AM to 3:30 PM.

### School Bell Schedule

7:40 AM	Supervision begins
8:00 AM	School Begins
8:05 AM	Prayer Assembly
10:00-10:20	Morning Recess
12:00-12:40	Lunch Recess
2:40	Dismissal
2:50	Supervision ends

### Minimum Day

7:40 AM.	Supervision begins
8:00 AM.	School Begins
8:05 AM	Prayer Assembly
10:00-10:20	Recess
12:00	Dismissal

## **INSURANCE**

The Diocese of Fresno has adopted an insurance policy, which covers every child enrolled in school. When a child is injured at school and needs medical attention, parents may request an insurance form from the school office within 48 hours.

## **LOST AND FOUND**

All articles of clothing, lunches, materials, etc., must be clearly marked with the child's name and grade. At the end of each semester, unclaimed and unmarked articles will be given to St. Vincent DePaul Society or other Catholic charity. Lost and Found items are located in the school office.

### **LUNCH POLICY**

Our Lady of Miracles contracts with Gustine Unified School District to provide a lunch each full school day. A monthly food calendar will be available on the website. Payment for lunch is made in advance and the cost is \$1.75 per meal (subject to change).

If a sack lunch is being delivered to a student, it is to be delivered to the office before the beginning of the child's lunch time and with the child's name clearly marked on the container.

### **MEDICAL INFORMATION**

**Immunization and Medical Exams** - All immunizations and medical examinations must be completed in compliance with California State Law. **Students not in compliance will not be allowed to attend school until the necessary examinations and immunizations are completed.**

**Medical History** - Parents should inform the school of any physical or medical information that affects the health or learning of the student.

**Medication** - All medication, prescription or non-prescription, must be kept in the office. Students are required to self-administer medications in the office. All medication must be clearly labeled and written authorization for administering the medication must be on file with the office.

### **NON-SMOKING POLICY**

To promote the health and safety of all students and staff, and to model positive health habits for students, the use of tobacco products is banned on school grounds and in vehicles used for school functions. This prohibition applies to all employees, students, parents, and visitors at the school or at any school sponsored activity including athletic events. "No Smoking" signs are posted throughout the school grounds.

### **PAYMENTS**

Tuition is due the first of each month. Payments can be made using a credit card, check or cash. Please talk to office staff before paying for multiple services with one payment.

### **PHOTOGRAPHING AND VIDEOTAPING OF STUDENTS**

Students, while at school, may be photographed or videotaped by members of the school staff, by parents, and by others. However, a parent may request a "Request to Limit Photography and Videotaping Form" from the office.

### **RELEASE OF STUDENTS**

No unauthorized organizations, agency or person may be allowed to visit or assume custody of a student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by parent or guardian. In order to cooperate with student and family needs, the school must be informed of custody arrangements. The school will ask for legal verification of these arrangements.

### **REPORT CARDS (Reporting to Parents)**

Report cards will be sent home the week following the end of each quarter. Parent/Teacher conference appointments will be scheduled in October. At this conference the first quarter report card and I.T.B.S. scores will be given out and discussed.

### **RETENTION POLICY**

Teachers will notify parents and the administration during the first quarter if retention seems a possibility. By March 15<sup>th</sup>, a conference will be held to discuss retention. The documentation will be placed in the child's cum file and a copy sent home with parents. The final decision to retain a student rests with the administration and will be made in consultation with the parents and teachers and with the student's best interest at the center of the decision.

## **SAFE ENVIRONMENT POLICY**

In an effort to provide the safest environment for all children, the Diocese of Fresno has implemented a Safe Environment Program for all schools and churches. Parents entrust their children to our care, and we take every effort to ensure the safety of all students. Every staff member, from the principal to the custodian, must be fingerprinted before he/she is hired. This provides not only a background check, but also future notification if any staff member commits a crime that makes his/her relationship with children questionable. Our Safe Environment Program includes mandatory training for all volunteer parents including after school volunteer coaches, parent volunteer drivers for any school activity (fieldtrips or after school sports) and regular classroom volunteers.

It is unfortunate that we live in a society where children are vulnerable. The reality is that little abuse does occur, but a comprehensive approach to the problem and a rigorous program of education will reduce the level even more.

Parents have two options to complete the training requirement for our Safe Environment Program. They may either attend a training session for the Safe Environment protocol or complete the online training module. The on-line training can be found at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org) Please print the certificate of completion and bring it to the school office. Each volunteer parent is asked to sign a statement of compliance or volunteer Code of Conduct. In addition to this training, all after school volunteer coaches, all parents transporting students for any school activity including field trips or after school sports, and all regular classroom volunteers (as identified by classroom teacher) are required to be fingerprinted. LiveScan fingerprint forms are available in the school office.

## **SCHOOLWIDE LEARNING EXPECTATIONS**

An Our Lady of Miracles Student Is:

### **A student who values learning and Catholic education by . . .**

- Respectfully listening to others.
- Completing assignments neatly.
- Participating in classroom discussions.

### **A student who recognizes the importance of good stewardship by . . .**

- Taking care of school property and the property of others.
- Keeping his/her materials, the classroom and the schoolyard neat and organized.

### **A student who lives out the Gospel by . . .**

- Treating others with compassion and respect regardless of age, culture, economic status, or political affiliation.
- Following school and classroom rules and procedures.
- Reverently participating in prayer and liturgical celebrations.

## **STUDENT RECORDS**

Parents wishing to see their student's cumulative record must request an appointment so that a qualified person will be available to answer questions and interpret the recorded data.

When a student transfers to another school, his or her records will be mailed to the new school upon request from the receiving school.

## **SUSPENSION AND EXPULSION**

The school will follow the Diocesan policy regarding Suspension and Expulsion procedures. The following excerpts from Diocesan policy are used for criteria for suspension and expulsion:

- Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of the school personnel, or assault or battery upon a student, upon school premises or while under the authority of school personnel, assault or battery upon school personnel, or any threat of force or violence directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school. Smoking or having tobacco on school premises constitutes good cause for suspension of pupil.
- The school may suspend or expel a pupil who on school premises or elsewhere used, sold, or has been in possession of narcotics or other hallucinogenic drugs or substances.
- The school may suspend or expel any student who willfully cuts, defaces, or otherwise injures in any way property, real, or personal, belonging to a school. In addition, the parent or guardian shall be liable for damages so caused by the student.
- The school may suspend or expel pupils for misconduct when other means of correction fail to bring about proper conduct.
- Possession of or knowingly ingesting a substance which is not legally possessed by the student under the laws of the State of California while on campus, church grounds, or on a school sponsored activity will result in the expulsion from Our Lady of Miracles School.
- Students are forbidden to use or possess intoxicating liquor while on the school grounds, or elsewhere when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activities or school attendance.
- Possession of a weapon or knowing use of an object in a dangerous manner towards another person while on campus or church grounds or during any school sponsored activity will result in expulsion from Our Lady of Miracles School.

## **TELEPHONE POLICY**

Students may use the office telephone for emergencies only. (Phone calls home regarding forgotten homework, lunches, school materials, or personal issues are not considered emergencies.) Personal messages may not be left for your child.

## **TESTING**

Diocesan standardized achievement tests are administered in the fall. Parents will receive a *Parent Report* printout of the results at the parent-teacher conference. The Iowa Test of Basic Skills is administered to students in grades two through eight during the week of September 19-23.

## **UNIFORM POLICY**

All children in grades K-8 are expected to be in complete uniform. Uniforms may be purchased from Dennis Uniform Company located in Fresno at 5186 N. Blythe, Suite 101 (559-276-5621) or at [www.dennisuniform.com](http://www.dennisuniform.com) The code for OLM is FHN and the site is user friendly.

### **Girls' Uniforms**

Uniform plaid jumper for grades K-3  
Uniform plaid skirt for grades 4-8  
Blouse – White with Peter Pan collar, long or short sleeve polo shirt  
Uniform Skort- Navy blue  
Under Shorts – Solid navy or shorts may be worn under skirts or jumpers  
Uniform Pants- Solid navy blue  
Uniform Sweater/Sweatshirt- OLM Navy  
Socks – Solid white, navy blue or hunter green  
Tights – Solid white or navy blue  
OLM Beanies

### **Boys' Uniforms**

Uniform Pants – Navy blue corduroy or twill  
Uniform Shorts – Navy blue  
Shirts – White oxfordcloth long or short sleeve; white polo long or short sleeve  
Socks – Solid white, navy blue or hunter green  
Uniform Sweater/Sweatshirts - OLM Navy  
OLM Beanies

## **Shoes**

Shoes must be worn at all times.

Shoes must have an enclosed back or a back strap, but athletic shoes are preferred for full participation in school activities.

Shoes should be no more than 2 muted colors.

Boots cannot be worn.

Uniforms should not be oversized, or baggy. Any clothing that allows excessive space between the clothing and the body will not be allowed for reasons of safety. Students must wear clothing for which it was designed. (i.e. waistband at the waist.)

- Hats are not allowed.
- Dangling earrings are not allowed.
- Boys may not wear earrings.
- Make up that is obvious is not allowed.
- Feathers or extensions are not part of the uniform.
- Heavy jackets are NOT to be worn in the classroom or in church.
- Jumpers, skirts, skorts and shorts must not exceed three inches above the knee.
- Boys' hair must not touch the collar, or come below the eyebrows or be of an exaggerated style.
- Hair is to be clean at all times and must not be dyed, bleached or frosted
- Shirts are to be tucked in at all times.

## **VISITORS**

All visitors **must** report to the school office when entering the campus. Visitors may not go to a classroom unless there is a pre-arranged appointment with the teacher. Parents delivering a student's lunch, book, homework, etc., are take it to the school office and it will be delivered to the classroom. This minimizes disruptions to the classroom.

