Our Lady of the Assumption Catholic School

Family Handbook

2026-2027

4225 Shamrock Drive

Charlotte, NC

704.531.0067

www.olacatholic.org

Revised July 2026

Vision Statement for Catholic Schools

Catholic Schools Office
Diocese of Charlotte, North Carolina

To provide an immersive, accessible, and authentic Catholic environment where every student can respond to their vocation to holiness and pursue excellence: spiritually, intellectually, emotionally, physically, and socially as fully alive disciples of Christ who transform the world. The clarity of this purpose finds full expression in a robust Catholic identity, holistic educational formation, committed operational vitality, and effective governance and leadership.

Mission Statement

Catholic Schools Office

In communion with our families and parishes, and rooted in Scripture, Tradition, and the defined teachings of the Catholic Church, we form students to be virtuous disciples of Jesus Christ, who pursue excellence of intellect, heart, and soul with salvation as the ultimate goal.

The Holy See's Teaching On Catholic Schools
Archbishop J. Michael Miller, C.S.B., 2005

Five essential marks of a Catholic School

1. Inspired by a supernatural vision
2. Founded on Christian anthropology
3. Animated by communion and community
4. Imbued with a Catholic worldview throughout its curriculum
5. Sustained by Gospel witness

MECKLENBURG AREA CATHOLIC SCHOOLS

Beginning with the 1992-1993 school year, seven schools in Charlotte joined together to form a regional school system, MACS. The original seven schools plus St. Mark (2003) and Christ the King (2011) that currently make up MACS are:

St. Matthew
1152 Elm Lane
Charlotte, NC 28227
704-544-2070

St. Gabriel
3028 Providence Road
Charlotte, NC 28211
704-366-2409

St. Ann
600 Hillside Avenue
Charlotte, NC 28209
704-525-4938

Holy Trinity Middle
3100 Park Road
Charlotte, NC 28209
704-527-7822

St. Patrick
1125 Buchanan Street
Charlotte, NC 28203
704-333-3174

Charlotte Catholic High
7702 Pineville Matthews Road
Charlotte, NC 28226
704-543-1127

Our Lady of the Assumption
4225 Shamrock Drive
Charlotte, NC 28215
704-531-0067

St. Mark
14750 Stumptown Road
Huntersville, NC 28078
704-875-6377

Christ the King High
2011 Crusader Way
Huntersville, NC 28078

MACS CABINET

A broad based school board oversees the operations of the regional school system.

NONDISCRIMINATION POLICY

Mecklenburg Area Catholic Schools do not discriminate on the basis of race, color, sex, religion, physical condition, or national or ethnic origin in the admission of students.

If there are more students who apply in a given category than space available, a lottery will be used to determine admission, beginning with early admission applicants.

NON-SMOKING FACILITIES

All Mecklenburg Area Catholic Schools are non-smoking facilities.

NEW STUDENTS ADMISSIONS

ADMISSIONS ACCEPTANCE CLASSIFICATIONS

Students will be accepted in a Regional Catholic Elementary School according to the following classifications in this order of priority:

- siblings of current MACS students who are participating Catholics
- current Transitional Kindergarten students who are participating Catholics
- students of MACS teachers who are participating Catholics
- participating Catholics of a Mecklenburg County parish
- participating Catholics of a parish outside of Mecklenburg County
- current Transitional Kindergarten students who are non-participating Catholics and non-Catholics
- siblings of non-participating Catholics and non-Catholics currently attending a MACS school
- non-participating Catholics and non-Catholics

PARTICIPATING PARISHIONER STATUS

In all cases involving Catholic students, their pastor must certify that they are participating Catholics in order to have priority placement and be eligible for participating parishioner tuition rate. In order to be eligible for the participating parishioner tuition rate, Catholic families transferring into the Charlotte area may provide a letter from the pastor at their current parish stating that they are participating parishioners.

TESTING

Entrance into a MACS school is subject to ABC Testing https://abctutoring.com/. Dates and times will be scheduled by the testing agency upon receipt of the completed application.

TUITION PAYMENT POLICIES

2026-2027 Tuition and Fees

Participating Parishioners

Tuition:	Elementary	$9,494
	Middle School	$10,653
	High School	$15,041
	MAP	$18,067
	PACE	$13,515

A Multiple Child Discount Program is available for participating parishioners. This program applies to grades TK-12 only (does not include the PK program). The rate of discount is 10% for the second child in the family, 25% for the third child in the family, and 50% for the fourth child in the family. Tuition is free for the fifth and more children in the family.

Non-participating Parishioners and Non-Catholics

Tuition	Elementary	$15,289
	Middle School	$16,491
	High School	$21,562
	MAP	$23,691
	PACE	$19,241

All Applicants

Capital Contribution - An annual capital contribution for present and future facility needs is required of each family in the MACS system. The 2026-27 capital contribution is $1,995 per family.

Registration

All Schools	$150.00 All New Students; $75.00 Returning Students
OLA's and St. Ann's Preschool	

Preschool Tuition:

Participating Parishioners

5 Days per week (Half Day Program 7:45 a.m. -11:30 a.m.)	$5,784
5 Days per week (Full Day Program 7:45 a.m. - 2:45 p.m.)	$9,041

Non-Participating Catholics and Non-Catholics

5 Days per week (Half Day Program 7:45 a.m. -11:30 a.m.)	$6,195
5 Days per week (Full Day Program 7:45 a.m. - 2:30 p.m.)	$9,683

TUITION PAYMENT PLAN

All families have the option of paying tuition annually, semi-annually, quarterly, or monthly (10 or 12 month option) payments.

Automatic Withdrawal Option – MACS will automatically withdraw from either your checking or savings account. Payments may be drafted for twelve months, quarterly, or semi-annually. Withdrawals begin in June and end in May. A $25.00 fee is applicable for any returned Auto Draft.

PARISH SUPPORT PROGRAM – K-12 only

A tuition assistance plan exists to assist families with identified financial needs. This program is funded by the local Catholic parishes for participating parishioners. Funds are distributed on a sliding scale need basis. Applications for tuition assistance are mailed to families who have been accepted and have paid their enrollment deposit. Contact the MACS Business Office for more information on this program.

WITHDRAWAL AND REFUND POLICY

To withdraw a student from a MACS school, the family must complete the electronic withdrawal form, which can be found in the family's SchoolAdmin portal at discovermacs.schooladminonline.com. In addition, the family should notify the school of the withdrawal if the withdrawal occurs after the first day of school.

REFUND POLICY:

Continuous enrollment fees, application fees, late fees, FACTS payment plan enrollment fees, Peace of Mind benefit fees, and credit/debit card fees (if applicable) are **non-refundable**.

Withdrawals Before the School Year Begins

If you decide to withdraw your student after May 31 but prior to the first day of school, an amount will be owed to MACS. This is necessary due to the commitments that MACS has already made for personnel, supplies, curriculum, and materials based on your child's enrollment. The amount owed will be determined according to the following schedule:

- Withdraw between June 1 and June 30 - one twelfth (1/12) of annual tuition & fees
- Withdraw between July 1 and July 31 - two twelfths (2/12) of annual tuition & fees
- Withdraw between August 1 and 1st day of school - three twelfths (3/12) of annual tuition & fees

Withdrawals During the School Year

All tuition, capital fees, and other charges will be prorated based on the percentage corresponding to your student's last date of attendance listed below. If you have paid more than this prorated amount, you will receive a refund. If you have not paid this amount, the difference is owed to MACS. The withdrawal date will be verified with the school principal at the school level.

The withdrawal form must also be received 48 business hours prior to the next scheduled payment in order for your account to be adjusted accordingly. If you owe a balance to MACS, MACS will schedule any balances due to process in your FACTS account 5 business days after the withdrawal has been processed. Refunds/credits for families with other students enrolled in

MACS will be applied to the remaining student(s) tuition account. *Refunds/credits for families with no other students enrolled will be processed 60 days after the last payment and mailed to the primary FACTS account holder within 7-10 business days of processing. If you require the refund to be mailed to a different address, please contact the MACS Business Office.*

Withdrawal Exit/Proration Schedule

- 2nd day of school - August 31: 25.00%
- September 1 - September 30: 33.33%
- October 1 - October 31: 41.67%
- November 1 - November 30: 50.00%
- December 1 - December 31: 58.33%
- January 1 - January 31: 66.67%
- February 1 - February 28: 75.00%
- March 1 - March 31: 83.33%
- April 1 - April 30: 91.67%
- May 1 - last day of school: 100%, no proration

All records, report cards, progress reports, and transcripts will not be released until the tuition account is current. Payment arrangements for withdrawn student balances will not be accepted. Payment for any outstanding balance due to a withdrawal will be automatically scheduled to process in FACTS five business days after the MACS Business Office processes the withdrawal. You will be emailed the exact scheduled payment date.

Please contact the MACS Business office with any additional questions. macsbilling@rcdoc.org.

BEFORE SCHOOL CARE PROGRAM

All elementary schools offer before school care from 7:15 a.m. to 7:35 a.m. free of charge. **Our Lady of the Assumption Catholic School does not assume responsibility for children before 7:15 a.m. or after 6:00 p.m.**

AFTER SCHOOL ENRICHMENT PROGRAM

Mecklenburg Area Catholic Schools (MACS) has designed an After School Enrichment Program to meet the needs of PK-8 children and their working parents. Our purpose for the PK-8 children who attend OLA school is to provide a child-centered, safe, stimulating, and happy environment which allows children to interact freely with others. The program offers a variety of activities which include: recreation and games, arts and crafts, reading, music, story hour, homework time, snacks, videos, and holiday parties. The program provides quality child care which parents can rely upon throughout the year.

Registration is available on line with SchoolAdmin.
https://discovermacs.schooladminonline.com/users/sign_in.

It is required that information on this form be kept current. Please notify the Director of the After School Enrichment Program at Our Lady of the Assumption Catholic School if there are any changes in business or personal information during the school year. The After School Enrichment Program is offered on all school days from dismissal until 6:00 p.m.

The ASEP is not offered on early dismissal days.

FEES AND PAYMENT POLICY SCHEDULE:

REGISTRATION FEE:	$60 per family
FULL-TIME CARE (4-5 days/week)	$250/month for first child $180/month for each additional child
PART-TIME CARE (1-3 days/week)	$30/day for the first child/family $20/day for each additional child

OUR LADY OF THE ASSUMPTION CATHOLIC SCHOOL

Mission Statement

Committed to inclusivity and diversity within Our Lady of the Assumption Catholic School family and rooted in Scripture, Tradition, and the Teachings of the Roman Catholic Church, we strive to be faithful disciples of Jesus Christ.

HISTORY

Founded in 1948, Our Lady of the Assumption Catholic School was the second Catholic school to open in Charlotte. On June 3, 1954, the school building on Shenandoah Avenue was dedicated. In September 1992, the new building located on Shamrock Drive, adjacent to Our Lady of Assumption Catholic Church, was dedicated. In September of 2006, Our Lady of the Assumption Catholic School was named a *No Child Left Behind* Blue Ribbon School by the United States Department of Education. The school community strongly advocates a positive relationship between students, parents, and teachers.

ACCREDITATION

Our Lady of the Assumption Catholic School is accredited together with all schools in the Diocese of Charlotte through Lumen. All diocesan regulations, concerning the admission of students, curriculum, testing, etc, are observed by the administration and staff of Our Lady of the Assumption Catholic School.

ADMISSION POLICY

Our Lady of the Assumption Catholic School does not discriminate on the basis of race, color, sex, religion, or national and ethnic origin in the admission of students, administrative or athletic policies, and other school administered programs. Admission is in accordance with State and Diocesan regulations.

AGE AND REGISTRATION REQUISITES

Children must be four years old by August 31 to enter Preschool; five years old by August 31 to enter Kindergarten, and six years old by August 31 to enter First Grade. All new Kindergarten and First Grade students must present a birth certificate, baptismal certificate, and record of immunization. All Kindergarten and First Grade students are required to have a physical examination. These forms must be returned to the school prior to the first day of school.

If a child has been attending school in another state in accordance with the laws or regulations of school authorities of such state, before becoming a resident of North Carolina, the child is eligible for enrollment in school regardless of whether or not he/she is five years old by August 31.

ACADEMIC ACHIEVEMENT PROGRAM

The Academic Achievement Program of Our Lady of the Assumption Catholic School is part of the regional program within the Mecklenburg Area Catholic Schools. Goals of the program are:

- to provide assistance in identification of students requiring additional educational support
- to provide direct specialized instruction to mainstreamed students who have been identified with a learning disability, learning concern, or attention disorder
- to provide assistance to teachers in finding successful instructional methods and resources for students for use in the classroom
- to provide support to parents who seek information and/or services for their children.

ATTENDANCE

Regular attendance and punctuality are essential to the student's progress and the development of good habits at school. It also contributes to the perception that school is important and worthy of the effort required to be present and on time. Students need to arrive at school with sufficient time to prepare themselves for the day. They need time to unpack their book bags, turn in homework, and prepare to be attentive to their lessons.

School begins at 7:45 a.m. Students will report to their classrooms at 7:30 a.m. (Monday through Thursday) and gather in the gym on Fridays. Prayers will begin promptly at 7:45 a.m. Students are supervised in Before School Care from 7:15 a.m. to 7:30 a.m.

Please try to schedule student appointments for after school hours.

If a child arrives at school after 7:45 a.m., they are considered tardy and must stop in the office to obtain a Tardy Pass. If students arrive at school after prayers, an adult must walk them in and sign them in. Students are considered tardy until 10:00 a.m. If a child leaves school before 10 a.m. and is not returning, he/she is considered absent for the full day. If a child leaves after 10 a.m. and is not returning, he/she is considered absent 1/2 day. Students may not participate in any after-school activities (including sports) or events if they are absent from the school day.

It is the responsibility of the parent or guardian to contact the office by 9:00 a.m. to report a student's absence. Unexcused absences are defined as any absence other than for sickness or the death of a family member. Excessive absences, tardies, and early dismissals may result in a student being retained and possibly referred to social services.

When a student returns to school following an absence she/he must bring a written note from his/her parent or guardian stating the reason for the absence as well as the date of absence. In the case of tardiness, a similar written note, giving the date, time and reason must be signed by the parent or guardian and presented in the office to be kept as part of the school's record.

Students, who are absent for one day, will receive the assignments for the day when he or she returns to school. Parents may request assignments for students who are absent for more than one day. This request must be made before 9:00 a.m. in order to have assignments ready to be picked up or sent home by the end of the day. All work that is missed because of absence must be made up within 48 hours after returning to school. In cases of extended illness, special arrangements may be made with the teachers to allow the student a reasonable length of time to complete work that is missed. Determining what assignments were missed and the date they must be turned in is

primarily the student's responsibility. Students will work in cooperation with the teacher in an effort to bring all work up-to-date as quickly as possible. This is essential because of the sequential nature of the teaching and learning process.

When students miss school due to family vacations, the teacher is not obligated to plan special work, prepare in advance any assignments, or class work that will be missed, or to spend extra time on work that was missed by the student.

AUDIO VISUAL MATERIAL POLICY

Audio visual materials can be an invaluable resource to the classroom teacher. They can be used to teach a concept, to illustrate a point, to supplement a lesson, and to give visual examples for an abstract point. They can be used as a rainy day activity, a reward for exceptional behavior, and as an activity in the After School Enrichment Program.

We have a responsibility to show films that are appropriate for our students to see. The audio visual materials shown at Our Lady of the Assumption Catholic School will have an appropriate rating based on the average age of the students. Parents will be notified ahead of time.

CHILD ABUSE LAWS

Our Lady of the Assumption Catholic School abides by the Child Abuse Laws of the State of North Carolina. This law mandates that all cases of **suspected** child abuse and/or neglect be reported to Child Protective Services.

COMMUNICATION

Good communication is vital to the success of your child and the school. The school will send home important information to each family weekly via "Thursday email." This communication will be in electronic form or hard copy by request to the homeroom teacher. If you feel you are not receiving the information regularly, contact the school office or the teacher. Please ensure that the school has accurate email contact information in order to receive timely communications.

Any notices that need to be included in the "Thursday email" need to be in the office by Monday of the same week. All proposed notices must have prior approval from the administration. Notices or flyers not directly concerning school information or activities must have the permission of the Superintendent.

The school office uses the Flocknote application to send out text message updates to the community. This is used to notify parents of school closures, cancellation of clubs, or last-minute reminders. **Please make sure to subscribe to the school's messages by texting "OLASCHOOL" to 84576.**

We encourage parent visitation in the classroom, especially as guest speakers and to share skills or talents. All classroom visits need to be scheduled with the teacher **in advance**. **Drop-in visits will not be honored**. Arrangements can be made directly with the teacher.

There may be times when the PTO and/or Athletic Association will need to communicate with other parents in the school. The principal **must** approve all letters being sent home.

COMMUNICATION AND RESOLUTION OF CONCERNS

The school is committed to clear, respectful, and solution-oriented communication with families, consistent with the shared expectations of the Catholic School Family Covenant Agreement. Parents and students are expected to use the school's established communication channels when questions or concerns arise and to follow the outlined process for resolution, beginning with the teacher or staff member directly involved. Concerns should not be discussed in public or informal forums; instead, families are encouraged to work collaboratively with the school so matters may be addressed accurately and promptly. Questions about these guidelines or concerns related to school matters, including online or anonymous commentary, should be directed to the Principal. Detailed expectations and procedures are outlined in the School Communication Guidelines.

CURRICULUM

The curriculum is designed by the Diocese of Charlotte and has been developed to meet or exceed the North Carolina State Department of Education. It includes a sequential program in religion, language arts, mathematics, social studies, science, music, art, computer, physical education and health, and foreign language.

Our preschool program follows guidelines for age-appropriate activities that emphasize the developmental needs of the young child.

All teachers follow appropriate standards and use those to guide their instruction.

DIOCESAN POLICY ON REPORTING MINISTRY-RELATED SEXUAL ABUSE OF A MINOR

All cases of alleged, known, or suspected ministry-related sexual abuse of a minor must be reported to the proper civil authority. If you have information about possible sexual abuse or misconduct by any clergy, employee, or volunteer of the Diocese of Charlotte, report concerns safely, securely, and anonymously 24/7 over the phone using the Diocese's new hotline, 1-888-630-5929, or online: www.RedFlagReporting.com/RCDOC

Please note: If you suspect a child is in danger, please contact 9-1-1 or your local law enforcement agency.

Link to the hotline's webpage: https://accountability.charlottediocese.org/report-abuse/

In addition, every Church worker must go through abuse prevention and education training. Find more information about the Diocese of Charlotte's Safe Environment program, sign up for CMG Connect training, and more:

https://cmgconnect.org/

For more information or questions, please contact the Human Resources Office at https://charlottediocese.org/human-resources or 704-370-6299.

DISCIPLINE

In our school community, mutual respect, cooperation, self-control, generosity, responsibility, and dependability are necessary for us to demonstrate our faith in each other. All students are expected to:

- remain on the school campus and within the appropriate areas at all times
- respect and obey all adults in the school community
- respect the rights of others to work in a quiet and peaceful atmosphere
- be conscientious in caring for all school, personal property, and property of others
- use appropriate language which reflects respect for others as children of God and which cannot be construed as vulgar and offensive
- wear the school uniform with dignity and pride, strictly adhering to the dress code
- model, in words and actions, the Catholic values taught at Our Lady of the Assumption School
- be virtuous

STRICT ADHERENCE TO THE ABOVE IS EXPECTED. Our Lady of the Assumption Catholic School follows a program that is designed to maximize student learning and responsibility while minimizing unnecessary struggles between students and teachers. More information about individual classroom policies and procedures for discipline will be sent home by your child's individual teacher. For students in 5th-8th grade a demerit system is used, please refer to the Middle School Discipline for further detail.

When a student's behavior violates the rights of others, it becomes subject to disciplinary measures. The teacher concerned will handle discipline on an individual basis. This may involve a meeting with the principal and/or assistant principal.

Parents will be asked to come to school for a conference for serious disciplinary problems.

Continued or serious violations of school regulations and disrespect toward authority are punishable by in-school suspension, out-of-school suspension, or expulsion according to diocesan policy. Parents will be notified in advance if field trips and/or other school activities will be missed if certain behaviors continue without improvement.

With the rise in text messaging, e-mails, cell phones, and parties at individual homes, it is necessary to clarify the responsibility of the school with regard to discipline associated with any problems. If students engage in inappropriate online behavior outside of school, and it starts to affect the classroom environment, the principal has the authority to take disciplinary action up to expulsion.

Our Lady of the Assumption School is responsible for the safety of your child while he/she is in school or at a school-sponsored event. The school and/or employees are not responsible or liable for any issues or problems that occur outside of the school and/or school-sponsored events. If there is an incident involving a threat, danger, or illegal activity involving a student outside of the school or a school-sponsored event, it is the responsibility of the parent to notify and report the activity to the proper legal authority.

DISMISSAL

When picking up your child during carpool, you must stay in your car. Parents and legal guardians are not permitted to enter the school building or stand, waiting at the front doors, to escort their student to the car. Parents can not park and cross their children through the parking lot.

Every family will receive a number to display in their car window for dismissal. All family members will have a backpack tag that matches the display number. If picking up from multiple families, multiple numbers must be displayed in the car window. Dismissal is from 2:45 – 3:15. **If you are late you are subject to a conversation with administration and a potential fine**.

All students PK-8 will adhere to the dismissal times as indicated in the parent handbook. In the event of an early dismissal request, please send a written note to the classroom teacher at the beginning of class/school day. **Early dismissal will not be granted after 2:15 p.m.**

DRESS CODE

MACS and Our Lady of the Assumption Catholic School believe that an appropriate dress code is important in educating our students on the necessity of good grooming and acceptable appearance. All students are therefore required to wear the school-approved uniform.

- Determinations and decisions about what is acceptable and pertinent to school uniforms and the dress code will be made by the OLA administration.
- School administration reserves the right to revise the dress code policy throughout the year and will provide notice to students and parents of any modifications.
- The determination and decisions of the school administration are final.
- Please mark all clothing items with your child's name and check the lost and found often. At the end of each trimester, unclaimed lost and found items will be donated to charity.

At all times, parents and students must use their best judgment regarding the appropriateness of clothing. If a student is inappropriately dressed at any time, he or she will be asked to call home for an official uniform.

Purchasing Uniforms

• Flynn & O'Hara (www.flynnohara.com or locate the Charlotte store)
•Generic uniform pants, shorts, skorts, and kilts may be purchased from any retail store in the appropriate color according to the student's grade (see below).

Dress Code – General Guidelines

It is expected that each student will exhibit pride in his/her personal appearance by consistently displaying a respectable, modest, clean, and appropriate appearance.

- Proper attire is always expected of students while on the school campus and during all school-related activities.

Shirts

- Must be always tucked in.
- No brightly colored undershirts.

Hair

- Hair must be clean, neatly trimmed, combed/brushed, and of natural color. Hair must not extend below the mid-forehead. Boys must be clean-shaven.
- No hats are permitted in the school building.

Any inappropriate hairstyle will be prohibited at the discretion of the administration. If a student's hair is out of compliance, the student has 72 hours to get a haircut or show proof of a hair appointment.

Shoes

- Athletic shoes are preferable so that students can comfortably walk and play.
- Shoes must be closed-toe and have a back on them.
- No boots of any kind are permitted.
- Light-ups, clogs, high heels more than 2 inches, and sandals are not permitted.
- Discretion of appropriate footwear will be determined by administration.

Belt

- Dark, solid-colored belts only.
- Mandatory for grades 3-8.

Jewelry

- Simple religious jewelry (i.e., small chains) is permitted.
- Girls are permitted to wear earrings, but no other piercings.
- Girls' earrings should be studs or small hoops – appropriate and safe for PE and recess.
- Boys are not permitted to wear earrings or any other piercings.
- Discretion of appropriate jewelry will be determined by the administration.

Nails & Makeup

- Girls are permitted to wear nail polish, however, it must be neat and well-maintained.

- Girls may have acrylic nails of sport length.
- Makeup is not permitted.

Outerwear

- Only pullovers with the OLA logo are permitted.
- During cold weather, students may wear outerwear to school that is not uniform approved; however, they will be asked to take it off while inside the building.

Uniform Skirts, Skorts, and Pants Length

- All skirts, skorts, shorts (male and female), and jumpers must touch the top of the knee.

GIRLS K – 5th Grade

Daily Uniform

- **Shirt**: yellow or blue knit polo with logo (short sleeve, long sleeve, or turtleneck)
- **Bottom**: navy blue pants, shorts, or skort
- **Jumper**: plaid jumper with yellow blouse
    - Shorts should be worn underneath jumpers for modesty.
- **Socks or tights**: solid color of tan, black, blue, or white (knee socks are permitted & preferred). No fluorescent or very bright colors are allowed. Socks must be above the ankle.
- **Leggings**: navy leggings are permitted under jumpers and skorts. Leg warmers are not acceptable.

Mass Uniform

- **Jumper**: plaid jumper with yellow blouse
    - Shorts should be worn underneath jumpers for modesty.
- **Socks or tights**: solid color of tan, black, blue, or white (knee socks are permitted & preferred). No fluorescent or very bright colors are allowed. Socks must be above the ankle.
- **Shoes**: modest color sneakers or dress shoes

BOYS K – 5th Grade

Daily Uniform

- **Shirt**: yellow or blue knit polo with logo (short sleeve, long sleeve, or turtleneck)
- **Bottoms**: navy blue twill pants or shorts
- **Socks**: solid color of tan, black, blue, or white. No fluorescent or very bright colors are allowed. Socks must be above the ankle.

Mass Uniform

- **Shirt**: yellow or blue knit polo with logo (short sleeve, long sleeve, or turtleneck)
- **Bottoms**: navy blue twill pants
- **Socks**: solid color of tan, black, blue, or white. No fluorescent or very bright colors are allowed. Socks must be above the ankle.
- **Shoes**: modest color sneakers or dress shoes

GIRLS 6th – 8th Grade

Daily Uniform

- **Shirt**: white polo with logo
- **Bottoms**: khaki kilt, skirt, pants, or shorts
- **Outerwear**: OLA sweatshirt or hoodie
- **Socks, leggings, or tights**: solid color of tan, black, blue, or white (knee socks are permitted & preferred). No fluorescent or very bright colors are allowed. Socks must be above the ankle.

Mass Uniform

- **Shirt**: white Oxford button down
- **Bottoms**: khaki kilt, skirt, or long pants
- **Socks, leggings, or tights**: solid color of tan, black, blue, or white (knee socks are permitted & preferred). No fluorescent or very bright colors are allowed. Socks must be above the ankle.
- **Sweater**: v-neck pullover sweater or vest with logo
- **Shoes**: modest color sneakers or dress shoes

BOYS 6th – 8th Grade

Daily Uniform

- **Shirt**: white polo with logo
- **Bottoms**: khaki pants or shorts
- **Outerwear**: OLA sweatshirt or hoodie
- **Socks**: solid color of tan, black, blue, or white. No fluorescent or very bright colors are allowed. Socks must be above the ankle.

Mass Uniform

- **Shirt**: white Oxford button down
- **Tie**: necktie without graphics
- **Bottoms**: khaki pants
- **Socks**: solid color of tan, black, blue, or white. No fluorescent or very bright colors are allowed. Socks must be above the ankle.
- **Sweater**: v-neck pullover sweater or vest with logo
- **Shoes**: modest color sneakers or dress shoes

PE Uniform K – 8th Grade

- **Shirt**: yellow T-shirt with logo
- **Bottoms**: navy mesh shorts or sweatpants with logo
- **Sweatshirt**: navy sweatshirt with logo

- **Socks**: solid color of tan, black, blue, or white. No fluorescent or very bright colors are allowed. Socks must be above the ankle.
- **Shoes**: athletic shoes to comfortably run and play

All students K–8 should wear their OLA PE uniform on days they are scheduled for Physical Education. If a student is out of uniform, he/she must have a written reason as to why he/she is wearing other attire. If no note is received, the teacher will notify the Office and the parents will be notified. The child will not be able to participate in PE unless dressed appropriately. Middle school students may wear their PE uniform for the entire school day on their assigned PE day (this includes sweatpants with the winter PE uniform). However, if a student's PE day coincides with a Mass Day, the student must arrive at school in the Mass uniform and change into the PE uniform after Mass concludes.

Used Uniforms

- Used uniform sales, sponsored by the PTO, are held at the beginning of each school year and are available by request from the front office.
- Clean, gently used uniforms may be accepted for the uniform sale as needed.

Dress Down Day Guidelines

- Dress down attire must be comfortable and appropriate for learning, modest, and neat in appearance appropriately, and within the standards of the OLA dress code.
- Leggings are not permitted for students in grades 5-8.
- Sweatpants are not permitted for students in grades 6-8.
- Dresses, skirts, and shorts must not be less than fingertip length.
- Shirt sleeves must cover the entire shoulder and the hem must fall below the waist.
- Pants and shorts must be free of holes, cuts, and tears.
- Any article that advertises alcohol, tobacco, drugs, or displays violence, or suggestive words, is prohibited.
- **If a student comes to school in clothing that is considered inappropriate by the school staff, he/she will be asked to call a parent to bring something more acceptable.**

Out of Uniform Policy

At Our Lady of the Assumption Catholic School, we want to create the best learning environment possible for our students in order to promote harmony, acceptance, and mutual respect. Students are expected to wear the proper uniform and follow the Uniform Policy at all times.

Any student who does not adhere to the uniform policy will call home for a change of clothes if possible. Students will be sent home with a letter detailing the dress code infraction. If the

student continues to report out of uniform, older students will receive a demerit and younger students' parents will be called in for a meeting.

School Events/Dances Dress Code and Code of Conduct

All students must wear clothes in good taste. Dances are semi-formal events, therefore students dressed inappropriately will be turned away at the door. Students will not be admitted wearing torn clothing (ripped jeans), chains/spikes, sexually implicit or explicit clothes, shorts, hats, head coverings, or items referencing tobacco or alcohol products. Athletics shoes/sneakers are permitted. Clothes must not be made of see-through material. **The Administration/Middle School Lead Teacher's decision is FINAL.**

Boys: Students are allowed to wear dress pants, dress shirt, tie, and dress shoes. A jacket is strongly recommended. All pants must be securely worn around the waist.

Girls: Strapless dresses are not permitted. No open styles that show the entire back or stomach areas are permitted. Two-piece dresses will be allowed; however, please make sure that the front necklines shall not be lower than a line formed between the right and left armpit and the space between the two pieces must not exceed three inches. Cleavage must follow this same guideline and there cannot be keyhole openings. The skirt and dress length cannot be less than fingertip length. Students are allowed to wear dress pants, blouses, and dress shoes.

Dance Behavior:

- Inappropriate touching is prohibited. Students who break this rule will be asked to leave.
- Students are not allowed to re-enter the dance after leaving.
- Students will be removed from the premises with no refund for improper conduct, violations of rules, and/or refusal to comply with requests from staff and chaperones.

ELECTRONIC DEVICES

Only school-issued electronic devices are permitted for use during school hours. Unauthorized use of a personal electronic device will be considered a violation of policy and will result in confiscation of the item. In the event that your device is confiscated, it will only be released to an authorized parent or guardian. Repeat offenders may be subject to further disciplinary action as deemed appropriate by the administration.

Phone calls to parents/caregivers are permitted, at the appropriate times, from the school office and for appropriate reasons- for example, change in carpool arrangements and emergencies. Parents may reach students via the school office or leave an urgent message for communication at any time. However, unless the message is urgent, students may receive it at the next convenient time.

EMERGENCY FORMS

An emergency form must be filled out by the parent or guardian and kept on file in the school office. Parents are asked to call the school office or send in a written note if any changes occur during the school year. It is necessary that these forms be kept up to date, so we can act in the most efficient manner if an emergency should occur.

EMERGENCY SCHOOL CLOSINGS

Closing of school due to weather conditions will be announced through the Diocesan Office over the radio and television stations WBTV, WCNC WSOC News 14. Please listen to your radio for these announcements. School will be closed only if the announcement says MECKLENBURG AREA CATHOLIC SCHOOLS. We do not necessarily follow the Charlotte-Mecklenburg School System. OLA will also send out communication via email, Flocknote text messages, and social media.

If the weather is marginal when you leave your students at school, please listen to the radio, so the message of school closings will reach you by public broadcasting. Please DO NOT call the school or the Diocesan Office. (See Appendix page 44 for more information.)

FIELD TRIPS

All field trips will be instructional in nature and related to the curriculum being taught. Students will not be allowed to participate in a field trip without a school-issued permission form completely filled out and signed by the parent/guardian. Permission forms will be sent home with the students for each field trip.

The permission form includes a statement asking for insurance information. You are required to give the number of the insurance policy that covers your child. All students are required to have some type of medical and hospitalization insurance. Verification of insurance must be on file at the school office. Student insurance is available at the beginning of the school year through Catholic Mutual Group. The student insurance is not mandatory, but it can be the coverage policy, if the student does not have insurance, or it can be supplementary coverage. Information will be sent home at the beginning of the school year.

These permission forms must be signed by the parents or guardians and returned to the teacher AT LEAST ONE DAY PRIOR TO THE FIELD TRIP. No student will be allowed to go on any field trip without this signed permission form.

The role of the parent chaperone is a very serious one. The total attention of the chaperones is needed for the students. For this reason, siblings are not permitted on field trips.

Before any parent or volunteer is allowed to proceed on a field trip or participate in any class activity, a mandatory background check, volunteer profile, and the CMG Connect online training must be completed and on file with the school office. This is the policy of our Diocese.

Field trips are a privilege, and students can be denied participation if they fail to meet academic or behavioral requirements.

If the normal form is misplaced, please complete the standard form, sign it, and return it to school.

Uniforms are worn for all field trips. There may also be certain field trips when students are required to wear their Mass uniforms. Occasionally, special field trips are scheduled when students are permitted to be out of uniform.

FIELD TRIP TRANSPORTATION

Our Lady of the Assumption Catholic School will strive to use the MACS School bus or chartered coaches for every field trip.

In the **extremely rare occasion** that a parent might be asked to drive and transport students, appropriate forms must be signed and returned AT LEAST ONE DAY PRIOR TO THE DATE OF THE FIELD TRIP.

According to the State of NC Laws, every driver who is transporting one or more passengers younger than 16 years of age during field trips is responsible for having all such passengers properly secured in a child passenger restraint system or seat belt that meets federal standards applicable at the time of its manufacture. Passenger-side front airbags are not a substitute for having all students properly restrained in the backseat of a vehicle.

GRIEVANCE POLICY

In the event that a grievance arises between a parent and Our Lady of the Assumption Catholic School, the following chain of command should be followed until a satisfactory resolution to the grievance is met.

- Faculty or Staff member with whom the grievance arose
- The Our Lady of the Assumption Leadership Team (Principal and/or Assistant Principal)
- Diocesan Superintendent
- The Diocesan Chancellor
- The Diocesan Bishop

HARASSMENT

Schools, including OLA, are to maintain a learning environment that is free from any type of harassment. Harassment is verbal or physical conduct that denigrates, shows hostility, or aversion toward an individual or his/her relatives, friends, or associates because of his/her race, color, religion, gender, sexual orientation, national origin, age, or disability or that of his/her relatives, friends and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive environment;
- has the purpose or effect of unreasonably interfering with an individual's performance; or
- otherwise adversely affects an individual's opportunities.

Harassment can also occur online where misconduct may include, but is not limited to, the use of images, videos, postings, emails, voice calls, and messages that have the purpose or effects described above. Harassment may also take the form of bullying.

BULLYING

Bullying is prohibited at Our Lady of the Assumption School, and it will not be tolerated during the school day or during any school-sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This policy addresses bullying and does not replace any policies that deal with individual student misconduct or behavior.

Definition of Bullying
"Bullying" is defined as 1) any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school-sponsored activity, or on a school bus and 2) acts which are repeated against the same student over time. Bullying includes, but is not limited to, physical intimidation or assault, extortion, oral or written threats, teasing and putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

In accordance with this definition, the following factors should be considered before identifying conduct by a student, or group of students, as bullying and in violation of school policy. The determination that conduct does not constitute bullying under state law and school policy; however, does not restrict the right of the administration to impose disciplinary consequences for student misconduct.

Location
Bullying in violation of school policy must occur on school grounds, or at a school-sponsored activity, including buses. Conduct that occurs off-campus is not governed by this policy.

Repeated Misconduct
Bullying, in violation of school policy, must be repeated against the same student. An isolated incident, however serious, is not bullying under school policy. Similarly, numerous acts of misconduct against different students do not constitute bullying. While serious, both isolated incidences of bullying behavior and numerous acts of misconduct against different students will be appropriately addressed under the schools' discipline policy and will be recorded to ensure a pattern of bullying does not develop.

Ridicule, Harassment, Humiliation, and/or Intimidation
Bullying is more than misconduct. Bullying is marked by the intent to ridicule, harass, humiliate, or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to: words chosen and actions taken, whether such conduct occurred in front of others or was communicated to others, how the student accused of bullying interacted with the victim, and the motivation, either admitted or appropriately inferred, of the alleged victim.

Formal Complaints
Students and/or parents may file a written report of conduct they consider to be bullying. These written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including the time and place of the alleged conduct, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. The reports can be filed directly with the principal, or through any administrator who will then forward the report to the principal for review and action.

Informal Complaints
Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including the time and place of the conduct alleged, the number of such incidents, the target of the suspected bullying, and the names of any

potential student or staff witnesses. The individual who receives the complaint shall forward the complaint to the principal for review and action.

Anonymous Complaints
Students who make an informal complaint, as set forth above, may request that their name be maintained in confidence by the teacher and administrators who receive the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation and possible remedial action. At such a meeting, the student shall be given the choice to remain anonymous or to identify him/herself. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation; to the extent that does not disclose the source of the complaint and is consistent with the due process of the student alleged.

Staff Responsibilities and Intervention
All faculty and staff who witness bullying, as defined above, shall promptly notify the principal of events observed and shall promptly file a written incident report concerning the events witnessed. Teachers are encouraged to address the issue of bullying in other interactions with students. They may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Teachers should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "bullying."

Investigations of Complaint
Once a complaint has been reported, the principal shall promptly investigate to determine if bullying has occurred. Investigation of alleged bullying may include interviews and conversations with students (including witnesses, victim, and the student accused of bullying), parents, faculty, staff, and school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation.

An investigation of an anonymous complaint shall be limited as appropriate. Such limitations of the investigation may include: restricting action to a simple review of the complaint, discussing the complaint (with or without discussing it with the alleged violator), requiring further receipt of information, and/or the withdrawal by the complaining student of the condition his/her report remains anonymous. A written report shall be prepared when the investigation is complete. Such reports shall include findings of fact, a determination of whether acts of bullying were verified and when acts of bullying were verified, and a recommendation for intervention, including disciplinary action.

Consequences of Actions
Once the investigation is complete, the school principal shall determine the consequences of the individual on a case-by-case, age-appropriate basis. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of bullying, as defined above, will generally warrant disciplinary action against the student responsible for the bullying, whether, and to what extent, to impose disciplinary action is a matter of the professional

discretion of the principal. It is the goal of the administration, faculty, and staff to have the child achieve redemption, learn, and stop the bullying. The following are possible interventions:

Non-Disciplinary Interventions
When acts of bullying are identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

Disciplinary Interventions
When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Students who participate in bullying acts may be asked to perform some type of community service within our school or the local community, make amends with the student(s) that are victims of the bullying acts and will be issued an age-appropriate consequence. Community service may include, but is not limited to, tasks in the classroom, cleaning up grounds, or the building. Making amends shall include, but are not limited to, making a card or written letter to the student, apologizing to the student, or performing acts of kindness. Punitive action may include lunch/recess detention, after-school detention, out-of-school suspension, and expulsion. Parents of all disciplined students will be notified of the consequences.

Depending upon the severity of the situation, the administration may also take steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff support for students as necessary, requesting a parent conference, requiring that a student and/or family obtain professional counseling, developing a supervision plan with parents, and notifying law enforcement in the most severe cases.

HEALTH

SCHOOL NURSE

The MACS School Health Director provides services to our school in the area of monitoring immunization and health records, monitoring health care protocols including administering medication, providing health education for students and faculty, teaching CPR and First Aid, monitoring the compliance of OSHA regulations, providing emergency care, and working with students and parents on health issues.

It is important to report to the school nurse any medical conditions your child has. It is equally important that the school nurse be informed of any medications that your child may be taking at home that could have an adverse reaction that may occur while he/she is at school. This information will be placed in the student's health record and will remain confidential.

HEALTH ROOM

The health room is staffed by a part-time registered nurse. On days when the school nurse is not on duty, a school designee from the OLA office will be assigned to provide services in the health room. In addition to the school nurse and/or designee, there is a trained first responder team that can assist with school emergencies.

VISION SCREENING

All elementary and middle school nurses perform a vision screening for all students in grades 1, 3, 5, and 7. Other students may be screened at the nurse's discretion or if referred by a teacher or parent. Anyone who does not pass or struggles with the exam is retested, and if they do not pass a second time, they are referred for a complete eye exam by a physician. The parents/student is required to return to the nurse the referral form with the results of the exam and recommendations for the student.

TEACHING PROGRAMS

The school nurse assists the teachers in presenting age-appropriate health lessons for your child. Topics included (but not limited to) are as follows:

1. Nutrition
2. Exercise and rest
3. Proper hand washing
4. Water and bike safety
5. First Aid for Children
6. Dental hygiene
7. Alcohol and other drugs

GUIDELINES FOR SICK STUDENTS

We will ask you to take your child home from school and/or to keep them home if he/she experiences any of the following in the past 24 hours:

1. Temperature of 99.5
2. Requires Tylenol or Ibuprofen to maintain temperature below 99.5
3. Vomiting
4. Diarrhea
5. Drainage from eyes, ears, or nose at nurse's discretion
6. Other symptoms that interfere with your child's or other students' learning

If your child has been diagnosed with an infectious illness, please keep them at home until they are no longer contagious as directed by your physician.

DOCTOR/DENTAL APPOINTMENTS

All medical appointments are best made after school hours or when school is not in session. If it is necessary for a student to leave school for such appointments, the parent/guardian MUST SEND NOTICE (via note, email, or call) to the school stating the time for dismissal and the reason. No early dismissal is permitted after 2:15 pm because it interferes with the carpool line.

Parents/guardians are required to come to the school office to sign their child out if he/she is to be dismissed early. This procedure is followed to protect the child from leaving by him/herself or with someone not authorized to take him/her.

Upon returning their child or children to school, parents/guardians must sign the student(s) in and provide a doctor's note. Work missed must be made up so that the student(s) will not fall behind academically.

MEDICATION

Policy for the Administration of Medications

The purpose of this medication policy is to ensure that students safely receive all medications administered by school personnel. This policy will be followed during school hours, on school-sponsored field trips, and in the afterschool program. Medications given during school hours by school personnel should be kept to a minimum. Every effort should be made so that medications can be given at home before and/or after school. Medications will be given in school to students who need medications to sustain attendance, students who have chronic health problems, or students with special needs. If your child must receive any type of medication during school hours, including over-the-counter medications*, the following regulations must be followed*:

1. Both prescription and non-prescription (over-the-counter) medications require a completed **Medication Authorization Form**, detailing the medication, reason, dosage, and administration times. This form must be completed in full by the physician and signed by the parent/guardian.

2. All prescription medications must be brought to school in a properly labeled pharmacy container with identifying information (child's name, medication name, dosage, and times to be given).

3. All over-the-counter medications must be brought to school in the original container with the manufacturer's label intact.

4. Inhalers for asthma treatment require the **Asthma Treatment Authorization Form** to be completed and signed by the physician and parent or guardian. It is preferred that asthma medication be administered in the health room, especially for students in grades K -5. If optimal asthma control requires self-administration, an agreement for self-administration must be completed with the student, physician, and the parent/guardian.

5. Students may self-administer Insulin, Epi Pens, and inhalers for asthma. It is preferred that medications be administered in the health room for students in grades K – 5. All students self-administering medications must have a completed **Self-Medication Student /Parent /Physician Agreement** on file in the health room. Only those students with this completed form are permitted to carry medications on their person or in other belongings.

6. Field trip permission forms include a section for authorizing administration of medications that must be administered to a student while off campus on a school-sponsored field trip. It is the responsibility of the parent/guardian to complete the **Field Trip Form in full, including the medication section**, and return it to the school on the date indicated on the form. The school health personnel require advance notice to prepare medications for the field trips; thus, no forms will be accepted and no medications will be prepared on the day of the field trip. In addition to the Field Trip Form, medication administered by school personnel must have the **Medication Authorization Form** on file in the health room.

The above regulations are for the safety of the students; thus, there are no exceptions to this policy. If you do not wish to follow the above regulations, you may come to school and administer the medication to your child at the appropriate times. School personnel will not administer any medication to students unless the proper forms are completed and the medications are in properly labeled containers.

MIDDLE SCHOOL POLICIES

Athletic Eligibility

Middle school students are encouraged to participate in sports as a valuable part of their education and personal development. To be eligible to play:

- Grades will be checked every two weeks.
- Students must have a 65% or higher in *all* classes, including specials.
- Maintain satisfactory conduct/citizenship marks as recorded by classroom teachers.
- If failing any class (below 65%), students receive two academic weeks' probation before being removed from games.
- After two weeks, if the student is still failing, they are suspended from practice and games until all grades are above a 65%.

This policy ensures that our student-athletes prioritize their academic responsibilities while enjoying the benefits of athletic participation.

Artificial Intelligence (AI)

This policy is designed to guide the responsible and ethical use of Artificial Intelligence (AI) programs, such as ChatGPT, across all educational activities within the school. While AI can significantly enhance the educational experience by supporting learning and creativity, its improper use may undermine academic integrity and learning objectives. This policy ensures that the use of AI tools aligns with our educational values and standards.

Approval and Oversight

- The use of AI programs for any school-related activity must receive prior approval from the relevant authority (teacher or administrator). This ensures that the integration of AI tools into the curriculum or administrative tasks is pedagogically sound and meets our educational objectives.

Responsible and Ethical Use

- AI programs should be used to supplement and enhance learning, not to replace student effort or traditional learning methods. Users must engage with these tools ethically, respecting copyright and privacy laws.

Originality and Attribution

- Work produced with the aid of AI must be original and include proper citations when AI-generated content is used. The school does not tolerate plagiarism, regardless of whether the content is generated by AI or obtained through other means.

Verification and Accountability

- Assignments or projects created with the assistance of AI are subject to review. Students may be required to verbally explain their work and the extent of AI's role in it to ensure understanding and original contribution.

Violations of this policy will be taken seriously and may result in disciplinary action, including but not limited to:

- First Offense: Warning and mandatory resubmission of the assignment.

- Second Offense: Demerit for academic dishonesty, zero credit for the assignment, parent/guardian notification, and a reflective assignment on the importance of academic integrity submitted to the administration.
- Repeated Offenses: More severe disciplinary actions, such as detention, suspension, or expulsion. Academic penalties may also apply, including grade reduction or failure for the related assignment or course.

Cell Phones

Students are permitted to bring cell phones to school. However, during school hours, the use of a personal cell phone is prohibited. When students enter the school building, they will be **required** to drop their cell phones in the designated grade-level basket at the front office. Cell phones will be stored in the office for the duration of the school day. This is in accordance with the MACS movement to make school campuses social media-free. Additionally, it eases the process of checking students out early without disturbing teachers during their lessons or prep periods.

Discipline

Students in Catholic schools are expected to act at all times in such a fashion that their behavior will reflect favorably on the individual student, the school, and the Church. All students must recognize their individual responsibilities and obligations and execute them in a Christian manner in accordance with the school regulations.

Students are always, whether inside or outside the school, to conduct themselves as Our Lady of the Assumption School students and to exhibit the behaviors expected of such students. Failure to follow this could result in serious disciplinary action, up to and including expulsion.

Discipline Plan

The primary purpose of the discipline plan is to protect every child's right to learn and to provide a clear and direct process regarding discipline for the staff, students, and parents of OLA School. This discipline policy is subject to the discretion of the OLA Administration.

Demerit Summary

- Students will receive a demerit for every infraction of school or classroom rules.
- The demerit will be given to the student and recorded by the Middle School lead teacher.
- It is the **student's responsibilit**y to have the demerit slip signed by a parent or guardian and returned the next school day.

Demerit Details

Offense	Number of Demerits	Virtue to Cultivate
Unprepared for class	.5	**Fortitude (Courage)** Withstand difficulties; complete hard tasks.
Unexcused tardy to class		
Chewing gum	.5	**Temperance (Self-Control)**

Uniform policy violation		Exercise the freedom to say "no" to one's wants and desires.
Lack of responsibility for personal materials and learning environment		
Behavior or disruption	1	**Justice (Fairness)** Recognize what is due to God first and then to others.
Disrespect		
Noncompliance with classroom or school rules		
Failure to turn in electronic device	1	**Temperance (Self-Control)** Exercise the freedom to say "no" to one's wants and desires
Moral or academic dishonesty	2	**Prudence (Sound Judgment)** Pray for guidance. Seek sound advice. Think about the situation. Act upon the decision.

Demerit Accumulation

- 3 Demerits/Infractions- 1 Hour Detention
- 6 Demerits/Infractions- 90 minute Detention
- 9 Demerits/Infractions- In or Out-of-School Suspension (case dependent)
- 12 Demerits/Infractions- Out-of-School Suspension and Possible Expulsion

Detention will be hosted on selected Fridays of every month. Students may not participate in any afterschool activities (including sports and dances) on the day of a detention or suspension. While serving out-of-school suspension, the student is not allowed on the OLA campus. All assignments given on the day of the suspension need to be made up or will result in a zero. If a student acquires 9+ demerits, offenses may also result in a Parent/Administration meeting.

Note: The accumulation of demerits will start the **first full week** of each academic school year. Demerit accumulation will reset when returning from Christmas vacation**.**

Grades & Homework

All middle school core content classes will use the following grading scale to calculate trimester grades:

- Tests, Projects, Essays – 50%
- Quizzes, Classwork – 40%

- Participation, Homework – 10%

When homework is assigned, it is expected to be turned in on the day that it is due. If an absence occurs, it is the student's responsibility to get his/her assignments from the teachers. Students are expected to make up all assignments. All late homework assignments turned in will receive a grade of 50%.

For larger assignments, a 3 school day late policy will be used and following the highest grade the work will be allowed to receive.

- 1 school day late – 90%
- 2 school days late – 80%
- 3 school days late – 70%
- 4+school days late – 50%

Headphones & Earbuds

Students are required to bring personal headphones, air pods, or earbuds to school for use in academic settings. Students are not permitted to wear air pods, headphones, or earbuds during passing periods and during class time. Teachers have permission to make exemptions, within the walls of their classroom, if their specific lesson requires the use of listening devices. In the event a student is wearing headphones, air pods, or earbuds during the above mentioned inappropriate times, the teacher will confiscate the item and bring it down to the front office, as well as issue a demerit to the student. The item will not be returned to the student, rather a parent/guardian will need to claim the item from the front office.

Service Hours

Middle school students are required to complete **four (4) service hours each trimester** for a total of twelve (12) hours by the end of the year. Students are responsible for tracking their hours and retrieving signatures for the service they complete. Students will be responsible for completing a reflective writing assignment for their Religion class.
Student projects may include but are not limited to the following: volunteering at their parish, volunteering at local nursing homes, gardening at community gardens, working around the school (helping in classrooms, service clubs, etc.), helping injured, disabled or elderly neighbors with chores, tutoring students at school or other community centers, or serving food at local shelters.

LICE

Although not a health hazard, head lice is a nuisance. Lice are not life-threatening, do not spread diseases, or indicate a lack of personal cleanliness. Few conditions cause so much concern and anxiety as head lice. At school, we take precautions to reduce the likelihood of contact transfer. If you find lice or nits on your child's head, please notify the school promptly, so we can help you. Please use one of the over-the-counter head lice products and follow all of the directions in the box.

The MACS School Health Program follows guidelines outlined by the National Association of School Nurses, the American Academy of Pediatrics, and the Centers for Disease Control for the

management of head lice in a school setting. These organizations stress that lice should not disrupt the educational process.

HOMEWORK

Homework should be a vital extension of classroom work and the responsibility of the student to complete outside of the classroom.

- Assignments should provide opportunities for the student to practice skills introduced in the classroom.
- Homework should develop initiative, resourcefulness, and desirable independent work habits.
- Assignments should have a purpose, be clear, have a due date designated, be collected, evaluated, and returned for feedback. Homework does not always have to be for a grade.
- Students should expect to turn in assignments that are neat and complete.
- Homework should be 10 minutes per grade level per night; outside of independent reading. 1st grade - 10 minutes, 2nd grade - 20 minutes, 3rd grade - 30 minutes, etc.

Homework is an important part of the academic program for each student of our school. It offers, among other things, an opportunity for the student:

- to practice skills learned that day
- to do independent research
- to complete long term projects
- to develop good study habits

When a student fails to complete a homework assignment(s), they lose the experience gained by completing the lesson and fall behind the students who completed the lesson.

INSURANCE

All students are required to have some type of medical and hospitalization insurance. Verification of insurance must be on file at the school office. The Diocese of Charlotte is pleased to announce the purchase of Excess Accident Only medical insurance. Its coverage is extended to all students enrolled in our catholic schools and Faith Formation programs. Students and Faith Formation participants are covered while traveling directly to, participating in and traveling directly from school/Faith Formation classes or any school/Faith Formation sponsored and supervised activity, including interscholastic sports and football.

In an effort to minimize costs, coverage has been purchased on an excess basis which means that it will pay benefits not covered by other medical insurance coverage of a student/Faith Formation participant. If the student/Faith Formation participant has no other medical insurance, this plan will become primary.

INTERNET USAGE

The Diocese of Charlotte **Acceptable Use Policy for Internet Usage** is included at the back of this handbook.

The school must have a copy of the form for each student signed by the student and parents before students can use the Internet **independently**. At times, teachers may use the Internet for whole class lessons and all children are expected to participate. The policy and form are included in this handbook.

LIBRARY

The library is open to all students. Each class is privileged to go to the library each week at a scheduled time for the purpose of borrowing, renewing, or returning books.

The use of the library is encouraged to develop interest in leisure time reading, to build reading skills, and as a resource for study in other curriculum areas.

LUNCH

The hot lunch program is optional. Lunch items are available each day for children to purchase. Lunch is prepaid and ordered a week in advance. Orders are done online. Payments are not taken at the school. Instructions on the process are posted on our website. Students are not permitted to have soda for lunch or snack at OLA.

NON-CUSTODIAL PARENT POLICY

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

PARENT/TEACHER CONFERENCES

A parent-teacher conference is scheduled for all students in November.

Teachers are available for conferences after 3:15 PM each day. Since teachers may have after-school commitments, it is best to plan a time with your child's teacher. Every effort will be made to schedule a conference as soon as possible.

PARENT ORGANIZATIONS

Our Lady of the Assumption Parent Teacher Organization is designed to support the school. The officers for this school year are:

OLA-PTO BOARD OFFICERS
2026-2027

Position	Name
President	Eliane Khalil Mokbel
Vice President	Zoila Sandoval
Treasurer	Karen Posadas
Secretary	Kimberly Simmons

Teacher Liaison	
Communications Chair	Kathy Spado
Athletics Chair	Coach Fred Pugh

PARTIES

Invitations to birthday or other parties MAY NOT be distributed at school unless all of the students in the class are invited. Class parties are not permitted in the cafeteria. No balloons, chips, party favors, etc. should be brought to the cafeteria to celebrate your child's birthday. You MUST contact your child's teacher before bringing a birthday treat, and your child's teacher will inform you of his or her birthday policy.

RECORDS

Student records, including report cards and graduation documents, will not be released or issued until all financial matters have been resolved. This includes tuition, fees, lunch and/or drink money, fines, dues, library books, etc.

REPORT CARDS

Report cards are distributed in grades K-8 on a trimester basis. Progress reports are sent home midway between the report periods in order to keep parents informed of their student's progress. These reports should be signed and returned to the teacher to be kept on file. Students in Kindergarten will have their progress reported through parent conferences.

RETENTION

In such cases that it is recommended by a student's teacher and the Academic Achievement Team that a child be retained in the present grade, parents are notified as early as possible, but at least prior to the beginning of the third trimester grading period.

Middle school students will be retained if they do not pass two of their five core classes for the year.

REVIEW OF RECORDS

If a parent wishes to view his or her child's permanent records, parents are to make the request in writing to the principal and allow 24 hours' notice as to when the parent would like to view the records.

SACRAMENTAL PROGRAM/LITURGICAL CELEBRATION

Each week a liturgical celebration is held for students. Special liturgies are celebrated on Holy Days and as special needs and/or occasions arise.

1st GRADE PARENT NOTE

Preparation for the reception of First Penance and First Communion occurs in 2nd grade at OLA. ***EACH STUDENT MUST PREPARE FOR THE RECEPTION OF THE SACRAMENTS IN HIS/HER OWN PARISH. PLEASE CHECK WITH YOUR PARISH AT THE BEGINNING OF THE 1ST GRADE SCHOOL YEAR TO ENSURE THAT YOUR CHILD WILL BE A PART OF THE PARISH PROGRAM.***

7TH GRADE PARENT NOTE

Preparation for Confirmation occurs in 7th and 8th grade at OLA. ***EACH STUDENT MUST REGISTER AT HIS/HER OWN PARISH. PLEASE CHECK WITH YOUR PARISH AT THE BEGINNING OF THE 7TH GRADE SCHOOL YEAR TO ENSURE THAT YOUR CHILD WILL BE A PART OF THE PARISH PROGRAM.***

SCHOOL CALENDAR

The school calendar is convenient for quick reference. It is your reference for important school dates and can be used to assist you in arranging trips, medical appointments, etc. with minimum interruption to your child's school program.

A copy of the school calendar is given to parents prior to the opening of school and is available on the school website.

SCHOOL EVENTS

When OLA hosts an event where families, parents, legal guardians, siblings, and students are invited, all children are the responsibility of the parent or legal guardian with whom they arrived. Teachers do not assume the responsibility of students after school hours. All school rules are in effect after school hours. No child is to be left unsupervised.

SUPERVISION OF STUDENTS

Our Lady of the Assumption Catholic School does not assume responsibility for children before 7:15 a.m. or after 6:00 p.m. The school office is open from 7:15 a.m. - 3:15 p.m.

Before school care is available free of charge from 7:15 a.m. - 7:30 a.m.

The After School Enrichment Program is in session from 2:45 p.m. - 6:00 p.m. The cost for this program is listed under the heading *After School Enrichment Program*. Students not in the After School Enrichment Program are to be picked up by 3:15 p.m.

SWIMMING PARTIES

Our Lady of the Assumption Catholic School and the Diocese of Charlotte will not sponsor swimming parties. If a parent chooses to invite a class or children to swim, they do so as a personal invitation and assume full responsibility.

TESTING PROGRAM

The testing program is designed to measure growth and scholastic attainment in mental abilities and achievements. Teacher-made tests are administered periodically to determine the student's achievement level and mastery of a determined body of facts.

Our Lady of the Assumption Catholic School participates in the Terra Nova Assessment required by the Catholic Schools Office. These tests are administered in the fall, and the results are shared with the parents. Parents may request a conference with the teacher to discuss test results.

TEXTBOOKS
Students are responsible for keeping their school books neat, clean, and in good repair. All hardbound texts should be covered. It is strongly recommended that soft-covered books be covered also. Book bags should be used for carrying books to and from school. Parents will be charged for the loss or damage of school textbooks.

VALUABLES
Our Lady of the Assumption Catholic School will not assume responsibility for items of value or money brought to school by the students. Money, other than that needed for the school day, should also be left at home.

VISITORS
During the school day, parents in the building are present in one of two capacities: visitor or volunteer. Parents and all other visitors and volunteers must report to the front office to sign in and obtain a visitor badge before proceeding to any part of the school building. The badge must be worn at all times while on campus. Teachers and staff are instructed not to allow any adult into the classroom without a badge. This rule applies to parents wishing to speak/meet with teachers before and after school as well. Strict adherence to this policy is expected. School faculty and staff will notify the office of strangers in and around the building and/or visitors without badges.

Regular visitors for lunch and to the classroom are required by the Diocese to complete the CMG Connect online training and complete a Background Check Form to the school office. If visitors are coming to have lunch with a student and arrive early, they may be asked to wait in the office until the class is in the lunchroom. Upon completion of the in-person workshop or online training, a copy of the Certificate of Completion from the diocese is required to be on file with the school office. Copies of these certificates will be kept in the school's office.

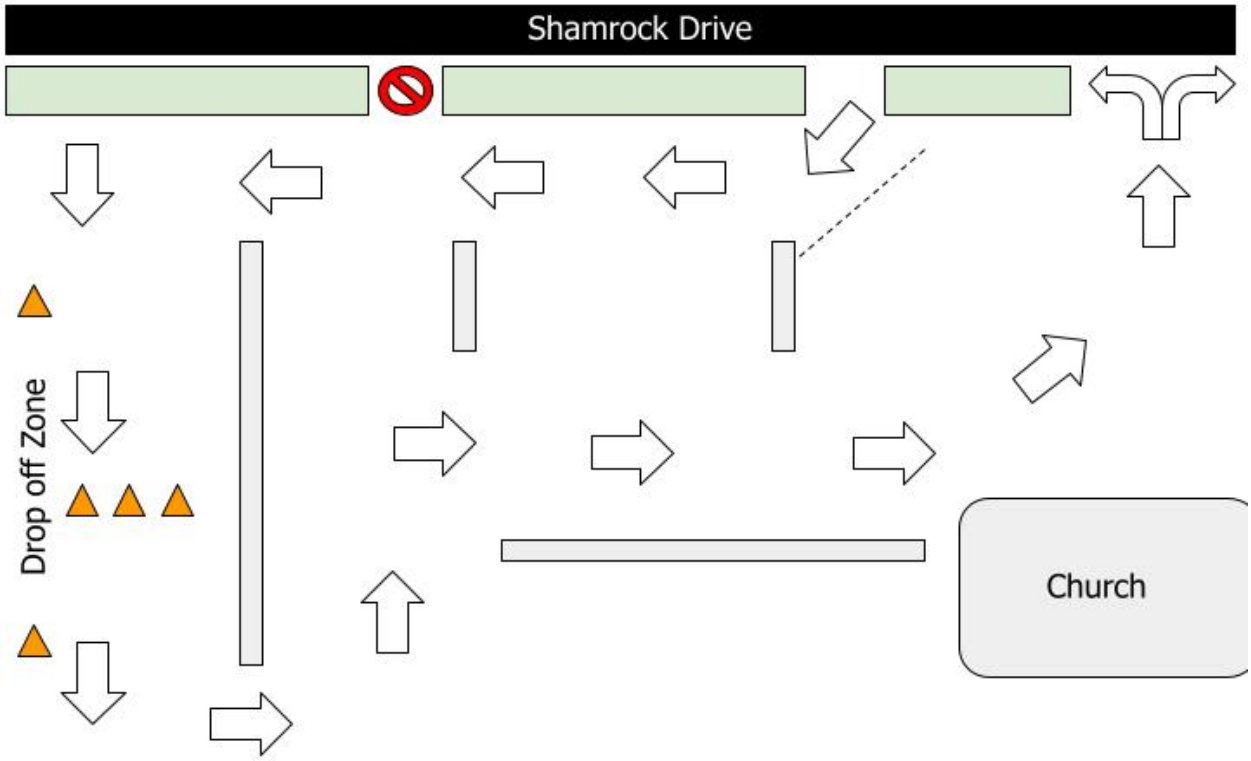
Parents are also encouraged to show the courtesy of scheduling visits. All classroom observations must be scheduled in advance. Since teachers and staff have a full-time commitment to their students during school hours, visitors should not go to any classroom while school is in session. Classroom visits must have prior approval and all visitors must be announced to the teacher prior to entering the classroom.

VOLUNTEERS
Before volunteering, a parent or other potential volunteer is required by the Diocese to complete the CMG Connect online training, submit a Volunteer Form, and complete the background check process. Upon completion of the workshop or online training, a copy of the Certificate of Completion from the diocese is required to be on file with the school office. Teachers will provide a volunteer schedule to the office. When a volunteer arrives, if they are on the volunteer schedule, the office will announce their arrival and they will be allowed to go directly to that classroom. Volunteers are not to visit other classrooms unless they are scheduled to be in more than one classroom. Some children are not ready to have their parents in their classroom. Parents have a different role while volunteering in the classroom; they are assisting the teacher. Some children are unable to accept their parents in any role other than parents. In these cases, it is better for the parent to volunteer in another area of the school.

VEHICLE TRAFFIC

ARRIVAL

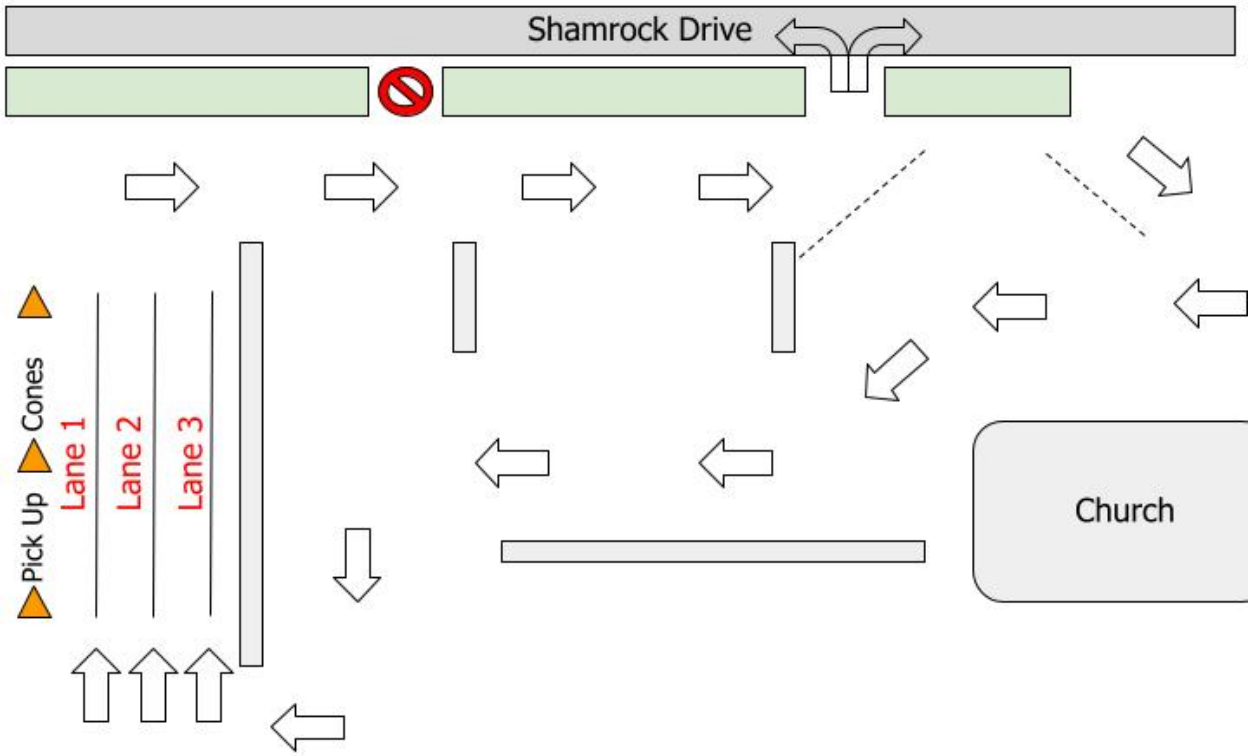
In order to facilitate the morning drop-off of students, please observe the following traffic pattern. The entrance closest to the front of the school will be closed. Enter from Shamrock Drive using the middle driveway - directly in front of the main church entrance. Turn right through the parking lot into the main school driveway. Drop off students between the orange cones where the teachers are standing. Drive straight out of the school driveway and into the parking lot. Keep right through the lot and out the furthest drive forming two lanes - a right-turning and a left-turning lane.



DISMISSAL

The students will be dismissed for carpool from the front of the school. In order to facilitate the afternoon pick-up of students, please observe the following traffic pattern. The entrance closest to the front of the school will be closed. Enter from Shamrock Drive using the church entrance. Approach the school in the left lane. Make three lanes at the school entrance. Exit onto Shamrock Drive at the second exit forming two lanes - a right turning and a left turning lane. Parents and legal guardians picking up their carpool must wait in their cars. You may not enter the building or wait at the front doors to escort your carpool to the car.

Grades PK-8 will be dismissed at 2:45 PM



ADDENDUMS/AMENDMENTS

An Addendum is used to amend an existing agreement. Our Lady of the Assumption Catholic School reserves the right to add to, or amend, any part of this handbook for just cause at any time. The original agreement is still valid, but one or more changes are made to that agreement. Parents will receive prompt notification of any changes in an email communication.

DIOCESE OF CHARLOTTE
CATHOLIC SCHOOLS

Diocese of Charlotte Catholic Schools School Communication Guidelines
Effective Date: July 1, 2026

Intent and Purpose

Our Lady of the Assumption Catholic School publishes these School Communication Guidelines to strengthen the positive and collaborative partnership between teachers, administrators, students, and families while ensuring communication reflects the dignity of every member of the community. These guidelines serve as an addendum to the Diocese of Charlotte Catholic School Family Covenant Agreement by reinforcing the use of official communication channels, establishing expectations for appropriate communication, and promoting respectful resolution of concerns.

Our Lady of the Assumption Catholic School Official Communication Channels

Our Lady of the Assumption Catholic School provides official communication channels, as outlined in the Handbook, through which stakeholders can ask questions, share concerns, offer feedback, and promote healthy, productive dialogue. Using official channels ensures timely, accurate, and appropriate responses.

Our Lady of the Assumption Catholic School official communication channels may include:

1. In-person or virtual meetings;
2. Email from administrators, staff, and teachers;
3. Email to school's [School Advisory's Boards Name];
4. Communication applications or approved forums such as REMIND or FreshSchools;
5. School newsletters;
6. School websites; and
7. Official social media channels.

Official Group-Based Channels (Moderation and Identification Requirements)
The following group-based official communication channels must be clearly identified as official representations of Our Lady of the Assumption Catholic School:
Communication applications or approved forums such as REMIND or FreshSchools; Official social media channels.

For these platforms, moderators will follow the Catholic Schools Office Guidelines for Moderating Official Communication.

If families wish to raise concerns, such communication should first be directed to the lowest possible level for an equitable solution according to the following sequence. If the first contact does not provide an equitable solution, the concern should be directed to the next contact, continuing until resolution is reached.

For concerns about an individual student's educational program:

1. Student/Parent
2. Teacher / Department Chair, Department Head, or Director
3. Principal
4. President / Pastor / Parish Administrator for Parish-Based Elementary Schools
5. Assistant Superintendent, Superintendent of Schools
6. Chancellor of the Diocese
7. Bishop

For concerns about facilities:

1. Principal
2. President
3. Pastor / Parish Administrator for Parish-Based Elementary Schools
4. Local Catholic Board of Education / Education Commission
5. Diocesan Director of Facilities
6. Assistant Superintendent, Superintendent of Schools
7. Chancellor of the Diocese
8. Bishop

For concerns regarding personnel, school operations, programs, initiatives, and other concerns:

1. Person with whom there is a concern
2. Principal
3. President
4. Pastor / Parish Administrator for Parish-Based Elementary Schools
5. Assistant Superintendent, Superintendent of Schools
6. Chancellor of the Diocese
7. Bishop

NOTE: Generally, individual student, personnel, or curriculum concerns are not issues for Catholic School Boards.

Use of Non-Affiliated and Community Managed Social Media Groups and Pages

Non-Affiliated and Community Managed Social Media Groups and Pages are not appropriate forums to promulgate complaints, grievances, or sensitive issues about fellow families, teachers,

administrators, or [School Name/System]. Doing so is a violation of the Handbook Code of Conduct and the Catholic School Family Covenant Agreement.

These groups and pages:

Must clearly identify themselves as unaffiliated with the school and include a disclaimer stating they are not official school sponsored groups.
Must meet diocesan expectations for conduct and communication.
Must not represent themselves as official school channels. Must not use the school's name, logos, mascots, or branding.

The school cannot control membership or moderation of non-affiliated groups. However, families are expected to exercise prudent judgment regarding participation and should not share school information, concerns, or internal matters in spaces where membership extends beyond the current school community.

Disseminating misleading harmful, defamatory, anonymous, or divisive content violates community standards and the Family Covenant Agreement.

Anonymous and Unverified Online Commentary

Online comments or posts made anonymously or through accounts that cannot reasonably be connected to a member of the school community do not allow concerns to be investigated or resolved appropriately and will not be treated as official communication. Families are expected to use established communication channels so concerns may be addressed fairly and accurately. Promulgating anonymous or unverified accusations regarding students, families, employees, or the school community is inconsistent with the School Handbook Code of Conduct and the Catholic School Family Covenant Agreement and may result in disciplinary action when attributable to a member of the school community.

Encouraging Constructive Communication

Communications should be informed by our Faith and Catholic teaching.

Colossians 4:6: "Let your speech always be gracious, seasoned with salt, so that you know how you should respond to each one."

Ephesians 4:29: “Let no unwholesome word come out of your mouth, but only such a word as is good for edification according to the need of the moment, so that it will give grace to those who hear.”

The Handbook and the Catholic School – Family Covenant Agreement are shared commitments to respectful and constructive dialogue. By the Covenant Agreement, [School Name/System] pledges to provide regular and open communication. Families agree to use the school’s vetted and approved communication channels and escalation protocols for communication to and about the school. Families will communicate with teachers, administrators, staff, and fellow families with respect and discretion and will not disparage the Church, the school, its staff, students, or families in any public forum, including social media. (For additional expectations and procedures, refer to the School Handbook and related school guidelines.)

It is a violation of the Handbook Code of Conduct and the Covenant Agreement to share false or misleading information, make harmful or defamatory statements regarding members of the school community, or otherwise engage in behavior that is not in accordance with our community standards. Parent or student violations will be subject to disciplinary action, which may include probation, suspension, or expulsion from school. #A89968

Acknowledgment

Parents will acknowledge this Policy annually through the enrollment agreement.

For questions regarding this Policy, please contact:

Elizabeth Jenkins
Principal

Our Lady of the Assumption Catholic School 4225 Shamrock Drive
Charlotte, NC 28215
(704) 531-0067

OUR LADY OF THE ASSUMPTION CATHOLIC SCHOOL FAMILY HANDBOOK AGREEMENT

Please sign (Parents and Students) this sheet and return it to school with your child on the first day of class.

I have access to and have read the 2026-2027 Family Handbook and agree to support its provisions.

Parent/Guardian	Date
Parent/Guardian	Date
Student	Date
Student	Date
Student	Date
Student	Date
Student	Date

INTERNET USAGE

The use of technology and, in particular, the Internet, in education has grown by leaps and bounds. Technology is now as common a tool as a textbook. Our Lady of the Assumption Catholic School offers Internet access for students, teachers, and staff. The Internet offers information and resources otherwise unavailable to our school. Because the Internet is a necessity in supporting our curriculum goals, it has become an integral part of our instructional program for all teachers and students.

The goals of the Internet access are:

1. to support curriculum standards
2. to enhance learning opportunities and instructional resources
3. to promote lifelong learning

Students will be monitored when the Internet is used during class. Under the direction of the Diocesan IT Department, Our Lady of the Assumption Catholic School will continue to utilize filtering software to block students' access to inappropriate websites.

Acceptable Use of the Internet: It is the expectation of Our lady of the Assumption Catholic School that the Internet is used in a responsible, efficient, ethical, and legal manner by all members of the Our Lady of the Assumption Catholic School community. The internet is used in support of the educational objectives and the student behavior guidelines of Our Lady of the Assumption Catholic School. Transmission of any material in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to, the following: violating copyright laws, reposting (forwarding) a person's communications without the author's prior consent, and using threatening or inappropriate language. **A detailed version of OLA School's Acceptable Use Policy is provided to parents via hard copy and/or posted to the OLA Parents page on our website.**

Netiquette Rules: Users must abide by network etiquette rules. These rules include, but are not limited to, the following:

1. Be polite; rudeness is never acceptable.
2. Use appropriate language.
3. Do not reveal your personal address or telephone number or those of anyone else.

ACCEPTABLE USE POLICY AGREEMENT FORM
For 2026-2027

Parent or Guardian (if applicant is a student):
I have read the Diocese of Charlotte Catholic Schools Acceptable Use Policy for Internet Usage. I understand that this access is designed for educational purposes.
The Diocese of Charlotte has taken precautions to eliminate controversial material. However, I recognize it is impossible for the Diocese of Charlotte to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I will accept responsibility for supervision if and when my child's use of the Internet is not in a school setting.

_____ I hereby give permission for my child to have access to the Internet at any Diocese of Charlotte school. I also certify that the information contained on this form is correct.

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

_____ My child's work may be published on the Internet. (No last name will ever be included).

_____ No, my child's work will not be published.

Parent or Guardian's Name (please print):_____

Parent or Guardian's Signature:_____

Date:_____

Student Names Grade

_____

_____

_____

_____

Our Lady of the Assumption Catholic School

Student Photography Opt-Out Form

Student Information

- **Student Name(s): _____**
- **Grade/Class: _____**
- **Parent/Guardian Name: _____**
- **Relationship to Student: _____**
- **Contact Number: _____**
- **Email Address: _____**

Opt-Out Agreement

I, the undersigned, as the parent/guardian of the above-named student, hereby request that Our Lady of the Assumption refrain from photographing, videotaping, or otherwise recording my child during any school-related activities or events. This includes but is not limited to: **Classroom Activities, School Assemblies, Field Trips, Sports Events, School Functions (e.g., performances, graduations).**

By signing this form, I understand and agree to the following:

1. **Scope of Opt-Out:** My child's image and likeness shall not be used in any school publications, social media platforms, or promotional materials. This includes digital, print, and video formats.
2. **Limited Exceptions:** This opt-out does not apply to images or recordings captured inadvertently in large group settings where individual identification is not possible or intended.
3. **Duration:** This opt-out request is valid for the current academic year. It must be renewed annually to remain in effect.
4. **Revocation:** I may revoke this opt-out at any time by submitting a written request to the school administration. The revocation will take effect upon receipt and processing by the school.
5. **Responsibility of the School:** Our Lady of the Assumption Catholic School will make reasonable efforts to comply with this request. However, I acknowledge that inadvertent or incidental capture of my child's image may occur, and I agree not to hold the school liable for such incidents, provided they are not intentional or reckless.
6. **Release of Liability:** By submitting this form, I release Our Lady of the Assumption and its employees, agents, and representatives from any and all claims, damages, or liabilities arising from the use or non-use of my child's image or likeness, in accordance with this opt-out request.

Signature

I have read and understand the terms of this opt-out agreement and voluntarily choose to opt-out my child from being photographed or recorded by Our Lady of the Assumption Catholic School.

Parent/Guardian Signature: _____

Date: _____

APPENDIX

WE LOVE HAVING YOU AS
a part of our Flock!
Keep in touch with us via email and text!
TEXT
OLASCHOOL
TO 84576
OR CONNECT WITH US ONLINE AT:
ourladyoftheassumptionc4.flocknote.com
Text STOP to 84576 to stop txt notifications at any time. Text HELP for help. There is no charge for this service, but your carrier message and data rates may apply. View full privacy policy & terms at flocknote.com/txt.