



**PARENT/STUDENT HANDBOOK
2022-2023**

**OUR LADY OF THE SNOWS
CATHOLIC SCHOOL**

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ols@snowsnv.org

Principal: Mr. Tim Fuetsch

Pastor: Fr. Bob Chorey

**Accredited by:
Western Catholic Education Association
Western Association of Schools and Colleges (WCEA)**

Dear Parents and Students,

Welcome to Our Lady of the Snows School. Our goal for each child at Our Lady of the Snows is to guide and nurture them to become young leaders who love God, love learning and love their neighbor. We believe that you will find Our Lady of the Snows School to be a place where faith and knowledge are supported and where students will learn the true gifts of leadership through service to others. We look forward to partnering with you to nurture your child's faith and academic journey.

On the pages that follow you will find information on the policies and procedures that have been designed to promote our School Wide Learning Expectations (SLEs) of building Faith, Knowledge, Leadership and Service. Our front office staff, faculty and administration are always happy to answer any questions you may have. Please note that policies and procedures may change from year to year, so please make a point to review this handbook annually.

We wish everyone a joyful, successful and blessed new school year!

Tim Fuetsch
Principal

Fr. Bob Chorey
Pastor

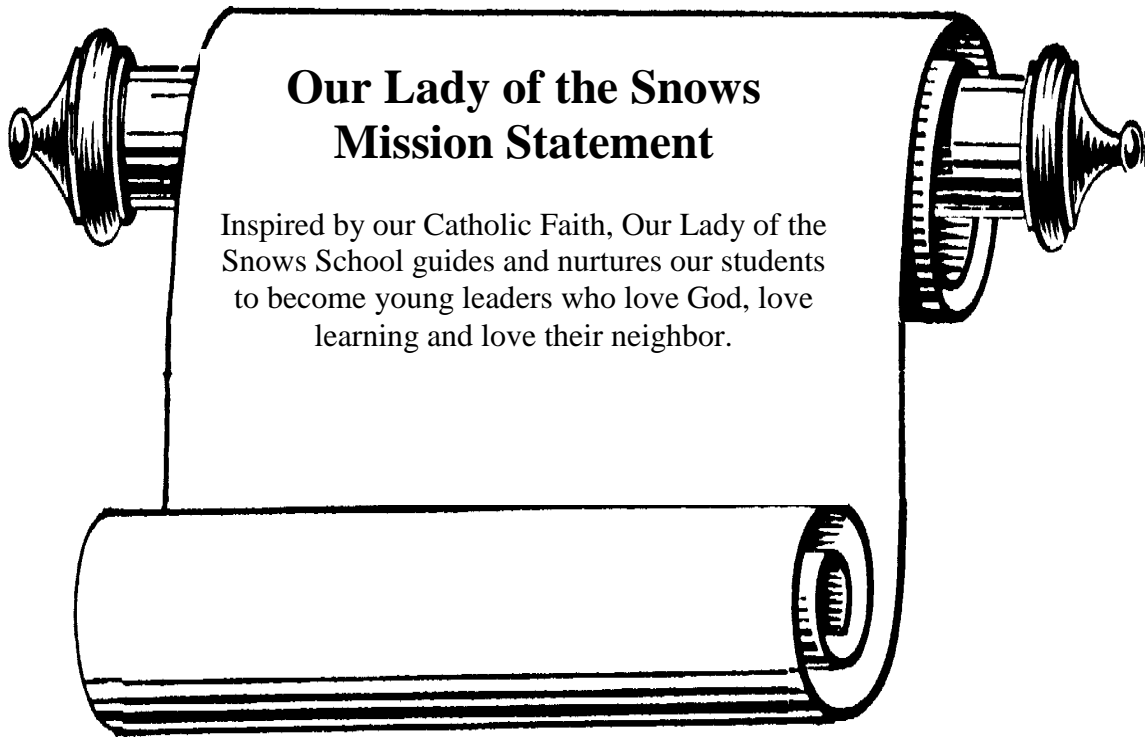
***“What greater work is there than training the mind
and
forming the habits of the young?”
St. John Chrysostom***

Our Lady of the Snows Parent/Student Handbook

Contents

Our Lady of the Snows School Philosophy.....	5
Introduction.....	6
Notice of Non-Discrimination/Admission Policy.....	7
Private Elementary and Secondary Education Authorization Act Exemption	7
Our Lady of the Snows Student Learning Expectations.....	8
Our Lady of the Snows School Board.....	9
Our Lady of the Snows School Faculty/Staff 2021-2022	10
Protecting God’s Children/Background Check	11
Communication	12
Student Information	12
The Office	12
General Communication	12
Parent/Teacher Communication	13
Classroom Visits	13
The School Day	14
School Hours and Supervision	14
Boys and Girls Club Before School Program	14
Boys and Girls Club After School Program	15
Minimum Days/Early Release	15
Inclement Weather/Delayed Start Days	15
Attendance Policies	16
Absences	16
Tardies	16
Medical Appointments	17
Illness Policy	17
Medications	17
Special Programs	18
Lunch/Snack/Food Policy	18
Lost and Found	19

Field Trips	19
Extended Field Trips	19
Curriculum	20
Academic Progress	20
Report Cards	20
Homework Policy	20
Grading Policy	21
Student Activities	21
CYO	21
Student Council	22
Library Policies	22
Internet Policies	22
Internet/Email Acceptable Use Agreement	23
Use of Cell Phones	24
Student Behavior and Discipline Policy	25
Child Abuse and Harassment	25
Sexual Harassment Policy	25
Tuition and Fees	26
Unpaid Financial Obligations	27
Tuition Assistance	28
Parishioner Discount	28
Withdrawal	29
Our Lady of the Snows Parent Teacher Organization	29
Parent Volunteer Hours	29
3 Requirements to Volunteer	30
Uniform Standards	31
Boy Dress Code	31
Girls Dress Code	33
Our Lady of the Snows Internet/Email User Contract	37



Our Lady of the Snows Mission Statement

Inspired by our Catholic Faith, Our Lady of the Snows School guides and nurtures our students to become young leaders who love God, love learning and love their neighbor.

Our Lady of the Snows School Philosophy

We, the staff of Our Lady of the Snows Parochial School, in partnership with parents, are dedicated to challenging every child to live according to the Gospel teachings, to develop a sense of community, and to achieve educational excellence in all areas of the curriculum.

In the pursuit of academic excellence, the Our Lady of the Snows School staff are committed to creating an environment for the development of critical thinking and communication skills that allow students to reach their greatest potential in light of the unique gifts to each one.

In response to Jesus' commandment that we love one another and serve others, the Our Lady of the Snows School students will demonstrate self-discipline, respect for others, and a sense of community now and in the future.

Introduction

By enrolling your child at OLS, you are agreeing to comply with all school safety, health, and dress code policies, including agreeing that you and your child will wear a mask as required by OLS

This handbook is only a guide. This handbook is not a contract. The Diocese of Reno and Our Lady of the Snows School reserve the right to unilaterally change the policies contained in the handbook at any time, to cancel any policy, or to decline to apply any particular policy to a given situation if, in its discretion, to do so would best serve the interests of the Diocese of Reno and Our Lady of the Snows School.

If any parent causes OLS or any members of its staff and/or faculty to participate in legal proceedings, including in discovery matters such as depositions or responses to discovery requests, the parent agrees to reimburse OLS for any and all attorney's fees and costs incurred by OLS in relation to such participation.

Notice of Non-Discrimination/Admission Policy

Our Lady of the Snows School does not discriminate against any student, applicant, or employee because of sex, race, color, racial, or ethnic origin. Priority in admission of new students is granted to registered, active, supporting Catholic members of Our Lady of the Snows Parish. Secondary preference is granted to Catholics who are active, supporting members of other Catholic parishes, regardless of Diocese. A complete copy of the Admission Policy is available for review in the school office. Beginning with the 1999-2000 school year, admission allowances are made for those families who qualify under the federal guidelines for the Title I and Free Lunch programs following the above priorities. The specifics of these state/federal guidelines can be obtained from the principal or the Nevada Department of Education.

Our Lady of the snows is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act

Private Elementary and Secondary Education Authorization Act Exemption

The Catholic Schools of the Diocese of Reno are exempt from the private elementary and Secondary Education Authorization Act as allowed by NRS 394.211.

In effect, this means that the schools are recognized by the State of Nevada as alternatives to public schools but are not subject to the licensing requirements of the State. Exempt schools are required to provide a curriculum, equivalent to that required for public schools and that follows the state curriculum standards. Instruction time, length of day, and school year must meet state requirements. The schools are required to comply with all applicable state, county, and local health, safety, and fire inspections and laws, ordinances and regulations, including those relating to fire emergency drills, vehicles, and immunization of students.

The curriculum in use is the Diocese of Reno Standards. Changes in the curriculum are made as deemed appropriate to the needs of students and for use in Nevada.

All elementary school students in grades K-8 are tested using MAP (Measures of Academic Progress) during the school year. MAP creates a personalized assessment experience by adapting to each student's learning level – precisely measuring student progress and growth for each individual.

The elementary schools are evaluated every six years by the Western Catholic Educational Association using an instrument developed to meet the accreditation standards of the WCEA. Schools then receive certification through the WCEA.

Our Lady of the Snows School is accredited and certified through June 30, 2028.

Contact the school for additional information.

Our Lady of the Snows Student Learning Expectations

FAITH – I choose to have a personal relationship with God.

- I know the prayers, traditions, and teachings of the Catholic Church
- I make choices that reflect the Gospel message
- I honor Mary as our Blessed Mother

KNOWLEDGE – I choose to always grow and learn.

- I demonstrate competence in arts and sciences
- I demonstrate critical thinking and problem solving skills
- I demonstrate the ability to listen, speak, and write clearly

LEADERSHIP – I choose to be a positive influence in our community.

- I model virtuous behavior
- I take personal responsibility
- I inspire others to be their best

SERVICE – I choose to put my faith into action.

- I use time and talent for the good of others
- I take responsibility for the needs of others, locally and globally
- I pray

Our Lady of the Snows School Board

The purpose of a school board is to provide an appropriate representative body for defining the policies and procedures that govern the operation of the school and for advising the Pastor and school administration in implementing these policies and procedures. The OLS School Board is consultative in nature, with the Pastor holding the final authority to accept recommendations of the Board.

School Board Officers for 2022-2023

President: Michael Burke
Vice President: Katherine Glensor
Treasurer: Tiffany Williamson

School Board Members for 2022-2023

Fr. Bob Chorey
Tim Fuetsch
Rick Alonso
Dominic Brunetti
Noelle Davis-Marinaccio
PTO President: Michelle Schellin

Our Lady of the Snows School Faculty/Staff 2022-2023

Phone: 775-322-2773 Fax: 775-322-0827 Website: snowsnv.org

LAST NAME	FIRST NAME	TITLE	EMAIL ADDRESS
Chorey	Bob	Pastor	pastor@olsparish.com
Fuetsch	Tim	Principal	tfuetsch@snowsnv.org
Pilling	KayAnn	Vice-Principal	kpilling@snowsnv.org
Buxton	Storm	Kindergarten	sbuxton@snowsnv.org
Melarkey	Kelsey	Kindergarten	kmelarkey@snowsnv.org
Crouser	Leslie	1st/2nd Image	lcrouser@snowsnv.org
Drescher	Jayme	1st/2nd Image	jdrescher@snowsnv.org
Hogan	Kathy	1st/2nd Image	khogan@snowsnv.org
Ferguson	Christina	3rd/4th Image	cferguson@snowsnv.org
Pugh	Allisyn	3rd/4th Image	apugh@snowsnv.org
Ferraro	Mary	3rd/4th Image	mferraro@snowsnv.org
Ripplingham	Jim	5th Grade	jripplingham@snowsnv.org
Crowley	Theresa	5/6th Grade	tcrowley@snowsnv.org
Romero	Deirdre	6th Grade	dromero@snowsnv.org
Feroah	Linda	K-4 P.E.	lferoah@snowsnv.org
Buzick	Tammy	MS Math/Pre Algebra	tbuzick@snowsnv.org
Bardet	Faith	7/8 HR/SS/Religion	fbardet@snowsnv.org
Cartinella	Jessie	7/8 HR/Sci/MS PE/Student Council	jcartinella@snowsnv.org
Bunnell	Tierney	7/8 HR/English/Drama/ 5th-6th Gr PE	tbunnell@snowsnv.org
Suarez	Lupe	K-6 Spanish	lsuarez@snowsnv.org
Cafazza	Katherine	Jr. High Algebra & Geometry	kcaffazza@snowsnv.org
Miletich	Zach	Technology	zmiletich@snowsnv.org
Hurley	Michelle	Intervention	mhurley@snowsnv.org
Wathen	Jenny	Art	jwathen@snowsnv.org
Azzi	Megan	Library	mazzi@snowsnv.org
Michaels	Charlotte	Music	cmichaels@snowsnv.org
Cherry	Belia	Secretary	bcherry@snowsnv.org
Maez	Lorinda	Bookkeeper	lmaez@snowsnv.org
Shore	David	IT/Technology	dshore@snowsnv.org
Thompson	Jamie	Maintenance	jthompson@snowsnv.org
Bowman	Kaitlyn	Boys and Girls Club School Sites Director	kbowman@bgctm.org
Arrellano	Gabby	Before/After School Site Supervisor	snows@bgctm.org
Office			ols@snowsnv.org

Protecting God's Children/Background Check

As an elementary school in the Diocese of Reno, we take our responsibility for the safety and welfare of all our students and our adherence to the guidelines from the Diocese very seriously. All faculty and staff are current in their training under The Protecting God's Children™ Program and have been fingerprinted. All staff of the After School Program have also completed the initial Protecting God's Children™ Program and have been background checked. All other organizations requesting access to our students will be similarly screened.

Beginning with the school year 2016-2017 Our Lady of the Snows School has required **all parents in all households to attend The Protecting God's Children™ Program for adults and to stay in compliance while your child is attending Our Lady of the Snows School.** Failure to complete the awareness class and to remain in compliance through Virtus online system will result in a loss of enrollment and registration fee.

The Protecting God's Children™ Program makes participants aware of the signs of child sexual abuse, the methods and means by which offenders commit abuse and steps one can take to prevent child sexual abuse. This program, or one like it, is mandated by the Diocese of Reno and the United States Conference of Catholic Bishops. The PGC Program includes attendance at an on-site class with a certified trainer or completion of the on-line class, monthly online training bulletins for 24 months and a one-time re-certification training bulletin via the VIRTUS Online™ system. You are in compliance if you have 3 or less bulletins to complete or have completed the Recertification and 24 online bulletins. The required Protecting God's Children Awareness training is available online at <https://renodiocese.org/safe-environment/>.

For adults desiring to volunteer at the classroom level in programs such as recess duty, driving on a field trip, coaching a CYO team, working in the library, attending a class party, or any other capacity where one would be seen by students, they must be current in their Protecting God's Children™ Program, and must have a background check on file and must remain current with their VIRTUS.ORG monthly online training bulletins (3 or less bulletins behind). See page 30 for more information.

Because our students are young any adult they see in the school is to them, a trusted adult. We, as a community, must ensure their safety while educating them to take more responsibility in their own personal safety.

Communication

Student Information

Please make sure that the Student Information form is completed as thoroughly as possible in order for us to contact you in case of an emergency.

If we are unable to contact you, we will attempt to contact those listed as emergency contacts. Please keep us informed of any address/phone number changes for either your family or emergency contact. If you are unable to pick up your child, we will only release your child to a person designated as an emergency contact.

The Office

The school office is the entry point for the entire school. You must check into the office prior to entering the school. If you are dropping off an item for a student, you still must enter through the main doors to drop it off in the office and we will deliver the item for you. You may not go directly to your child's classroom. No one should be in the halls without a Visitor/Volunteer Pass from the office. If you will be spending any time in the school for any reason, you must sign in at the office, receive and wear a Visitor/Volunteer Pass during your stay, and sign out at the office. This is for the security of all students and to account for all people in the building in case of an emergency.

General Communication

The main method of communication between school and home is through the weekly, electronic Tuesday packet. These packets will contain important information from the Faculty and PTO, as well as statements, information about hot lunch, CYO programs, or announcements from outside vendors. Please read this packet every week so you do not miss out on any of the school's activities. The school's website www.snowsnv.org may not be current at all times. The email comes from OLS Parish – School Staff. Please notify the office if you do not receive it.

Parent/Teacher Communication

If you have a question for an individual faculty or staff member, please address this to them personally. Each teacher has voice mail and an email address. The teacher should communicate to the parents of his/her class which method he/she prefers to use. Please understand that teachers may not be able to receive the message or respond until after 3:00 PM. Please respect the teachers' busy schedules and make an appointment for a private discussion rather than just dropping by your child's classroom. All teachers also use our Ren-Web email program to communicate with parents.

Going Through the Correct Channels of Communication

The homeroom or advisory teacher should be the first person to contact regarding your child's school issues. The homeroom teacher is the liaison to the rest of the staff regarding your child.

In the Junior High, if your question is subject related, the question should be addressed to faculty member teaching that particular subject.

If, after addressing the issue with the homeroom or subject teacher, you feel that your questions or needs have not been adequately met, then a written complaint should be submitted in the following order and every effort to resolve the issue(s) should be made at each level:

To the Principal

To the Pastor

And, finally, to the Superintendent of Catholic Schools
(only after all other avenues have been pursued.).

Classroom Visits

No parent volunteers will be allowed in the classrooms during the first month of school to allow all the students to acclimate to their school environment. Parents are still encouraged to sign up for recess/lunch duty and can do so immediately. Parents and friends of the school are encouraged to visit the classrooms during a pre-arranged time. Please communicate with the teacher involved regarding your interests/questions and arrange a time mutually acceptable to all parties.

The School Day

School Hours and Supervision

- Monday through Friday - First bell is at 8:30 AM. Students will line up with their teachers in their designated spots.
- Students who are tardy must go to the office to get a tardy slip.
- All students will have 1st recess at the following time:
 - Monday – Thursday: 10:25 – 10:40 AM
 - Friday: 10:15 – 10:30 AM
- LUNCH: Grades K and 7/8: 20 minutes to eat (11:35 – 11:55) then outside recess for 20 minutes (11:55 - 12:15)
- LUNCH: Grades 1-4: 20 minutes to eat (11:55 – 12:15), then outside recess 20 minutes (12:15 – 12:35)
- LUNCH: Grades 5-6: outside recess for 20 minutes (12:15 – 12:35), then 20 minutes to eat (12:35 – 12:55)
- Grades K-4 will have an afternoon recess as scheduled by the teacher
- Monday through Thursday - All students will be dismissed at 2:50 PM.
- Fridays – All students will be dismissed at 12:15 PM.
- Students must be picked up on time. Students are not able to wait in halls or in the office. Students are not supervised after 3:05 pm. Any child not picked up by 3:00 pm will be sent to Boys and Girls Club after school care.
- All faculty are required to be present in the school between 8:00 AM and 3:30 PM. Please make an appointment if you need to meet with the teacher privately during that time.
- Early Release Days dismiss at 12:15 PM

Boys and Girls Club Before School Program

- The Before School Program begins at 7:00 am. (Monday-Friday)
- Any student on campus before 8:15 a.m. will be sent downstairs to the Before School Program
- Students using this service should enter the building by the front door and proceed immediately downstairs.
- All school rules apply during this time and a student may lose the privilege of coming to school early due to improper behavior.
- Before & After School Program is \$40 for the week.

Boys and Girls Club After School Program

- After School Care is provided from 2:50 PM until 5:45 PM (starts at 12:15 PM on early release days). This program includes games, activities, outside play (weather permitting) and opportunity to do homework.
- All school rules apply during the After School Program. Students are expected to be in school uniforms and to keep their shoes on at all times.
- All students still on school grounds at 3:05 PM will be sent to the After School Program.
- Before & After School Program is \$40 for the week.

Minimum Days/Early Release

Dismissal for all grades will be at 12:15 PM to the front of the school. The Boys and Girls Club After School Program begins at 12:15 PM. **EXEMPTIONS:** Friday, November 18, Friday, December 23, Friday, March 17, Thursday, April 6 and Tuesday, June 6. THERE IS NO AFTER SCHOOL CARE on the above dates. Please be prompt picking up your child.

Inclement Weather/Delayed Start Days

OLS administration will carefully monitor bad weather. On these days, if a late start is necessary, a notification will be sent via Parent Alert – RenWeb’s instant notification service that sends communications to parents and the school community via text messages and email.

Attendance Policies

Absences

Each time a student is absent he/she misses instructional experiences that cannot be duplicated. Our staff works very hard to facilitate a learning community, not just a sequence of lessons; each student is a vital member of his/her classroom learning community.

- If your child will be absent, please call the school that morning by 9:00 AM to report it.
- When your child returns to school, a note signed by a parent/guardian, including the date and reason for the absence, must be given to the homeroom teacher in order for the absence to be excused.
- In the spring of 1997, the OLS School Board adopted the following policy: “Nevada law and Diocesan policy require regular attendance in school. Illness and family emergencies constitute excused absences from school. Unexcused absences may result in poor grades and possible retention. Business or pleasure trips may be considered as unexcused absences.” The attendance policy was reviewed by the OLS Policy Committee in June 2007.
- We expect that all vacations will be planned only during school holidays.
- Students may be provided make-up work for unexcused absences at their teacher’s discretion.
- Attendance will be reviewed throughout the year. If a student has (or is on track to have) unexcused absences greater than 10% of the school year, the principal will require a mandatory meeting with the parents to discuss and resolve the situation.
- Students who arrive at school after 10:00 AM will be marked absent for the morning.
- Students who leave before 2:00 PM will be marked absent for the afternoon.

Tardies

The school day begins at 8:30 AM with a warning bell. Students must be in line by 8:30 AM to enter the building with their teacher.

Students will be allowed two excused or unexcused tardies per nine-week term. If they are tardy beyond that they will be required to make up the time during recess.

Medical Appointments

Please try to schedule medical appointments outside of the school day as often as possible. If your child must leave school for an appointment, a parent/guardian must come in to the

office to sign the student out. When returning to school, please either bring a note from the physician or write a note to ensure that the absence will be considered a medical absence. Please sign your child back in upon return.

Illness Policy

OLS does not have a nurse on staff and while several staff members are knowledgeable in First Aid and CPR, we do not have the expertise to diagnose illnesses.

The Washoe County Health Department has published very specific guidelines for the prevention and control of communicable diseases in schools and childcare facilities (www.washoecounty.us/health/cchs). When a communicable disease is diagnosed or suspected, the child must be isolated and picked up by a parent to be evaluated by a doctor.

Parents are asked not to send their child to school when they are ill. This is particularly true for Covid-19, as the data suggests that children who are infected may have very mild symptoms. Key Covid-19 symptoms include: cough, shortness of breath, headache, chills, elevated temperature, muscle pain, sore throat, new loss of smell or taste and nausea/vomiting. Any child with a temperature over 100.4 degrees Fahrenheit, or with Covid-19 or other symptoms of vomiting or diarrhea, or an infectious disease of any kind will be sent home. Generally, if a student is not well enough to play outside at recess, he/she should be kept home. Families **must** notify the school immediately if your child has Covid-19 symptoms or a communicable disease, which includes strep throat or head lice.

Students may return to school only after their symptoms have been resolved and they have been symptom free without medication for 24 hours.

In the event of an emergency, OLS will make every effort to contact the parents. We will also call 911 as necessary to ensure the safety of your child.

Medications

- The school does not stock any medicine for use by students or staff.
- If a student requires medication during the school day, it may be administered in the office only if an OLS Request For Medication Assistance During School Hours form completed by a physician and is on file. This includes any over the counter medication. This form is available in the office.
- If the medication is an over the counter medicine, it should be clearly marked with the student's name, time to be taken, and dosage.
- We can refrigerate medications, if necessary.

- Students should report to the office to take their medicine at the appropriate time. The office cannot be held responsible for insuring that students take their medicine at a specific time.

Special Programs

Lunch/Snack/Food Policy

- Our Lady of the Snows School is a Nut-Free School. We ask everyone to please respect the needs of our students with nut allergies by not sending any lunches, treats or snacks that have nuts.
- Poi Boy provides a daily lunch for our students. Lunches are \$6.50. Ordering is done completely online. They offer a 'hot' option or a 'cold' option daily. The ordering process is pretty basic and easy to follow. Please go to: [Poi Boy Catering](#). You will see a tab for 'school lunches'. Select that tab and it will lead you to the process of creating an account for your student(s). Just follow the directions to create account and you can order from there. The menu for each month will be on the web site. Once you have an account, you can browse through the choices for the month and click on which day/choice you would like to purchase for your student(s). You can order daily/weekly/monthly whichever works best for you. Once you have ordered, you will be directed to a secure check out page. You will pay on that page, receive a receipt and a list of the day(s) you ordered will be available to see. We do not store your credit card information on our site, you will need to enter your information each time your order. We do not offer credit for missed meals; however we will work with families if they have special circumstances when possible. The web site is open until midnight daily for ordering. If you find you are in need of an emergency meal for the day, please call before 9AM and we will do our best to make sure your student(s) have a meal. Emergency lunches are \$10.00. If you have questions or problems with the web site or getting an account created, please call anytime and we will help you through the process.
- Grades K-8 may eat a snack during morning recess. Snacks are not provided.
- Students should not eat during class.
- Snacks or other food are not to be eaten in the hallway.
- Sharing of lunches or snacks with other students is discouraged due to food allergies.
- Any parent providing any type of food to the classroom in the event of a birthday or other event should do so only after consulting with the homeroom teacher. Any type of food provided must be Nut-Free.

Lost and Found

Please make sure that each of your student's belongings is labeled in multiple places with his/her first **AND** Last name. Do not place your child's name in a visible or conspicuous spot on the outside of his/her uniform or backpack as that could permit a stranger to learn your child's name.

If any clothing, backpack, or other items are missing, check the Lost and Found box in the basement. Each month items are sorted and returned to the students if they have a name on them. Items not claimed are donated.

Field Trips

Depending on how things go, field trips may resume this year, but we will wait and see.

Field trips are scheduled by teachers throughout the year for a variety of reasons.

Parents may drive on field trips if they are: 1) in compliance with Protecting God's Children and the Virtus online bulletins, 2) have a current background check on file, 3) have submitted insurance and license information, and insurance and license information is up to date, 4) have turned in the Nevada Department of Public Safety Fingerprint Waiver, and 5) have turned in the Diocese of Reno Fingerprinting form after having been fingerprinted (this is different than the background check completed through Virtus). If you choose to drive only your child, you must still be in compliance with Protecting God's Children and the Virtus online bulletins and have a current background check on file in order to attend the field trip.

Extended Field Trips

Any field trip that extends outside the timeframe of the regular school day is considered an extended field trip. Teachers taking classes on extended field trips will provide pertinent information to the parents about the trip.

Curriculum

The standards in use in the elementary schools are the Diocese of Reno Standards. Our Lady of the Snows School chooses textbooks and supporting materials to meet the standards. Changes in the curriculum are made as deemed appropriate to the needs of students and for alignment with the Nevada State Standards and the Diocese of Reno Standards.

Academic Progress

Report Cards

Report cards are issued at the end of each nine week grading period. Report cards become part of the student's permanent file.

Homework Policy

Our Lady of the Snows School does not assign homework to students in grades K-4.

Students are expected to read nightly and parents are encouraged to read with their children. Students will be asked to share information with their classes about the books they are reading at home in grade appropriate ways at various times throughout the year. Teachers will share information with parents about other subjects being taught during the day so that they can help support student learning at home in whatever manner works best for them and their student.

Students in grades 5-8 are asked to continue with nightly reading. They will also be asked to write nightly, across various subjects, and practice math facts, if needed, based on grade level expectations and personal levels of mastery. Homework in grades 5-8 should not exceed one hour per night.

Our Lady of the Snows School has developed this homework policy after staff review and analysis of current educational research on the effectiveness of homework. A meta-analysis of 25 years of research on homework conducted by Dr. Harris Cooper of Duke University found that homework has no evidence of academic benefit for elementary school students. While homework may have significant benefit at the high school level, the benefit decreases dramatically for middle school students and there is no academic benefit at all for elementary school students. The research disproves assumptions about the positive effect of homework on academic performance. Additionally, research findings suggest that there are ways that homework in elementary school years may be detrimental to learning, may increase emotional problems and often raise levels of family conflict. This evidence has been accepted by both the National Education Association and American Psychological Association and has been used to help frame guidelines for educators about effective homework policies.

Absences

Students have the same number of school days missed to make up any missed homework (i.e. missed three days, they have 3 school days to make up the work). If a student has an extended absence of more than a few days, parents are asked to contact their student's teacher to make appropriate arrangements for completing missed assignments in a fair and timely manner.

Late Homework

Late homework will be graded per the individual classroom policies of each teacher. This will be clearly explained to students and parents at the beginning the school year.

Grading Policy

60% of the grade will reflect CLASSWORK.

The classwork grade includes all work done in class, including projects and quizzes and other components, at the teacher's discretion, which support the student in practicing and gaining mastery of the information, skills and concepts being taught.

40% of the total grades will reflect ASSESSMENT

Assessment may follow different formats, depending on the teacher, and can include tests, projects or other ways for students to demonstrate their knowledge of the material that has been taught. An example of these would be mid-terms or final exams (or projects) and they will be a final assessment of mastered material.

Student Activities

CYO

- OLS is proud to participate in sports sponsored by the Catholic Youth Organization (CYO). Students in grades 5-8 may participate in co-ed volleyball in the fall and boys/girls basketball during the winter season. All students are also encouraged to participate in the Diocesan Track Meet in the spring.
- In order to be eligible to play in any CYO sponsored events, a student must maintain a 2.0 GPA in academics and citizenship. Coaches will provide forms for weekly grade checks. Students must return form to coaches weekly.

A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points

A student is ineligible if they receive an F in any subject or a D in Citizenship for that reporting period. The student will remain ineligible until he/she raises that grade and attains the required 2.0 average.

- Any student who is assessed using special grading is still accountable for the discipline guidelines.
- Students who are eligible to play CYO sports must follow guidelines provided by coaches to determine playing time, starting status, etc.

Student Council

OLS has an active Student Council. During the school year various activities are scheduled. All students are encouraged to promote school spirit by participating in the activities and events sponsored by the Student Council.

Library Policies

All students have the privilege of checking books out of the school library. Books are due one week from the check-out date. Report cards will not be issued to anyone who has missing books.

Internet Policies

All students may have the privilege of using the internet if parents have completed an OLS Internet/E-Mail Acceptable Use Agreement. Improper use of the internet can lead to permanent revocation of internet privileges, suspension/expulsion, and legal action if the activity was illegal.

Internet/Email Acceptable Use Agreement

Description of Internet Services and Obligations

Internet access is available to students, teachers, and staff of Our Lady of the Snows School.

Our Lady of the Snows School has taken precautions to restrict access to and filter out controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. Additionally, all forms of communication have an ethical dimension, requiring guidelines which meet standards of Christian behavior, even beyond legal obligations. Our Lady of the Snows School firmly believes that the valuable information available and educational benefit from using the internet far outweighs the possibility that users may procure material not consistent with the educational goals of Our Lady of the Snows School.

Our Lady of the Snows School will instruct its student and staff in the ethical use of electronic communication, as part of its regular curriculum. The use of the internet and email is a privilege, not a right, and inappropriate use or violation of any of the following standards and provisions by an Our Lady of the Snows School student, staff member, or assisting parent, will result in consequences including, but not limited to, the following:

1. Permanent cancellation of computer access privileges at school.
2. Suspension.
3. Expulsion and/or legal action if the activity was illegal.

Use of Cell Phones

Our Lady of the Snows School prohibits the possession and use of cell phones by all students while at school (including attendance at Falcon Kids). Cell phone use presents a distraction from learning and can impede the development of appropriate social skills within the school setting. If a student is caught with a cell phone it will only be returned to the student's parent(s). Repeated offenses will require a meeting with student, parent(s) and principal.

Students may use the office phone if they need to contact their parents and the office phones, as well as classroom phones, are available in case of an emergency. Parents may get messages to their students by contacting the school secretary.

Student Behavior and Discipline Policy

Our Lady of the Snows School has total jurisdiction concerning conduct and behavior in school, on school property, at all school-sponsored events and activities, as well as on the way to and from school. Furthermore, a student's conduct at any time, even away from school and school-related activities, reflects upon Our Lady of the Snows School and may affect their standing as a member of the Our Lady of the Snows School Community. This includes any items posted on any social networking sites, other internet websites or any published material which in any way discredits the school or is threatening to other students or employees. These policies are designed to ensure a healthy community and to promote the rights and responsibilities of all members of the Our Lady of the Snows Community.

The guiding intent of our discipline policy at Our Lady of the Snows Catholic School is to assist our students to become responsible, moral and ethical young men and women. Our discipline efforts focus on teaching our students to make the choices that reflect these traits and support our school's mission statement and learning expectations. Discipline should encourage the development of self-control and respect for self and others. It should create a positive learning environment for all members of our learning community. It should also promote contributing to the greater good. Our discipline efforts are inspired by the Gospel and are best expressed through the development of positive relationships within our school community and the creation of a safe, orderly and welcoming school.

Students at Our Lady of the Snows School must:

- Make a sincere effort to learn
- Complete all assignments to the best of his/her abilities
- Conform to classroom standards of behaviors
- Follow the rules of the school
- Always obey staff and lunch/recess duty monitors
- Maintain a Christian attitude

In order to provide a safe, orderly and clean school, students are expected to follow certain rules and procedures. Though no list of rules could ever be complete, the following, in conjunction with common sense, is intended to provide a framework:

- For safety purposes, students should never leave campus or stray into unsupervised areas of the school or playground. Playground games will be non-contact, and roughhousing will not be tolerated;
- For the school to function in an orderly manner, students are expected to show respect to others by walking and not running on campus, staying to the right when passing in the hallways, talking and not shouting, and leaving all toys and electronic devices that can disrupt school at home.

All students, parents and staff have an interest in keeping the school clean. Everyone needs to do his/her part by picking up after him/herself and others. Eating will not be allowed in the hallways. Gum and sunflower seeds are not allowed at all.

Teachers will work with students beginning the first day of school and throughout the year on more specific rules and procedures. The Golden Rule--treat others the way you wish to be treated--must always be applied. If students choose to break the rules, they may be assigned service to the school, after school detentions, or suspension. If a student's behavior does not show improvement, or there is a lack of support of the school by the parents, the child will no longer be allowed to attend Our Lady of the Snows School.

Child Abuse and Harassment

Our Lady of the Snows School abides by the requirements of Nevada Revised Statutes 432B.010-390. A copy of the school policy that conforms with these provisions of Nevada law is available for review in the school office.

Sexual Harassment Policy

This sexual harassment policy is modified from the Diocese of Reno Sexual Harassment policy. It is intended to help Our Lady of the Snows School students know that they are in an environment that requires students to be treated by their peers with respect and dignity. Sexual harassment is one form of sexual misconduct. It is strictly prohibited.

Our Lady of the Snows School's definition of sexual harassment is: Any unwelcome behavior with sexual connotation that makes a student feel uncomfortable, humiliated, or embarrassed.

Sexual harassment may take many forms, including, but not limited to, the following behaviors and activities: unwelcome sexually oriented advances or communication (oral,

written, and/or pictorial), requests or demands for sexual favors, subtle pressure or requests for sexual activity, sexual flirtations, unnecessary touching of a person, e.g., patting, pinching, hugging, repeated brushing against another’s body; or physical conduct such as assault, attempted rape, or impeding or blocking movement.

Any student who believes he or she has been subject to sexual harassment should take the following steps:

- Immediately inform the person that the conduct is offensive and unwelcome and must stop, and
- Immediately report the conduct to the teacher or other Our Lady of the Snows School employee.

Any student who has observed sexual harassment is to also report the conduct to the teacher or other Our Lady of the Snows School employee immediately.

Consequences for sexual harassment will follow disciplinary guidelines that are stipulated under the Our Lady of the Snows School discipline policy.

In all cases, the principal, or in the principal’s absence, the vice-principal will be notified immediately.

2022 – 2023 Tuition and Fees

Registration Fee - **NEW FAMILY** (per family, per year, non-refundable): \$750.00
 Registration Fee - **RETURNING FAMILY** (per family, per year, non-refundable): \$535.00

ACTIVE PARISHIONER

Grade	Annual Rate	11 Monthly Payments
Kindergarten	\$6,775.00 per child	\$616
1st thru 5th Grade	\$5,985.00 per child	\$544
6th – 8th Grade	\$6,185.00 per child	\$562

An “Active Parishioner” must meet criteria set forth by the Admission Board in order to receive parish rates. They are practicing Catholics who regularly attend OLS Sunday Mass, have been registered for 12 months, financially support the Parish, and are involved in ministry.

When two or more children are enrolled there is a sibling discount of \$400 for the second child, third child, etc., not counting Kindergarteners.

NON-ACTIVE / NON-PARISIONER

Grade	Annual Rate	11 Monthly Payments
Kindergarten	\$7,845.00 per child	\$713
1st thru 5th Grade	\$7,460.00 per child	\$678
6th – 8th Grade	\$7,660.00 per child	\$696

A “**Non-Active Parishioner**” family or “**Non-Parishioner**” family selects not to be an “active” parishioner because they are non-Catholic, Catholic out of the Parish, or a registered Catholic of the parish but not actively involved.

TUITION CAN BE PAID IN THE FOLLOWING MANNER:

- In full by July 1
- In two equal payments on July 1 and December 1 via FACTS tuition processing company or
- In 11 monthly payments via automatic deduction from your checking or savings account (July through May). The tuition processing company (FACTS) assesses a \$50 fee for this service.

Unpaid Financial Obligations

Financial obligations are directly related to the continued enrollment of a student at Our Lady of the Snows. Our Lady of the Snows reserves the right to withhold registration privileges, report cards, transcripts and diplomas until all financial obligations have been satisfied. The unpaid balance of the obligation (including tuition and all other fees) shall be considered an educational loan extended to the parent(s) for their child’s benefit by Our Lady of the Snows and is enforceable under the laws of the State of Nevada and the United States of America. Any financial obligations incurred pursuant to this contract are collectible by law and will be pursued accordingly.

At any time a family experiences a delinquency of 30 days or more with regard to tuition payment and other fees, the family must contact the business office and/or the Principal immediately. Continued non-payment could result in the dismissal of a student. Past due accounts may be turned over to a professional collection agency at the discretion of the school. Past due accounts may be assessed a service charge of 1% per month.

If at any time families experience any unforeseen difficulties with regard to tuition payments, the business office and/or the Principal should be contacted immediately.

Report cards and permanent records will be held for unpaid tuition, library, classroom, or parent club fees, including volunteer hours.

Tuition Assistance

Through various donations and special events Our Lady of the Snows School is able to offer a limited amount of tuition assistance awards to students on a needs only basis. Due to the review process, late packets are not accepted. If you are applying for Tuition Assistance, you must first apply for private school scholarships through the State Treasurers Office.

FACTS Grant & Aid Assessment conducts the financial needs analysis of each application for Our Lady of the Snows. Families applying for financial aid will need to complete an online application and submit the necessary supporting document to FACTS Grant & Aid Assessment.

The Tuition Assistance Committee meets after FACTS has completed their needs analysis (usually in mid-April) to review all completed applications. Information is treated confidentially and tuition assistance is distributed according to available resources and need. The school reserves the right to grant assistance to give priority to families who currently have children enrolled at Our Lady of the Snows.

Parishioner Discount

To be eligible for the Parishioner Discount a family will need to meet the following criteria:

Regularly attended weekly OLS Mass for 12 months AND financially supports the parish AND is involved in ministry. Parishioner Verification Forms are sent to the Parish Office when you submit your registration packet. If you disagree with their decision you can write a letter explaining why you believe you qualify for the Parishioner Discount and it will be submitted for review.

Withdrawal

Students withdrawing from Our Lady of the Snows School during the school year must follow the procedure below:

1. Notify the office of the intent to withdraw either in person, via telephone or email.
2. The parents will meet with the business office for final checkout regarding:
 - a. Tuition
 - b. Fees
 - c. Books
 - d. Service Hours

Please note that transcripts will not be forwarded until all financial obligations to the school have been paid.

Our Lady of the Snows Parent Teacher Organization

The Parent Teacher Organization (PTO) collects yearly dues from each family in the school. Monthly PTO meetings are held in the basement. All parents are invited and encouraged to attend meetings and participate in PTO sponsored activities.

PTO Officers 2022-2024

President: Michelle Schellin
Co-Vice Presidents: Heather Parks & Alicia Viray
Secretary: Nikki Bush
Treasurer: Diane Lacebal
Head Room Parent Coordinator: Paula Pezanoski

Parent Volunteer Hours

In keeping with Catholic tradition we ask that all parents prayerfully consider how you can share your time, talent and/or treasure to make our school the best that it can be. Parents are encouraged to volunteer and there are many volunteer opportunities made available through the PTO and by the classroom teachers. Each family is required to complete 20

service hours each year. Any outstanding service hours not completed will be billed at the end of the year at a rate of \$20 per hour. Hours may be accrued by a variety of means including: participating in any activity directly benefiting the school, either during or after school hours. In order to volunteer at OLS parents must comply with the following requirements:

3 Requirements to Volunteer

The Roman Catholic Diocese of Reno requires anyone 18 years and older who is volunteering at Our Lady of the Snows School in **any capacity (classroom, lunchroom, copying, recess, office, field trips, library, attending class parties, Fall Festival, etc.)** must: **(1)** complete the Background Check from the Diocese of Reno (and renewal of Background Check Forms every 5 years); **AND (2)** complete the Protecting God's Children Awareness Session (and one-time online recertification) **AND (3)** remain current with their VIRTUS.ORG monthly online training bulletins (3 or less bulletins behind).

Please complete the following steps:

1. **Submit** a Volunteer Background Check. This is all done on-line. Go to <https://renodiocese.org/safe-environment/>. Scroll down to the purple section labeled "Protecting God's Children Virtus Training". Click on your preferred language. You will need to create a User ID and password to get started. Make sure to keep the information as you will need it in the future to complete the monthly bulletins. Once you create a Virtus account, you will be able to complete the background check and On-line Protecting God's Children class.

**The Diocese requires fingerprints for any parent volunteer that drives on a field trip or coaches a CYO sport. Additional forms are required for anyone who plans to drive for school-sponsored events (field trips). Please contact the school office for these forms.

2. **Complete** the "Protecting God's Children" Awareness Session either at a live training or online. To check the class schedule go to <https://renodiocese.org/safe-environment/>. Scroll down to the dark purple section labeled "Upcoming Training and Awareness Sessions". The upcoming class times/dates/locations and sign-up information can be found there. The live class lasts approximately 3 hours. The online version takes about 1 ½ hours. For additional assistance, contact Elda Juarez at (775) 326-9445.
3. Stay in compliance by continuing your online training bulletins for Protecting God's Children through the VIRTUS online system. Continuing education can be accessed through www.virtus.org. (This includes monthly online training bulletins and a one-time online recertification course). If you currently have a Virtus account, you can add or delete a location by logging into your Virtus account, going to general information and add or delete a location. One choice will be your primary location. Then go to locations and roles and edit. Be sure to save

the changes. If you need assistance, please contact the Safe Environment Office: 775-326-9445

Uniform Standards

Dress Code

The intent of our school uniform: Our dress code's intent is to foster a spirit of community, leadership and respect. As a Catholic community, OLS believes that the way we represent ourselves reflects something about who we are. Our uniform encourages students to focus on self-expression through a student's skills and talents, not their outward appearance or material goods. Our uniform policy helps us teach that our understanding and expression of self is grounded in our faith, character and Christian dignity.

Uniform pieces are available from Lands' End or Kate's Logos. Sweaters and sweatshirts must be free of all embellishments, decorations and logos (except for the school logo.) Students may not wear any other non-uniform hoodies, jackets etc., while in class. Uniforms may not be altered other than properly hemmed. Uniforms should not have tears or holes. Pants and skirts must be worn around the waist and must fit appropriately. Leggings, skinny, cargo, baggy or jean style pants are not allowed. Final determination of uniform compliances rests with the school. In addition, the Principal reserves the right to add additional uniform standards as advised by the Reno Police Department or the Washoe County School District as related to gang attire.

Boys Dress Code

Standard Daily Uniform

Tops: Navy blue polo shirt with school logo. Purchased from the school website at either Lands' End or Kate's Logos. Lands' End has boy/girl styles available, as well as, quick dry material for polo shirts. Shirts must be tucked into bottoms in grades 3-8.

Bottoms: Students may wear Khaki pants or Khaki shorts. All shorts are required to be worn no shorter than 2" above the knee. Cargo, baggy, skinny or jean style pants are not allowed.

Belt: solid brown or black is required for boys in grades 3-8 only.

Outerwear: Navy Blue OLS Logo Hoodie zippered sweatshirts purchased through Lands' End or Kate's Logos. Quarter zip fleece pullovers, full zip fleece jackets, quarter zip quick-dry pullovers, cardigans, and pullover hoodie sweatshirt are all allowed. All require an OLS logo and can be purchased through Lands' End or Kate's Logos.

In cold weather, a coat may be worn over the uniform sweatshirt while outside of the building only, it can be of any color.

PE Uniform

Only on designated PE days

Tops: Navy blue t-shirt with logo purchased through Lands' End or Kate's Logos. PE shirts come in girls/boys styles and are also offered in a Quick Dry material as well. Long and short sleeve t-shirts are available.

Bottoms: Navy blue shorts with or without logo purchased through Lands End. The only PE shorts offered are the boys style PE shorts. Shorts should be no shorter than 2" above the knee. Navy blue track pants without a logo may also be purchased from either Lands End or Kate's Logos. Navy sweatpants with a logo may be purchased through Lands End.

Mass Day Uniform

Boys are required to wear khaki pants on mass days with a navy OLS polo. If students have PE on Wednesdays, then they need to wear track pants/sweatpants for mass. No PE or khaki shorts are allowed. Shirts must be tucked in, and belts are required for boys in grades 3-8.

Shoes and Socks

Socks may be white, black or navy blue and must be solid and *easily* seen above the shoe. Tennis shoes are recommended. Open-toed shoes, open-heeled shoes and slippers are not permitted. Students may wear any closed-toed shoe of any color. Shoes that have excessively loud colors, sparkles, sequins or lights are not permitted. Snow or rain boots can be any color but they must be low-heeled and must not be overly decorated or colorful. They are only to be worn during inclement weather. The principal has the final decision on whether shoes adhere to the shoe uniform policy.

Hairstyles and Jewelry

Hair should be regularly maintained so that it is out of the face and remains the student's natural color. Boys must have a hair style that does not hang over the ear or the eyebrow. Styles such as mullets, mohawks, or shave cut designs are not permitted. Hair must be neat, clean, and styled for the school environment – meaning no bedhead, no "just-rolled-out-of-bed" appearance, no unkempt locks falling in the face.

Boys must be clean shaven.

Boys may wear one necklace, one ring and/or one bracelet.

Piercings are not permitted.

Tattoos are not permitted.

Hats are not to be worn in the building.

Girls Dress Code

Standard Daily Uniform

Tops: Navy blue polo shirt with school logo. Purchased from the school website at either Lands' End or Kate's Logos. Lands' End has boy/girl styles available, as well as, quick dry material for polo shirts. Shirts must be tucked into bottoms in grades 3-8.

Bottoms: Students may wear Khaki pants, Khaki shorts, the Lands' End Top of Knee Plaid Skort (new for 2022-2023), or the Lands' End Top of Knee Plaid Jumper. All shorts and skirts are required to be worn no shorter than 2" above the knee. Cargo, baggy, skinny or jean style pants are not allowed.

Outerwear: Navy Blue OLS Logo Hoodie zippered sweatshirts purchased through Lands' End or Kate's Logos. Quarter zip fleece pullovers, full zip fleece jackets, quarter zip quick-dry pullovers, cardigans, and pullover hoodie sweatshirt are all allowed. All require an OLS logo and can be purchased through Lands' End or Kate's Logos.

In cold weather, a coat may be worn over the uniform sweatshirt while outside of the building only, it can be of any color.

PE Uniform

Only on designated PE days

Tops: Navy blue t-shirt with logo purchased through Lands' End or Kate's Logos. PE shirts come in girls/boys styles and are also offered in a Quick Dry material as well. Long and short sleeve t-shirts are available.

Bottoms: Navy blue shorts with or without logo purchased through Lands End. The only PE shorts offered are the boys style PE shorts. Shorts should be no shorter than 2" above the knee. Navy blue track pants without a logo may also be purchased from either Lands End or Kate's Logos. Navy sweatpants with a logo may be purchased through Lands' End.

Mass Day Uniform

Girls may either choose to wear the plaid skort, jumper, or khaki pants with a navy OLS polo. If students have PE on Wednesdays, then they need to wear track pants/sweatpants for mass. No PE or khaki shorts are allowed.

Shoes, Socks and Tights

Socks may be white, black or navy blue and must be solid and easily seen above the shoe.

Tennis shoes are recommended. Open-toed shoes, open-heeled shoes and slippers are not permitted. Students may wear any closed-toed shoe of any color. Shoes that have excessively loud colors, sparkles, sequins or lights are not permitted. Snow or rain boots can be any color but they must be low-heeled and must not be overly decorated or colorful. They are only to be worn during inclement weather. If girls choose to wear

boots, they must be worn either with tights or with long pants. Leggings are allowed. The principal has the final decision on whether shoes adhere to the shoe uniform policy.

Hairstyles, Makeup and Jewelry

Hair should be regularly maintained so that it is out of the face and remains the student's natural color. Unnatural colors and extreme styles are not permitted. Hair accessories, hair bands or ties must coordinate with the school uniform. No scarves are permitted. Hats may not be worn in the building.

Girls may wear one pair of post earrings, no larger than the earlobe. No other piercings are permitted. Girls may wear one necklace, one ring and/or one bracelet. Tattoos are not permitted. Make-up and body glitter are not permitted. However, 7th and 8th grade girls may wear mascara **only**. They may not wear any other type of makeup. This privilege will be revoked the first time someone breaks the rules and wears anything **other** than mascara. Students may also wear clear or sheer pink color nail polish on natural nails. No fake or acrylic nails will be allowed.

Girl's Uniform:



Boy's Uniform:



PE Uniform Boys and Girls



Lands' End - School Number 900148032

Online: Go to [Lands' End](#) and create or sign in to your account.

Phone: 800-469-2222 and reference Preferred School Number 900148032 and your students grade level and gender.

Kate's Logos – 1221 West 2nd Street

Online: Go to [Kateslogos.com](#) (local Reno uniform store)

Phone: 775-432-1222

Our Lady of the Snows Internet/Email User Contract

I have read the terms and conditions set forth by Our Lady of the Snows School regarding Internet/Email access and computer use for the 2021-2022 school year. In return for the privilege of Internet/Email access and computer use, I understand and will abide by the stated terms and conditions. I further understand that any violation of the regulations above is unethical, and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

Parent/Guardian:

As the parent/guardian of the above named student, I have read the terms and conditions set forth by Our Lady of the Snows School regarding Internet/Email access and computer use. I understand that this access is designed for educational purposes and that Our Lady of the Snows School has taken reasonable precautions to eliminate controversial materials.

I will hold my student responsible for any material acquired on the network. I give permission for my child to access the Internet/Email at Our Lady of the Snows School, and certify that all information provided on this form is correct. As parent or guardian, I may withdraw my permission at any time and I understand that Our Lady of the Snows School may revoke my child's privileges to access the Internet/Email at any time, for any reason.

Signature and Acceptance of the Internet/Email User Policy was completed with the submission of the Student's Enrollment Packet

Acknowledgment of Receipt, Signature and Acceptance of the OLS Parent/Student Handbook was completed with the submission of the Student's Enrollment Packet