



**POLICY ADDENDUM
2008-2009**



***LET IT BE KNOWN TO ALL
WHO ENTER HERE
THAT CHRIST IS THE REASON
FOR THIS SCHOOL,
THE UNSEEN BUT EVER-PRESENT
TEACHER IN ITS CLASSES,
THE MODEL OF ITS FACULTY,
THE INSPIRATION OF ITS STUDENTS.***





MISSION

Our Lady of Grace School is one of many important ministries of Our Lady of Grace Parish. As such, it has Sunday worship as both the source and summit of the daily center of our Catholic faith. We are committed to drawing our youth into the very heart of that faith and to having them assume their rightful place within the larger community, especially as believers and evangelizers.

A religious environment permeates school activities through daily prayer, classroom instruction, liturgies, on-going spiritual formation, commitment to gospel values – especially to those in need – and to the development of an informed conscience and life in community.

A solid educational program has been created to address the teaching of the whole child – spiritually, intellectually, socially, emotionally, and physically. The curriculum follows a pattern whereby students expand on a core of knowledge and service previously attained. Through the use of flexible groupings and experiential learning, children are afforded more opportunities for individualized attention.

Our Lady of Grace Parish is a young family of faith, grounded in Catholic tradition and blessed by God. Partnered in ministry to live out our mission as a school within that family, we are *“held together and will grow into a temple sacred in the Lord . . . a dwelling place of God in the Spirit”* (Ephesians 2:20-21) for the third millennium.



PHILOSOPHY

INTRODUCTION

Our Lady of Grace School is an important ministry of our parish community. Using the Sunday experience as the source of its faith life, it ministers to the child by cultivating the spiritual, intellectual, emotional, creative and physical development of its students. In its partnering of parents, the administration, faculty, and staff encourage spirituality and guide students toward a positive self-image while promoting academic excellence and leadership. These guiding principles will draw our youth into the very heart of their Catholic faith and lead them to achieve their rightful place within the parish community.

PURPOSE

Together, the administration, faculty, staff and parents of Our Lady of Grace School believe . . .

- that this educational environment, based on the Catholic faith, enables a child to become a living example of faith and compassionate toward others.
- that the values of the Catholic faith, interwoven throughout the curriculum, will offer the child skills to become a life-long learner who is prepared to manage and resolve conflict in a peaceful manner.
- that the academic program will meet the needs of the whole child by offering a curriculum that is relevant, engaging and meaningful.

STUDENTS

Together, we believe . . .

- in a program that is age and developmentally appropriate which uses learning-teaching styles and strategies that meet the strengths and needs of the child.
- in a program that develops a child physically, emotionally and socially in order to promote a positive self-image and a respect toward self and others.
- in the extension of family values and Church tradition by sharing Church teaching, offering daily prayer opportunities, celebrating liturgy, and preparing children to receive the sacraments in the midst of our parish family.
- in encouraging children to make their faith active by committing themselves to a life of service and compassionate care of others through participation in parish outreach programs and other Church ministries.

RELATIONSHIPS

Together, we believe . . .

- that the teacher's role is one that models responsibility, traditions and values of our Catholic faith and is a haven of support and trust for students and parents alike.
- that the teacher will commit to the development of each child's potential and his or her unique, God-given gifts and talents.
- that the teacher engages in a partnership with parents and other teachers to build and enrich the school community and its mission.
- that teachers and parents work collaboratively to make responsible decisions for the child. These decisions are based on concern, cooperation, mutual respect and negotiation.

PROCESSES

Together, we believe . . .

- that Our Lady of Grace School follows the policies and procedures of the Archdiocese of Baltimore which are carried out by the principal and pastor, with input from parents, faculty, and staff.
- that the Course of Study recommended by the Archdiocese of Baltimore provides an adjustable framework for age-appropriate content and skills that meet the strengths and needs of each child.
- that learning takes place through varied styles and types of teaching methods that emphasize the active construction of meaning in a learner-centered environment so that all students find purpose, integration and application in their work.
- that the authentic assessment of student progress at an applied learning level is ongoing and age-appropriate, uses tools that are purposeful and varied, and meets the needs of each child's learning style and intellectual ability.
- that teachers, as professional educators committed to meet the needs of each child, continue to show growth in their abilities and competencies through the use of various professional growth instruments.



Parent/OLG School Partnership

The administration, faculty, and staff of Our Lady of Grace School welcome you to the ministry of Catholic Elementary School Education.

Using the “Sunday Experience” as the source and summit of our partnership, we call upon you to commit to active engagement in these important responsibilities:

1. to be a partner with the school in the education of your child
2. to understand and support the religious nature of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child’s teachers are and to observe parent-teacher conference dates and any special requests for meetings.
5. to discuss concerns and problems with the person(s) most directly involved before contacting legal authorities
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate that Catholic education is a privilege that many persons do not have

Together, we believe that these guiding principles will engage teachers and parents in a partnership that will build up its community and enrich its mission.



School and Parent Related Organizations

- School Council:** To serve as chief policy advisory group to the pastor and principal in all school matters. *School Council Members:* Mrs. Pat Hoge, Mr. Greg Vallencourt, Dr. Mary Helen Beirne, SSJ, Mrs. Anna Maria Storey, Mrs. Anne Bishop and Mr. Ken Bullen.
- Parents' Association:** To foster a faith-based community, support school programs, assist the school's outreach and enrich the parent body. The Association holds the partnership between parents and school to be essential to extend the "Sunday Experience" through roles of service, enjoyment, and fundraising. Modeling service and promoting good will allow our parents the opportunity to foster an appreciation for the ideals of Catholic school education.
- Technology Committee:** To brainstorm, discuss, draw-up, and implement short and long term plans for the provision of computers and technology in the school. *Technology Committee Chairperson:* Mr. Steve Martin.
- Library Committee:** To research, organize, and build reading materials for classroom needs, library/media instruction, and personal student enrichment. *Library Committee Chairperson:* Mrs. Kate Hartig
- Grace Gardens Committee:** To investigate, discuss, design, and re-establish Grace Gardens area for Kindergarten through Grade Eight children.
- Publicity Committee:** To convey the creative and innovative energies within our school community that enables our children to become life long learners in faith and knowledge. With the support of the Faculty, Staff, Parents and the Parish Community, we will publicize our faith-based image through various means of media such as networking with committees, print advertisers, web, video, and word of mouth. *Publicity Committee Chairperson:* Mr. Brent Beach.
- Trash to Treasure Committee:** To organize the collection of various, meaningful store items for "cash back: i.e., Campbell Soup labels, Box Tops for Education, etc. *Trash to Treasure Committee Chairperson:* Mrs. Missy Wancowicz
- Coordinator of Volunteers:** Lunch/Play Supervision: Mrs. Kathy Stromberg
Chick-fil-A Lunches: Mrs. Joanne Wesolowski
Pizza Day Lunches: Mrs. Kathy Garliss
Hot Dog Lunches: Mrs. Evelyn Portera
Subway Lunches: Mrs. Evelyn Portera

SPECIFIC SCHOOL INFORMATION

ATTENDANCE

The school calendar consists of 180 days including five “snow days.” If the snow days are not used for weather related closings, these unused days may be used at the discretion of the school. Parents will be notified of snow make-up days by early March.

Perfect Attendance Award: Awarded to a student who is present from 7:50am through 2:45pm. This means that the student has not left school for any appointments or special permissions (e.g. family trips, vacations, doctor/dental appointments, “Take Your Child to Work Day”, etc.) This means that the student has been present every school day as well as on time for school.

Excellent Attendance Award: Awarded to a student who has no more than three occurrences of either excused absences and/or tardies. This means that the student may have a combination of three excused absences or tardies (e.g. doctor/dental appointments that require the student to arrive late or leave early, absence due to illness, “Take Your Child to Work Day”, etc.)

ABSENCES AND EXCUSES

Any pupil absent from school must have his/her parent/guardian call the school office each day of absence between 7:30am and 8:30am. The school office will call for verification of absence if parent neglects to report absence within this time frame.

Upon returning to school, after absence or lateness, each pupil must bring an excuse note signed by the parent or guardian. The note must state the reason for the absence and the dates of the absence, and be submitted to the classroom teacher.

More than 20 days absent per year is considered excessive. A parent-teacher-principal meeting is required to determine summer “make-up” programs.

Pupils who show symptoms of any communicable disease or sore throats, unusual skin conditions or eye infections may be temporarily excluded from school attendance by the school nurse.

A Doctor’s Certificate is required before re-admission to school for the following:

- If a student has been absent because of illness more than three consecutive days.
- If a student has a communicable disease. (See Health Services.)

The parent should request class and homework assignments if the student will be absent more than **two days** due to illness. All assignments will be available for pick-up at the main office.

Vacations during the school year are **strongly** discouraged. If this is unavoidable, work missed can be obtained and made up upon the student or parent’s request. The mastery of this work is the responsibility of the parent and the student.

All doctor and dental appointments should be scheduled outside of school hours. Please consult yearly calendar for days off.

ADMISSION PREREQUISITE

Our Lady of Grace School is a co-ed elementary school for grades K-8. It does not discriminate on the basis of sex, race, color, and/or national or ethnic origin in the administration of its education policies, admission policies, scholarships and financial grants, and other school administered programs. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. The school reserves the right to amend the Parent/Student Handbook. Parent(s) and legal guardian will be notified promptly of any changes.

APPOINTMENTS DURING SCHOOL HOURS (Medical/Dental)

Administration and faculty discourage appointments for medical or dental services during the school day. If there is an urgent need for an appointment during school hours, the principal must be notified before hand. A written note from the parent or appointment card from the doctor will be honored. Students leaving school for appointments will meet their parent or guardian in the school office. Students will be marked absent for one-half day for arrival after 11:30am.

CHILD ABUSE AND NEGLECT

It is the policy of Our Lady of Grace School, as well as all of the Catholic schools in the Archdiocese of Baltimore, to take responsible action to prevent and reduce incidents of child abuse and neglect. Our Lady of Grace School will cooperate with the Maryland Child Protective Services and law enforcement officials. Our hired staff is obligated to report suspected cases of child abuse to the police and/or the Department of Social Services.

COMMUNICATIONS

All methods of school-wide communication, except in case of emergency, injury or immediate disciplinary matters, will be sent home through Our Lady of Grace School's Communication Envelopes via the youngest or only child in the family. Envelopes are expected to be returned the next day.

Since time spent with our children is precious, the administration and faculty strongly urge parents who are in need of further communication with Our Lady of Grace School staff to call the school office for an appointment. This procedure must be followed when it is necessary to speak with any teacher or the principal about any of your concerns.

DAILY SCHEDULE

Morning: School will begin promptly at 7:50 am each day

All students will leave their car and come directly into the Education Center. Students may come into the building at 7:40am (7:35am for Middle School students) to unpack books and materials for class to begin at 7:50 am. The bell will ring at 7:50 am; students entering the building after the first bell must report to the Office for a Late Slip.

Lunch and Play:	11:15 – 11:45	Kindergarten – Grade 2 (Lunch)
	11:50 – 12:30	Kindergarten – Grade 2 (Play)
	11:30 – 12:00	Grades 3-5 (Play)
	12:00 – 12:30	Grades 3-5 (Lunch)
	11:40 – 12:20	Grades 6-8 (Lunch and Play)

Dismissal: 2:45 pm **Children are expected to be picked up no later than 3:00pm.**

Cars - The following procedure must be followed for student drop-offs and pick-ups.

Arrival

Cars enter driveway from Middletown Road. Follow Lane #3 to sidewalk pavement by the school building. Children may be dropped off at any point along sidewalk pavement.

Dismissal

Cars enter driveway from Middletown Road. Follow Lane #3 and form a triple line along the brick sidewalk; a double line will follow from Grace Hall's entrance back. As cars are directed to move forward, the double line re-creates the triple line along the brick sidewalk.

If you are parking your car to come into the building, do not use the spaces along the brick walkway or the first row of spaces, Row #3 and back and not beyond the orange cones.

(SEE THE DIAGRAM ON BACK OF THIS PAGE)

Car Line Etiquette:

Arrival: Children should have backpacks and lunch boxes ready, kisses and good-byes exchanged and exit the vehicle on the right (passenger) side promptly when safe to do so. Please do not allow your child to exit your vehicle until the vehicle is **COMPLETELY PARALLEL** with the brick walkway in front of the Education Center – Grace Hall is not the Education Center. Vehicles are to leave the parking lot in a line following the vehicle in front of them. At no time should a vehicle ever pull around a stopped vehicle to leave the lot.

Dismissal: The first car in each of the three rows should pull up to the grass area near the bricks leading to the Church. Limiting the distance between subsequent vehicles to 2-3 feet helps to maximize the number of students able to be dismissed in each group. Once the first group of students begins exiting the Education Center, ALL drivers should be in their vehicles and ready for their full attention to the car line process. Once the children begin exiting the Education Center, we ask that all personal business be concluded, and if a “last minute” exchange of children needs to occur, please pull into parking spots once directed to move from the car line to make the exchange. Only students with notes are permitted to enter other vehicles in the car line process.

At no time during arrival or dismissal car lines should papers be passed to administration or other parents. Students should bring all notes directly to the classroom teacher. Notes for the School Office are forwarded to the School Office by the classroom teachers each morning by 8:15am.

DAMAGE OR PERSONAL INJURY

Parents are liable for any damage to persons, places or things caused by their child.

DINING ROOM

Proper manners, inside voice tones and observance of lunchroom rules are expected in Our Lady of Grace Lunch Room areas. Students will be dismissed from the school dining room if repeated disregard for manners, tones or rules are demonstrated by the student. Parents will be notified. All students are expected to create their eating space by using a place mat brought from home each day. All lunch utensils also need to be brought from home (spoons, napkins, straws, handi-wipes, etc.).

DRESS CODE – Grades 1 – 5:

Uniform Shoes: Black or Brown traditional tie or buckle shoes

Boys' Uniform: Khaki Pleated Twill Pants
Khaki Twill Walking Shorts
White Short/Long Sleeve Polo Shirt w/OLGS Logo
Maroon Short/Long Sleeve Polo Shirt w/OLGS Logo
Maroon/White/Tan Crew Socks (Spirit Wear Socks are permitted)
Black/Brown Belt
White Turtleneck
Wine V-Neck Pullover Sweater w/OLGS Logo
Wine V-Neck Sweater Vest w/OLGS Logo
Black/Brown Belt

Girls' Uniform: Maroon Short/Long Sleeve Knit Shirt with OLGS Logo
White Short/Long Sleeve Knit Shirt with OLGS Logo
Khaki Walking Shorts
Khaki Pleated Pants
Navy/Burgundy/Khaki Plaid Jumper
White Turtleneck
Wine Crew Neck Cardigan Sweater with OLGS Logo
Wine V-Neck Pullover Sweater with Logo
Wine V-Neck Pullover Sweater Vest with Logo
Maroon/White/Tan Crew Socks (Spirit Wear Socks are permitted)
Black/Brown Belt

Girls' Accessories: White Knee Socks
Maroon Knee Socks
Wine or White Opaque Tights
Wine or White Cable Knit Tights

Physical Education Uniform – Required for all students Kindergarten – Grade 8:
Maroon Fleece Shorts w/Drawstring Waist
Ash Grey Tee Shirt w/ OLGS Logo
Ash Grey Sweatshirt w/OLGS Logo
Maroon Sweatpants
Tennis Shoes/Sneakers

DRESS CODE – Grades 6-8:

Boys' Uniform: Khaki Pleated Twill Pants
White Short/Long Sleeve Button Down Collar Shirt w/Silk Screen
Navy Short Sleeve Polo Shirt w/OLGS Logo (Spring/Fall Only)
Maroon/White/Tan Crew Socks (Spirit Wear Socks are permitted)
Black/Brown Belt
White Turtleneck
Navy V-Neck Pullover Sweater w/OLGS Logo
Navy V-Neck Sweater Vest w/OLGS Logo
Navy Maroon and Silver Striped Tie (not “pre-tied”)

Girls' Uniform: White Short/Long Sleeve Button Down Collar Blouse w/Silk Screen
Maroon/Green/Navy Plaid Polyester Wrap Around Kilt

White Turtleneck
Navy Short Sleeve Polo w/Logo (Spring/Fall Only)
Navy V-Neck Pullover Sweater with Logo
Navy V-Neck Pullover Sweater Vest with Logo
Maroon/White/Tan Crew Socks (Spirit Wear Socks are permitted)

Girls' Accessories: White Knee Socks
Maroon Knee Socks
Wine or White Opaque Tights
Wine or White Cable Knit Tights

Boys: We ask that boys keep their **hair** trim and neat. "Mod" haircuts are unacceptable (complete or partially shaved heads, shaved lines or dyes). **Jewelry** may be worn: One necklace and one set of stud earrings that do not exceed the ear lobe. Pierced facial parts are unacceptable. Tattoos are not permitted. **Crew socks** will be at least 3 inches above the ankle.

Girls: We ask that girls keep their **hair** trimmed and well groomed. One single headband is permitted. Hats, scarves, bandannas and other large ribbons may not be worn. Extreme haircuts or hairdos are not permitted. Dyes, or any item that will change the natural color or appearance of the girls' hair is unacceptable for school. **Jewelry** may be worn: one necklace and one set of stud earrings that do not exceed the ear lobe. Pierced facial parts are unacceptable. Tattoos are not permitted.

Makeup and accessories: Makeup is always unacceptable during school time. Clear or light pink nail polish may be worn. Acrylic "fake" nails are unacceptable.

Kilt skirt should be to the top of the knee. **Crew socks** will be at least 3" above the ankle.

General Comments:

Parents are urged to be conscious of the way their son/daughter is dressed for school. Full uniform must be worn at all times, including arrival and dismissal from school. It is important that each child looks their best and is clean, neat and well-groomed each day. Parent insistence on the dress code sets good example and interest. This support is most helpful to your child and our school. If a child cannot comply with the school uniform code, parents are requested to send a note of explanation. An "**Out of Uniform**" notice will be sent home if a student is in violation of the Dress Code. This "Out of Uniform" notice must be signed by a parent and returned to school the next day.

The administration, in conjunction with the faculty, reserves the final decision as to what constitutes proper dress and grooming.

Personal Belongings:

All personal belongings such as lunch boxes, book bags, clothing, etc., must be marked with the student's name. The student is responsible for lost articles. Back packs (without wheels) must fit in the student's locker (25" high x 10 ½" wide x 10 ¼" deep).

Due to the need for focus on the educational process during the school day, students are requested to leave all radios, Walkmans, CD players, cameras, cell phones, pagers, video games and trading cards (Pokeman, Yugio, etc.) at home. Exceptions for a special occasion may be made by the Administration in conjunction with the faculty. If a special occasion does occur, a parent note must accompany the student as well.

Consequence: An “Out of Uniform Notice” will be sent home with student, to be returned the next school day with a parent’s signature.

EXTENDED CARE PROGRAM – Play Centers, Inc.

This program extends from 2:45 pm - 6:00 pm each school day. The Extension Program provides professional care, supervision, recreation and enrichment activities. It serves working families who desire both parochial school education and supplementary supervision in a Catholic environment for children enrolled at school. Parents are responsible for contacting Play Centers, Inc. (410-357-4229) in the event your child will not attend on a day that is part of their regularly arranged Extended Care schedule.

LATENESS

Children are late if they are not in their classroom ready to begin when the first class bell rings at 7:50 am. Children must go to the school office for a late slip. Parents will be contacted if there is a chronic lateness problem.

Children are marked late on their roll slip and Progress Report. Chronic lateness necessitates a student receiving an “incomplete” on his/her Progress Report. “Incomplete” cannot be removed from the Progress Report. Chronic lateness that exceeds 10 times within a Trimester will require a Parent-Teacher-Principal meeting.

MEDIA CENTER

Books will be borrowed for one week. These books should be kept in a safe place. A fine of \$0.05 per day will be charged for overdue books for Grades 3-5 and \$0.25 per day for Middle School. Any book lost or damaged must be replaced by payment in full (Kindergarten – Grade 8). In some cases, reference books and materials may be taken out over night. If not returned on time, a fine of \$1.00 per day will be charged.

MEDICATION

No medication shall be given except when all the following conditions exist:

1. The medication is prescribed by a physician and is in the original labeled pharmacy bottle with the student’s name, dosage, and the time the drug is to be given. (Upon request, pharmacies will give you a second bottle for school use.)
2. Written permission is given by the parent/guardian requesting Our Lady of Grace staff member to comply with the physician’s order and releasing our school personnel from any liability.
3. Parent may download the “Permission to Give Medication in School” form from our website to process the above steps. Written order from physician is provided to the school by their completion of the bottom half of the form.
4. Children must be on medication for 24 hours at home before the medicine will be administered at school.

PARENT MESSAGES

Written messages are required for:

1. Absence – Please note the days and dates of absence and the reason for absences. Each note is to be signed by the parent/guardian and presented to the classroom teacher upon the child’s return to school.
2. Permission to not wear the regulation school uniform or gym uniform.
3. Going home with someone other than “parent”.
4. Absence from noontime recess – This permission is discouraged due to lack of supervisory personnel.
5. Early departure – Parents must report to the school office to have the child released from school. This policy is school law and is upheld for the safety of the child.
6. Late arrival – The child must report to the school office with a “late note”. The child will obtain a “Late Slip” in order to enter the classroom.

PARENT PARTNERSHIP

Our Lady of Grace Parents’ Association works in coordination with the principal to foster a clearer understanding of the mutual educational responsibilities of parents and teachers.

All parents are to consider themselves ACTIVE MEMBERS when joining Our Lady of Grace School. Meetings are scheduled regularly. At least one parent from each family is expected to attend each of the meetings.

Participation in school events and sponsored programs is expected from each family: Scrip Program, playground supervision, classroom activities, etc.

Required Participation

- *Sunday Experience
- *Lunch/Play Supervision (minimum 3x/school yr.)
- *Parents’ Association Dues (\$50/family/yr.)
- *Scrip Program

Expected Participation

- *Beat the Blahs
- *Golf Tournament
- *Contribution: \$157 per family

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are of vital importance in order to keep the avenues of communication open between parent and teacher.

Formal conferences are scheduled around report card time. Watch for specifics in a weekly Communication Folder.

A conference may be initiated any time it is deemed necessary by either the parent or the teacher. This would be done by either party contacting the other via a note or a phone call to the office and setting a mutual date. Conferences will be held by appointment only.

Parents are requested to make an appointment with the teacher or principal before coming to school. To make an appointment with either a teacher or the principal, please telephone the school office. The school number is (410) 329-6956. Speaking with a teacher at his/her home telephone is not permissible. All discussions of any problems and concerns must be held at an appointed conference, not when passing through or helping at school. Requests for conference should include the reason and agenda for the conference.

At the end of each parent-teacher conference, a written summary of the conference will be shared with all members present. Parent and teacher signatures are required on the conference summary form.

Parent-Teacher Conference Schedule

Thursday, November 20, 2008	1:00PM – 4:00PM & 6:30PM – 8:30PM
Friday, November 21, 2008	7:45AM – 1:00PM

SCHOOL-WIDE RESPONSIBILITY CODE

The policies of Our Lady of Grace School have the aim of helping the student assume responsibility for his/her actions as members of a community. A firm commitment toward individual responsibility is necessary to establish an atmosphere conducive to Christian living and learning, and for students to achieve their educational goals. All students will follow and obey the established school rules and regulations while displaying an attitude of courtesy and respect for others. It is expected that parents and guardians will help support their students and the school's faculty by discussing and maintaining open communication with the teachers. The following rules, expectations, and discipline code will be enforced consistently throughout Our Lady of Grace School.

The rules for enforcement are:

CLASSROOM RULES

1. Follow directions the first time they are given.
2. Raise your hand and wait to be recognized before speaking.
3. Come prepared to school with all needed materials, ready to work.
4. Keep hands, feet, objects and belongings to yourself.
5. Leave your seat and classroom only with the expressed permission of the teacher.
6. Respect the dignity of fellow students, volunteers, and faculty.

PLAYGROUND RULES

1. Follow the directions of the teachers or lunch parents.
2. Use all recess equipment properly.
3. Stay within your class's playground boundaries.
4. No aggressive verbal or physical recess play.
5. Stop playing and hold recess equipment when the bell rings or the whistle blows.
6. Line up quietly.

LUNCH AND MORNING BREAK RULES

1. Remain seated while eating.
2. Talk in a quiet, inside voice.
3. Leave your seat and classroom only with the expressed permission of the teacher or lunch parent.
4. Leave your desk/table and desk/table area clean and free of trash and leftover food.
5. Treat fellow students, lunch parents, and faculty with respect.

HALLWAY RULES

1. Maintain indoor quiet at all times.
2. Walk quickly from one class to another, without loitering in the hall or on the stairway.
3. Follow the established traffic pattern, walking on the right side of the hallway or stairway.

DEFINITION OF BULLYING AS SET DOWN BY THE ARCHDIOCESE OF BALTIMORE

"Bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property; or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission and the education of any student.

In response to imitating the ways of Jesus, students at Our Lady of Grace School will be taught to do the following things to prevent bullying:

- Be respectful, safe and responsible.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch or join in when someone is being bullied.
- Report bullying to a trusted adult.

PRIMARY GRADE RESPONSIBILITY CODE

The Primary Grades (K-2) at Our Lady of Grace School implement a two tier discipline system.

Level One utilizes the “Turn A Card” behavior management system. In each classroom a pocket chart is displayed. Each child has a “packet” of colored cards in a pocket with his/her name labeled on the front. Each day, the GREEN card will be on top, signaling appropriate behavior and a fresh start. When a Level One infraction occurs, a child will be asked to “turn a card”. The next card in the packet is YELLOW. If another level one rule is broken, the child will be asked to turn that card displaying an ORANGE card. When an orange card is showing, the child will be given a five minute time out, during which he/she should reflect on the inappropriate behavior and find ways to change it. If a child’s behavior is inappropriate a third time during the day, the last card is turned and a RED card is exposed. A red card results in a loss of ten minutes of recess time and a note or phone call to parents. Below is a list of Primary Grade Level One inappropriate choices.

Level One Inappropriate Choices:

- Any uniform code infraction
- Gum chewing
- Eating or drinking at inappropriate times
- Hallway rule infractions
- Missing or incomplete assignments/homework
- Not following verbal directions given by an authority figure (faculty member, student or parent)
- Any action that disrupts class: talking to peers, passing notes, calling out, noises, lack of self control
- Inappropriate or offensive language or gestures
- Being away from the classroom without the expressed permission of an authority figure
- Not keeping hands, feet and objects to yourself
- Disrespectful attitude, comment or backtalk directed at a faculty member, student or parent

Positive reinforcement is given in the form of “Happy” cards. If the child has followed all rules and does not receive a verbal warning, he/she will earn a “Happy” card in the packet upon arrival the next school day. The child can then redeem the “Happy” card for a reward from the classroom teacher.

Level One Consequences:

Each card that is turned is worth 1 point and each point results in 5 minutes of lost recess. If all 3 cards are turned in one day, 15 minutes of recess are lost and a note is sent home to parents. Points will accumulate throughout the trimester and behavior will be reflected on the child’s progress report. If the child accrues 25 points during a single trimester, a parent/teacher/principal conference will be required.

Level Two discipline is reserved for major infractions and is consistent with the consequences for other grades at Our Lady of Grace. Below is a list of Level Two inappropriate behaviors.

Level Two Inappropriate Choices:

- Fighting/physical aggression
- Serious damage to school property
- Cheating/forging parent or guardian signature
- Stealing
- Leaving school grounds without permission
- Total and intentional defiance of authority
- Blatant (obvious and unquestionable) disrespect for authority
- Inappropriate use of technology
- Carrying, using, or throwing materials that would cause bodily harm to myself or others.

Level Two Consequences:

This level warrants a serious consequence as outlined in the OLGS Student Handbook and will be handled on a case by case basis.

Please read this Responsibility Code and share it with your child.

I have read the above Responsibility Code and have discussed it with my child.

Parent Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

INTERMEDIATE GRADE RESPONSIBILITY CODE

Level	Behaviors
1 1 point each	A. Uniform code infraction (shoes, nail polish, socks, etc.) B. Gum chewing C. Eating or drinking at inappropriate times D. Uncovered school books
2 2 points each	E. Not having homework at assigned time F. Doing homework at inappropriate times (i.e. during class time) G. Coming to class unprepared with homework, textbooks, and copybooks H. Not following verbal directions given by an authority figure, faculty member or parent volunteer I. Any action that disrupts class: talking to peers, passing notes, calling out, noises, leaving assigned seat, or lack of self control J. Completing homework at inappropriate times K. Hallway, lunchroom, bathroom, and/or playground rule infractions
3 May warrant one or more actions as listed below at the discretion of the teacher and/or principal.	L. Inappropriate or offensive language or gestures M. Fighting or physical aggression of any kind N. Harassing, threatening, or intimidating others with physical harm O. Being away from the classroom/school grounds without permission of an authority figure P. Throwing objects Q. Stealing R. Cheating/forging parent/guardian signature S. Disrespectful attitude, comments, or back talk directed at a faculty member, student, or parent volunteer T. Total and intentional defiance of authority U. Bullying of any kind as described in the Our Lady of Grace School Discipline Code V. Inappropriate use of technology W. Use of cell phones and other electronic devices during the school day without permission from an authority figure X. Carrying, using, or throwing materials that would cause bodily harm to myself or others.

CONSEQUENCES:

Level 1 and Level 2 Infractions:

- 1 point = 5 minutes loss of recess on daily basis
- 2 points = 10 minutes loss of recess on daily basis
- Total accumulation of 10 points (Level 1A to 2K) results in 30 minutes of lunch detention proctored by a faculty member

Level 3 Infractions:

- Student will complete a Refocus Form (see next page) which will be signed by parent and returned to school.
- This level warrants an immediate consequence at the discretion of the teacher and/or principal.
- The following actions may occur:
 - Phone call or note home to parents.
 - Conference with the teacher, principal, and parent
 - Referral to guidance counselor
 - Detention
 - Suspension
 - Expulsion

Positive Reinforcement on a Weekly Basis:

- Treasure Box
- Homework Pass
- Free “Fun Friday” Chart
- Excused from Morning Work
- Special Helpers
- Class Rewards (marble jar for whole class positive behavior)

REFOCUS FORM

Grades 3, 4 & 5

MIDDLE SCHOOL RESPONSIBILITY CODE

Conduct is classified into two categories: class and unstructured time. Class conduct refers to behaviors that occur within the classroom during teaching or class time. Unstructured time conduct refers to behaviors that occur during break time, recess, and/or lunchtime. It is possible to have an unsatisfactory conduct grade in one category and not in the other. The consequences set forth in the following discipline code apply to both situations.

Violation System – 6th through 8th Grades

The violation system provides a series of warnings to students who make inappropriate choices. It also serves as a form of communication with parents, notifying them of their student's behavior. When a student makes a decision to act in an inappropriate manner he/she earns a violation with a specific point value. Violations are issued by teachers and/or administrators and require a parent signature. Violations are cumulative throughout the school year. The following is the discipline process that will be followed throughout the school year.

- At the beginning of the school year, expectations concerning unacceptable behaviors in the classroom, hallway and during lunch/recess as well as potential uniform code infractions will be discussed in each homeroom.
- When a student acts in an inappropriate manner he/she earns a violation with a specific point value (see the following chart). The violation sheet will be distributed among the following: one will be sent to the principal; one will be kept by the issuing teacher; one will be sent home for a parent/guardian signature and is to be returned the following school day. Follow up communication will be made if the violation is not returned signed by the parent/guardian.

POINTS	I	II	III
BEHAVIORS	<ul style="list-style-type: none"> • Any uniform code infraction (shoes, nail polish, socks, etc.) • Gum Chewing • Eating or drinking at inappropriate times • Uncovered school books • Hallway rules infractions • Not having homework at the time it is due • Recess rules infractions • Lateness to school 	<ul style="list-style-type: none"> • Not coming to class prepared (other than homework); no pen, paper, book, etc. • Not following the verbal directions given by an authority figure (principal, faculty member or parent volunteer) • Any action that disrupts class: talking to peers, passing notes, calling out, noises, lack of self control • Doing homework at inappropriate times • Unexcused lateness to class 	<ul style="list-style-type: none"> • Inappropriate or offensive language or gestures • Being away from the classroom/school building without the expressed permission of an authority figure • Throwing objects • Disrespectful attitude, comments, or back talk directed at a faculty member, student, or parent volunteer • Use of cell phones and other electronic devices during the school day without the expressed permission from an authority figure

- A grace period for levels one and two violations will exist until September 15th. Any level one or two violations collected between the start of school and September 15th will be used as reminders for unacceptable and inappropriate behavior.
- After five (5) points are collected in any combination from the above three categories, the student will earn an after school detention. After school detention will be held weekly and will be proctored by a faculty member. Detentions and points are **cumulative** throughout the school year. Students who accumulate twenty (20) points or more may be required to have a personal escort on class field trips. Parents will be notified in advance when detentions are scheduled. Detentions will progress as follows:
 - First detention (accumulation of 5 points) – 30 minutes after school detention
 - Second detention (accumulation of 5 points) – 60 minutes after school detention
 - Failure to serve a scheduled detention may warrant suspension at the discretion of the principal.

Some behaviors warrant an immediate **hour long** detention or possible suspension at the discretion of the principal. These behaviors are worth an automatic ten (10) points and include, but are not limited to the following:

- Pushing, shoving, or any other aggressive action that can be construed as fighting
- Cheating (including forging a parent/guardian signature)
- Serious damage to school property
- Stealing
- Leaving school grounds without permission
- Total and intentional defiance of authority
- Blatant (obvious and unquestionable) disrespect for authority
- Inappropriate use of technology

POSSESSION OR USE OF ALCOHOL, DRUGS, TOBACCO, AND/OR WEAPONS WILL RESULT IN IMMEDIATE EXPULSION AND THE ADMINISTRATIVE CONTACT OF THE PROPER AUTHORITIES.

ALL RULES AND CONSEQUENCES ARE IN EFFECT FOR ALL PARISH-SCHOOL RELATED ACTIVITIES.

MIDDLE SCHOOL VIOLATION SYSTEM

Student Name _____
Issuing Teacher _____

Date _____
Subject _____

I	II	III
<ul style="list-style-type: none"> • ___ Any uniform code infraction (shoes, nail polish, socks, etc.) • ___ Gum Chewing • ___ Eating or drinking at inappropriate times • ___ Uncovered school books • ___ Hallway rules infractions • ___ Not having homework at the time it is due • ___ Recess rules infractions • ___ Lateness to school 	<ul style="list-style-type: none"> • ___ Not coming to class prepared (other than homework); no pen, paper, book, etc. • ___ Not following the verbal directions given by an authority figure (principal, faculty member or parent volunteer) • ___ Any action that disrupts class: talking to peers, passing notes, calling out, noises, lack of self control • ___ Doing homework at inappropriate times • ___ Unexcused lateness to class 	<ul style="list-style-type: none"> • ___ Inappropriate or offensive language or gestures • ___ Being away from the classroom/school building without the expressed permission of an authority figure • ___ Throwing objects • ___ Disrespectful attitude, comments, or back talk directed at a faculty member, student, or parent volunteer • ___ Use of cell phones and other electronic devices during the school day without the expressed permission from an authority figure

I understand I need to improve in the area(s) indicated. I will develop a written plan to remedy the situation and submit it in writing when I return this warning notice to school.

Student Signature _____

Date _____

Parent Signature _____

Date _____

MIDDLE SCHOOL VIOLATION CODE

Student Name _____
Issuing Teacher _____

Date _____
Subject _____

Level Four Violation

This level warrants an immediate detention or suspension at the discretion of the administration. These behaviors are worth an automatic ten (10) points.

- ___ Pushing, shoving, or any other aggressive action that can be construed as fighting
- ___ Cheating (including forging a parent/guardian signature)
- ___ Serious damage to school property
- ___ Stealing
- ___ Leaving school grounds without permission
- ___ Total and intentional defiance of authority
- ___ Blatant (obvious and unquestionable) disrespect for authority
- ___ Inappropriate use of technology

The following actions will occur as a result of the discipline code violation:

___ Detention will be served in the following manner _____
 ___ Other _____

Student Signature _____
Parent Signature _____

Date _____
Date _____

SCHOOL-WIDE WORSHIP

Realizing the developmental appropriateness of children's spiritual growth and formation, Our Lady of Grace School will expect the following attendance and participation:

Kindergarten – Grade 8: All OLGS students will attend School at Mass once per month. Please refer to your Detailed School Calendar for the specific dates.

Grades 6-8: All OLGS Middle School students will additionally attend Middle School at Mass once per month. Please refer to your Detailed School Calendar for the specific dates.

Reconciliation Service: Advent (Grades 5-8)
Lent (Grades 2-3-4)

SPECIAL EVENTS

Special School Day Activities: Canned Goods for the Homeless (collected every Friday)
Fun Friday Treats (Sweet treats sold for \$0.25)
Pizza Days
Hot Dog Days
Subway Days
Chick-fil-A Days

Outreach: All OLGS Outreach activities support the parish Youth Ministry activities and/or the Parish Outreach Committee.

Each Friday Donation of a canned good for Happy Helpers for the Homeless

Monthly Grade Level Service Projects and Outreach:

Kindergarten – PB&J Sandwiches for Our Daily Bread

Grade 1 – Cards for Villa Retirement Community

Grade 2 – Parish Shut-Ins Cards

Grade 3 – Defenders of Animal Rights

Grade 4 – Prime Timers

Grade 5 – St. Cecilia's Head Start Program

Grade 6 – Partnered with Kindergarten for PB&J Sandwiches

Grade 7 – Connections with Broadmead Retirement Community

Grade 8 – Maryland Food Bank

October Halloween Candy for Our Daily Bread

November Canned Goods for Our Daily Bread

Advent Giving Tree – those in need at St. Cecilia's Head Start Program

Lent Easter candy/items for Easter Baskets for Parish Outreach Committee/St. Cecilia's Headstart Program

SUMMER SCHOOL POLICY

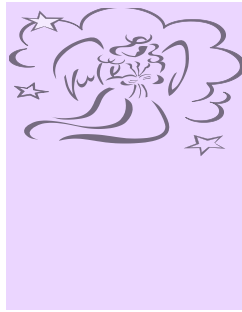
Recommendations for summer remedial/enrichment programs will be made between the mid-term and the third progress report period. Summer programs may be recommended for strengthening basic subject skills.

TELEPHONE CALLS

The school asks students to check their needs each morning before they leave for school. This promotes growth in student responsibility patterns. Children will be permitted to use the office telephone for emergency cases. Permission to use the office telephone will be obtained from the teacher and the principal. No student cell phones are permitted.

TRANSFERS

- Students transferring to another school are requested to return all books and school materials to the homeroom teacher.
- All student transfers must be processed through the Office of the Principal.
- Health records and transcripts will be mailed directly to the new school.
- Parents must sign a release form in the school office before records can be released. Parents should call the school office to arrange an appointment.
- All outstanding school bills must be paid before any transcripts will be forwarded to another school.



OUR LADY OF GRACE

Desiring to become more of who we are – children of God and examples of Jesus, your son – may we continue to grow in God's image.

And so we ask for:

*The grace of **Curiosity** . . . to discover something more about myself and my world this day,*

*The grace of **Imagination** . . . to stretch my mind beyond its normal boundaries and allow it room to expand and flourish,*

*The grace of **Wonder** . . . to stand before created things and behold your presence,*

*The grace of **Trust** . . . to know I am loved by God and forgiven when I miss the mark.*

Amen