

OUR LADY *of* GRACE SCHOOL

CHALLENGING THE MIND | NURTURING THE SPIRIT | LEADING WITH FAITH & EXCELLENCE



Student & Family Handbook

2016-2017 School Year

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A MESSAGE TO PARENTS/GUARDIANS

By enrolling a child in a Catholic school, a parent/guardian agrees to the following important responsibilities.

- To be a partner with the school in the education of the child
- To understand and support the religious/moral nature of the school
- To read all communications from the school and request clarification when necessary
- To know who the child's teachers are and observe parent-teacher conference dates and any special requests for meetings
- To discuss concerns and problems with the person(s) most directly involved, and the administration, before contacting legal authorities
- To be as actively involved in the life of the school and volunteer assistance as possible
- To promote the school and speak well of it to others
- To meet financial obligations in a timely manner and support the fundraising efforts of the school when possible
- To appreciate that Catholic education is a privilege that many persons do not have
- To encourage the child to take responsibility for his/her school work

Welcome to Our Lady of Grace School (OLGS)! The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education. Surely, He who said, "Let the little children come unto me" (Mt 19:14) will bless the efforts in His name.

It is the policy of Our Lady of Grace School that we do not discriminate on the basis of race, color, and/or national ethnic origin in the administration of our educational policies, admissions policies, athletic, and other school administration programs.

In cases where parents'/guardians' views and philosophical positions result in repeated non-compliance in regard to school policies, the administration reserves the right to request that said parents'/guardians' child/children withdraw from the school.

We are a smoke-free environment campus-wide.

OLGS reserves the right to amend the Parent/Student Handbook and calendar; parent(s)/legal guardian(s) will be notified of any changes made. The Parent/Student Handbook is an informative booklet setting forth the rules and policies of OLGS and is not intended as an expressed or implied contract.

Administrative Team

Mr. John J. D'Adamo	Principal
Mrs. JoMarie Tolj	Assistant Principal, ELA 8
Mrs. Samantha Hall	Advancement Director
Mrs. Iris Howland	Administrative Assistant
Mrs. Jenelle Antkowiak	Accountant
Mrs. Linda Abrams	Director of Educational Technology, ELA 7

Instructional Staff

Mrs. Chrissy Quirk	Pre-Kindergarten 3's
Mrs. Sara Bardzik	Pre-Kindergarten 4's
Miss Abbey Neuberger	Kindergarten
Mrs. Sheria Baylus	1 st Grade, Science 1-2
Mrs. Samantha Mabin	2 nd Grade, Social Studies 1-2
Mrs. Kim Shannon	3 rd /4 th Grade HR, Math, ELA, & Religion 3-4
Mrs. Jen Fucci	5 th Grade HR, Science 3-4, SS 3-6, ELA 3-4
Mrs. Bethany Galán	Literacy & Learning Specialist, Math & ELA 3-5
Ms. Lisa Kendzierski	6 th Grade HR, Religion 5-8, ELA 6
Mrs. Shannon Broach	7 th Grade HR, Science 5-8, Social Studies 7
Mrs. Kaylyn Grove	8 th Grade HR, Math 5-8, Social Studies 7
Mr. Christian Bentley	Physical Education
Mrs. Gloria Chamberlain	Music
Miss Maggie Schmidt	Art & Director of Extended Day
Mrs. Monica Fetzer	Spanish

Support Staff

Miss Courtney Kendzierski	Instructional Aide PK 3's
Mrs. Lynn Riley	Instructional Aide PK 4's
Mrs. Allison Smetana	Band Director
Mrs. Susanne Paturzo	School Nurse
Mr. John Butler	Maintenance

BACKGROUND OF THE SCHOOL

Philosophy

The primary purpose of the Our Lady of Grace School is to educate the whole child in the context of the Catholic faith. We lead children toward spiritual, emotional, moral, intellectual, physical, and social development. The educational focus of Our Lady of Grace School is to provide a solid academic foundation and to develop critical thinking skills. Additionally, we encourage students to give witness to Catholic values through service to the church, parish, family, and society.

As the educational leaders of the Our Lady of Grace School we believe a student should

- Have an understanding of his/her worth as a child of God,
- Be encouraged to be active, responsible participants in the learning process,
- Share his/her unique talents with the school community,
- Respect, appreciate, and treat other students with cordial reverence,
- Assume responsibility for developing self-discipline, and
- Be assured of a safe, respectable, comfortable, and secure environment.

As faith-filled educators and role models, we believe that teachers of the Our Lady of Grace School should

- Guide students to live and act in a manner which mirrors Christ's life,
- Teach students through formal and informal activities to gain necessary academic skills and maintain behavioral standards,
- Recognize individual needs,
- Encourage the ultimate potential growth of each student, and
- Strive to develop on-going cooperative relationships with parents in the best interests of the children.

History

HISTORY

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Newly established in 2000, Our Lady of Grace School was proud to be the first school to open in the Archdiocese of Baltimore in 35 years. It opened with Kindergarten, First, and Second Grade. Each year after that another grade was added. This continued until the Elementary and Middle School were complete. The first graduating class finished their experience here at OLGS in June 2007. During the school year 2009-2010, Our Lady of Grace School opened its doors a pre-school program.

We are a comprehensive co-ed preschool, elementary, and middle school, partnered in ministry to provide a secure, caring, Christian community of learning for children. Our Lady of Grace School offers a student teacher ratio of 1:5, experienced and well-trained faculty, brand new facilities and the latest technology providing students with a vibrant, engaging and nurturing learning environment.

While we do incorporate the Catholic Sunday experience in our everyday learning we welcome and accept children of every denomination and faith. We currently offer classes for preschool (3 and 4 year old) and Kindergarten through Grade Eight. Our Lady of Grace School is a co-ed Catholic school with the motto: “Challenging the Mind; Nurturing the Spirit; Leading with Faith and Excellence”.

We are one of the seven STEM schools in the Archdiocese of Baltimore. We have a strong curriculum in all subjects but have been recognized for our work in the four areas of Science, Technology, Engineering, and Mathematics. We strive to teach cross-curricular lessons that involve the students in active inquiry learning.

We are a Maryland Green School because of our work to educate our students, families, and staff to actively work towards being caretakers of our earth.

We are also an Archdiocesan Collaborative School, ACS. The Archbishop, Department of Catholic Schools, principal, and the School Board are the decision makers for the school. The school became incorporated in the summer of 2011.

We were named a 2014 **National Blue Ribbon School** because of our academic excellence.

Location

Our Lady of Grace School is located in Northern Baltimore County off Interstate 83 Exit 31 for Middletown Road/Parkton. The address is 18310 Middletown Road, Parkton, MD 21120.

MISSION

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Our Lady of Grace School exists to form its students as young disciples of Jesus Christ. Our community of learners grows by challenging the mind, nurturing the spirit, and leading with faith and excellence.

VISION

Our Lady of Grace School seeks to be a joyful center of the New Evangelization that promotes active and engaged learning through faith, discovery, collaboration, and service.

BELIEF STATEMENTS

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Together, we believe . . .

- that this educational environment, based on the Catholic faith, enables a child to become a living example of faith and compassion toward others.
- 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 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 participate in the life of our parish family.

PROCESSES

Together, we believe . . .

- that Our Lady of Grace School follows the policies and procedures and recommended course of study of the Archdiocese of Baltimore which are carried out by the principal and pastor, with input from parents, faculty, and staff.
- 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.

RELATIONSHIPS

Together, we believe . . .

- that the teacher will commit to the development of each child's potential and his/her unique, God-given gifts and talents.
- that the teacher engages in a collaborative partnership with parents and other teachers to build and enrich the school community and its mission.

STEM Mission Statement

“And there shall come forth a rod out of the stem of Jesse, and a Branch shall grow out of his roots.” – Isaiah 11:1 (KJV)

“I am the vine, you are the branches.” – John 15:5 (NABRE)

The OLGS STEM curriculum serves to engage its students in science, technology, engineering, and mathematics while providing them with the problem-solving skills they will use to remain immersed in all academic areas. This education will provide students with an appreciation for the world God has given them by helping them to achieve a successful balance between their faith in God and their sense of reason.

In multiple translations of Scripture, the stem of a plant is used as a metaphor showing Christ's authority to be rooted in the cherished tradition and faith of the people. Likewise, our STEM curriculum provides a definitive rooting in the Catholic Core academic principles. A STEM education like the one offered at Our Lady of Grace School is interdisciplinary in focus and aims to have the lessons learned in one subject find application in another. STEM allows our Catholic Identity to take root in classroom discussions on the practical and moral uses of science and

engineering. STEM also allows for a growing appreciation for the mathematical precision and beauty of Nature to blossom into creative expressions in the Humanities and Fine Arts.

In 1998, St. John Paul II released his papal encyclical entitled *Fides et Ratio* (“Faith and Reason”). He expressed the relationship between the human capacities for both faith and reason. As educators, we know divergent thinking requires a creative mind able to reach for the profound and the abstract, while convergent thoughts need rational grounding in facts and logic.

Educating the whole child means balancing both types of thinking – convergent and divergent. While advancing student’s need for intellectual progress, we also foster a desire to remain connected as branches to the “true vine” who is Christ. (Jn 15:1) In all cases, a STEM model of teaching promotes academic discovery and student-centered inquiry. We believe that this helps guide the student to value the pursuit of Truth – the truth of the Gospel that speaks to us in matters of faith, the sciences, and the fine arts.

Our Lady of Grace School is committed to preparing students for the world they will one day inherit. The workplace of the 21st Century is one that is increasingly reliant on a set of skills focused on technology, creativity, leadership, collaboration, and problem-solving. With our science lab, 3-D printer, SMART Boards, 1:1 technology program, and our partnership with the Baltimore Robotics Club, our program is cutting-edge in every way.

OLGS graduates go on to the finest high schools in the region and from there to great success in colleges and adult life. We build critical minds and compassionate hearts here – those are the hallmarks of a STEM education at Our Lady of Grace School!

Archdiocese Mission Statement

Catholic Schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential spiritually, intellectually, physically, socially, and morally.

Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

Learning within the Archdiocese of Baltimore

Students

By insisting that students perform to their full potential, the Archdiocese affirms its belief in the dignity of the individual. The role of the student is an active one. Participation in the learning process enables each student to grow and acquire the skills necessary to identify immediate and long-range goals. It is the student’s responsibility to take advantage of opportunities, academic as well as co-curricular and extra-curricular activities. It is the student’s obligation to meet the demands these activities require, keeping in mind that at this time the task is to be the best student he or she can be.

Parents/Guardians

Parents/guardians are the primary educators who work in partnership with the school. Their involvement in their children's education is woven into the fabric of the education process. They support and assist teachers by placing academic and moral demands on students.

Parents/guardians of Catholic school students make a financial and philosophical commitment to their children's education. This creates a unique role which accents the parents' responsibility to oversee their children's academic development while at home, by insisting that students perform to their potential.

Parents/guardians provide family listening, direction, and support. Parents/guardians need to establish an environment for school work. It is the parent/guardian who must encourage the proper use of the student's time after school hours. Furthermore, parents/guardians enhance the academic and co-curricular and extra-curricular activity of the students through their guidance with and/or presence at these functions.

The Classroom Teacher

Teachers within the Archdiocese endeavor "to teach as Jesus did." The power of a teacher can never be underestimated; what is done in a classroom affects what is accomplished by the students. The classroom teacher, in the pursuit of excellence, is the facilitator for the learning process. A teacher plays a key role in the education of students by insisting that they perform to their full potential and by affirming their quest for growth, identity, self-worth, and knowledge.

It is the teacher's responsibility to awaken intellectual curiosity, challenge the students to a deeper understanding of the subject, and transmit a genuine love for learning. The expertise of the classroom teacher lies in knowledge of the subject and care for the student. Classroom performance is enhanced by the interaction of the teacher and students at co-curricular and extra-curricular activities. Such a teacher encourages the student to develop abilities and to practice skills. The effect of a teacher is far-reaching; what is done in the classroom influences the student for a lifetime.

Principal

The principal is the master teacher who envisions the heights to which the teachers and students can climb. He/she has the responsibility for the spiritual development, the physical safety, and the academic growth of the faith community.

The principal strives to provide the means, both material and philosophical, to insure that excellence is the hallmark of the school. It is his/her responsibility to make those decisions that will achieve this goal. Such decisions should be made collegially with those who share reflections, suggestions, and even disagreement. The principal is accountable to foster a climate in which curriculum growth, spiritual enrichment, and development can flourish. Curriculum development is nurtured by active involvement of faculty and positive support of families.

Department of Catholic Schools

The Department of Catholic Schools, through the Superintendent's Administrative Team, has the responsibility to provide an environment in which the pursuit of excellence is ongoing and its achievement measurable. It is the Department's duty to challenge, encourage, and affirm the school communities of the Archdiocese.

The foundation for the pursuit of excellence rests firmly on the rock of accountability. The Superintendent's Administrative Team is accountable to the entire faith community to assure that academic excellence, professional development, and the investigation of new methods and techniques in teaching are central factors in providing quality education.

The Department of Catholic Schools believes academic instruction is built on the premise that the lives of our students must be enriched and enhanced. All of this is accomplished and brought about with the knowledge that God is the source of all gifts.

Safe Environment Policy: SHIELD THE VULNERABLE

All staff members and all volunteers must complete the required STAND training through Shield the Vulnerable before being permitted to assist in classroom activities or attend field trips. This program, required by the Archdiocese of Baltimore, is intended for the protection of the youth. The training is conducted online. Contact the office for more information.

Admissions and Registration

Registration

It is the policy of the Department of Catholic Schools that the Catholic schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color, and/or national or ethnic origin in the administration of their educational policies or admissions policies, scholarships and loan programs, athletics and other school programs. Our Lady of Grace School maintains a 11-year program that includes a pre-school program (3-year-olds and 4-year-olds) and grades kindergarten through 8th. OLGS will use a registration policy (see below) to evaluate applications to the pre-school program, kindergarten, and the numbered grades on a year-to-year basis.

1. Siblings of current students in kindergarten through 8th grade who are parishioners of Our Lady of Grace
2. Contributing parishioners for more than one year
3. Siblings of current Catholic students in kindergarten through 8th grade who are not parishioners
4. Contributing parishioners for less than one year
5. Catholics
6. Non-Catholics

Re-Registration

In January of the school year parents/guardians are asked if they wish to re-register their child/children for the following school year. A non-refundable fee per child is due at the time of registration. Re-registration into the school for the following year will depend on a successful completion of the current year's work and the payment of all current fees. If tuition is not current any registration fees will be applied first to outstanding tuition.

Placement and Probation

Students are initially placed using the results of the shadow day observations, an admission test and interview, teacher evaluation, permanent records, and standardized test results. Once classes begin, placement adjustments will be made if determined necessary. All students entering OLGS for the first time are subject to one-year probation. If during that time the school is unable to meet the needs of the student(s), the parent(s)/guardian(s) will be asked by the principal to place the child(ren) in another school. Such recommendations would only occur after continued communication and a conference with the parent(s)/guardian(s).

Tuition

Tuition fees may be paid annually, semi-annually, or monthly through the FACTS program with a processing fee. If a student withdraws, the tuition contract refunded amount will be followed:

Withdrawal Date Before	Percent Owed to School	Percent Refunded
5/20	0%	100%
6/20	10%	90%
7/20	20%	80%
8/20	30%	70%
9/20	40%	60%
10/20	50%	50%
11/20	60%	40%
12/20	70%	30%
1/20	80%	20%
2/20	90%	10%

For students to continue their studies at Our Lady of Grace School, and to receive progress reports or have records transmitted, regular payments must be made. Where accounts are in arrears for more than 30 days, the school reserves the right to require withdrawal unless satisfactory arrangements are made. In cases of withdrawal from OLGS, it should be noted that **the policy of Our Lady of Grace School is that paid tuition and fees are only refunded by the table above.**

Grants, Financial Aid and Scholarships

Financial aid is available each spring, and interested parents/guardians may complete an application package. Announcements concerning the applications and associated dates are announced via

parent bulletins. All awards are made by a committee based on need. Parents are solely responsible for investigating the terms of – including qualifications and deadlines – and for applying for independent scholarships, including the Knott Scholarship.

Policy Regarding Student Records

All pupil records are confidential and are maintained in the school office or a designated administrative area. In accordance with state law, parents have access to these records and can instruct an accepting school or health institute to request copies of academic and health records. If a non-custodial parent seeks access to his/her child's records, the school **must** allow access unless a copy of a valid court order or legal agreement prohibiting such access has been presented to the school. The school reserves the right to notify the custodial parent of any request to review records. The school does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

Progress reports are given to the parent at the end of each trimester. A home report of the Standardized test scores is given at the end of each school year to students in grades 3 through 8. The school reserves the right to charge a fee for a copy of these reports.

If there is a change of address, change of telephone number, place of employment, or change in the individual(s) emergency number, the office should be notified as soon as possible.

Parents/guardians whose phone numbers are unlisted **must** give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence. If there is a change in the family status or a change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that names the custodial parent must be on file with the school.

Transfers

Parents/guardians should notify the principal if their child/children will be transferring to another school. Library books and schoolbooks must be returned before a transfer can be issued or records sent to the new school. It is also understood that **all** tuition fees must be up-to-date before school records are released. The accepting school must send a letter indicating the student's acceptance before the release of scholastic and health records will be issued to this school. **The tuition contract will be adhered to for any student transferring mid-year.**

Applications and Recommendations

It is school policy that all applications and recommendations for transferring students are sent from the school office, not individual teachers. Please bring all forms associated with the transfer to the school office personnel who will handle distribution and mailing.

Pre-School Program

The Pre-School program is an integral part of Our Lady of Grace School. Classes for 3-year olds are held on Tuesday, Wednesday, & Thursday from 8:15 AM to 12 PM. Extended care is available until 3 PM or 6 PM. Sessions for 4-year olds are held daily from 8:15 AM to either 12 PM or 3 PM. Extended care is available to 3 PM or 6PM.

All policies in the handbook apply to the pre-school program.

Attendance Policies

The doors to the school open at 7:50 AM. The Extended Day program is available for registered students starting at 7:15 AM. Students may enter their classrooms when they arrive and the school day begins promptly at 7:50 am. It is expected that students should be at their desks and ready to begin the day at that time. Any student entering the building after 8:00 am is considered late and parents/guardians must sign the student in at the front desk. The names of late-arriving students will be recorded by office personnel. Tardiness is entered on the student's permanent record.

Children who arrive after 10:00 am or leave before 1:00 pm will be marked absent for half a day. Children leaving after 1:00 pm will be recorded as "leaving early." The school discourages late arrivals and early departures and requests families to arrange medical and dental appointments, etc., either after school hours, on Saturdays, or during vacation periods. Check the calendar for days when school is not in session. In case of an emergency, the student must submit a note to the teacher, signed by the parent(s)/guardian(s), on the day of dismissal. The teacher forwards the note to the office. The note should include the reason for the request and the time the student must leave school. The parent/guardian must sign the student out in the office. The student is counted absent from classes missed and must make up the work at the discretion of the teacher.

Perfect attendance for the year means **the child is in school every day, all day, with no tardies and no early dismissals. This includes leaving early for appointments and returning after appointments.**

The school day ends at 2:45 pm. If there is an early dismissal the day will end at 12:00 pm or as noted on the calendar and on the website. Regular school attendance is mandatory for scholastic achievement. Ten or more absences or lateness per trimester may affect eligibility for academic awards.

The school calendar provides 175 instructional days for students, plus inclement weather days. If inclement weather days are not used, these days may be used at the discretion of the school. Parents will be notified of these changes by April 30th.

Absences

If a student will be absent for two or more days, the school office must be notified by phone or the child will be considered truant. If the school is not notified the parent may be called. An email or written note is required from a parent/guardian the day a student returns to class after an absence. Regular attendance is considered essential for learning at OLGS. Students who are absent from school and or are absent from school for an extended period of time, may not participate in any after school or evening school-sponsored activities such as band or sports programs on the day of their absence.

Students are responsible for all missed assignments and tests, and these arrangements should be made with the teacher for completion of this work. Teachers will not supply work prior to an absence. Each child should have a homework buddy and assignments should be obtained from him or her. If additional books are required, please leave a message on the teacher's voice mail. Books will be left in the front hallway at the end of the school day. A child is not permitted to return to school until he/she is well enough to participate in school activities, including recess at lunchtime. Since there is no indoor monitor, a student must be well enough to fully participate in outdoor play.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work may be obtained only upon return. When a parent requests an extended absence for a child, the request, along with the school's recommendation, is placed in the child's cumulative folder to insure proper maintenance of the student's permanent record. Students are required to make up all tests, class work, and homework after such absences.

Students in the 8th grade are allowed two "shadow days" to help in the selection of a high school of choice. These two days do not count against perfect attendance.

If a student is asked by a school administrator to represent OLGS off site, this attendance is considered an excused absence.

A student's unexcused absence of 10 days per trimester or 20 days or more per school year excessive. Promotion to the next grade at the end of the year requires the student to complete all missed assignments and to earn administrative permission to advance. In this instance, parents/guardians must provide medical documentation from an approved health care provider for these absences.

Tardiness

Regarding tardiness, repeated lateness is noted within the high school admission process. This may have a negative effect on students being accepted into their first choice school. In an effort to support success of the children, **remember 8 is late at OLGS.** If a child is not on time a parent/guardian will need to come to the receptionist desk to sign in the child for a late pass. Teachers will not admit students to their homerooms without this pass. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

Truancy

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy is an unexcused absence and may result in disciplinary action up to and including suspension or expulsion.

Noon Dismissal

On half-days, students will begin to exit the school at noon. The method of dismissal is the same as it is for regular scheduled dismissal.

Early Dismissal

All doctor and dental appointments **should be scheduled outside of school hours**. If an early dismissal is necessary, a note must be sent to the teacher who will initial it and send it to the office. At the designated time the student will report to the office to meet his or her parent/guardian. Parents/guardians should not go to the classroom to meet the student. Students are responsible for any work missed due to an early dismissal. Parents/guardians or their representatives will be asked to sign the student out. Students who leave school before 1:00 pm will be marked absent for half the day.

Supervisory Responsibilities Before and After the Official School Day

The school is not responsible for supervision of students before or after the arrival and dismissal times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. Parents/guardians are required, therefore, to follow the times stipulated when dropping off or picking up students. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pickup at the designated times. If children are participating in before or after school care, parents/guardians must comply with the rules established by the program for drop-off or pickup.

Staff Privacy

Staff members of OLGS are very dedicated and work long hours. We ask that you respect their home time and do not home or cell phones for school business.

Please note: Staff members are not permitted to drive students in personal vehicles.

Inclement Weather

Information regarding late openings, early dismissals, or school cancellations will be announced over the local radio station **WBAL**. OLGS follows the decision of the **Baltimore County Public Schools**,

including the Hereford Zone. Because OLGS is air-conditioned, the school will not close for hot weather. Students in pre-school will follow the same schedule as the rest of the school.

Extended Day Program

Registered students in the program are cared for from 7:15-7:50 am and from 3:00 pm-6:00 pm beginning with the first full day of school. The Extended Day Program operates every school day unless otherwise stated (see calendar on website). The program is not open on holidays or days when there is no school because of inclement weather. If there is a delayed opening, the morning Extended Day will begin one hour prior to the start of the school day. If Baltimore County Schools dismiss early due to inclement weather, there will be no Extended Day. **Any child not picked up within 15 minutes of the end of the school day will be sent to the Extended Day program and the parent/guardian will be asked to pay or be billed the fee.** For fees and other information, please call the office.

Dress Code

Pre-school Gym uniform (Optional)

Kindergarten – 5th Grade:

Uniform Shoes: Black or Brown traditional tie or buckle shoes - no skid 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

Middle School Dress Code (Grades 6-8):

Boys' Uniform:

Khaki Pleated Twill Pants
White Short/Long Sleeve Button Down Collar Shirt w/Silk Screen (Winter Only)
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 with an OLGS Sweater or Vest
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 with an OLGS Sweater or Vest
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). Tattoos and earrings are not permitted. Boys are not permitted to wear jewelry other than a watch. Pierced facial parts are unacceptable. **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.

Physical Education Uniform – Required for all students Kindergarten – Grade 8, Optional for Pre-school

Maroon Fleece Shorts w/Drawstring Waist

Ash Grey Tee Shirt w/ OLGS Logo

Ash Grey Sweatshirt w/OLGS Logo

Maroon Sweatpants

Tennis Shoes/Sneakers

Maroon/White/Tan Crew Socks

Spirit Dress Day

On designated days, students may wear PE uniforms, athletic jerseys or shirts as announced, or any item purchased as OLGS "spirit wear". ALL students should wear tennis shoes. These relaxed spirit days are recognized as celebration days during which the students may wear something different.

General Uniform 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. Administration, in conjunction with the faculty, reserves the final decision as to what constitutes proper dress and grooming.

Uniform Exchange

The Home-School Association conducts a uniform exchange program at select times of the school year. These dates will be posted on the OLGS website.

Discipline: Student Behavior & Code of Conduct

Philosophy of Discipline & Christ-Centered Behavior

OLGS strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility to establish an atmosphere conducive to academic excellence and to protect the welfare of the individual, as well as the school community.

In Catholic education, the student is readied to take his or her place in society in view of the gospel message of Jesus Christ. Each child is an integral part of the school community that fosters the growth of Christian character. Therefore, school regulations must be followed by students in order to foster a sound educational climate. Discipline is administered in a manner consistent with Christian principles. Catholic schools’ personnel do not use corporal punishment. All disciplinary policies are corrective in nature rather than punitive.

Positive Behavior Intervention & Supports (PBIS)

In keeping with the above philosophy, Our Lady of Grace has joined a network of schools that are exponents of the Positive Behavioral Interventions & Supports (PBIS) approach to student behavior.

Known internationally for achieving data-driven results relative to bullying prevention and behavioral facilitation, PBIS is a form of applied behavior analysis (ABA) that uses a system to understand what maintains an individual's challenging behavior. Inappropriate behaviors are difficult to change because they are functional; they serve a purpose for them. These behaviors are supported by reinforcement in the environment.

In the case of students and children, often adults in a child's environment will reinforce his or her undesired behaviors because the child will receive objects and/or attention because of his behavior. Functional behavior assessments (FBAs) clearly describe behaviors, identifies the contexts (events, times, and situation) that predict when behavior will and will not occur, and identifies consequences that maintain the behavior. It also summarizes and creates a hypothesis about the behavior, and directly observes the behavior and takes data to get a baseline.

The PBIS process involves goal identification, information gathering, hypothesis development, support plan design, implementation and monitoring. In order for techniques to work in decreasing undesired behavior, they should include: feasibility, desirability, and effectiveness. Strategies are needed that teachers and parents are able and willing to use and that have an impact on the child's ability to participate in community and school activities.

Positive behavior support is increasingly being recognized as a strategy that meets these criteria. By changing stimulus and reinforcement in the environment and teaching the child to strengthen deficit skill areas the student's behavior changes in ways that allow him/her to be included in the general education setting. The three areas of deficit most directly affected by this approach are: (1) communication skills, (2) social skills, and (3) self-management skills. Positive behavior support is successful in the school setting because it is primarily a teaching method.

All teachers actively participate in and support the incentive-based program developed by the PBIS Team at OLGS. Students are awarded public recognition by staff members for achievement in 5 value areas – Positive Attitude, Respect, Integrity, Devotion, Empathy (PRIDE). Incentives are provided for varying levels of achievement and key benchmarks for behavior.

Student Responsibility

It is expected that students act with respect and courtesy toward teachers and fellow students at all times. Conduct, whether inside or outside school, which is detrimental to the school, is prohibited. Each student is to assume responsibility for complying with the school regulations and for caring for school property. Conflicts are a normal and healthy part of living and growing. OLGS encourages students to handle conflicts in a non-aggressive, verbal manner and not to avoid them. The goal is reconciliation. The administration will implement acceptable conflict resolution techniques to work toward a solution as needed.

School Regulations

To maintain a positive learning environment and standards that are consistent with a Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are behaviors that are acceptable and not acceptable in school, in class, on the playground, or when representing the school on field trips, sports gatherings, assemblies, etc.

OLGS students will:

- Show respect for teachers, staff, and volunteers;
- Show respect for self and peers;
- Attend with respect all religious liturgies and activities as agreed upon during the registration process;
- Wear the proper uniform and comply with the dress code;
- Remain in designated areas at all times;
- Travel to all classes in an orderly manner;
- Promptly return materials requiring a signature.
- Comply with school policy on possession of electronic devices.

The following are some behaviors that are not acceptable:

- Tardiness to class
- Lack of Responsibility:
 - Failure to have necessary supplies for classwork or to complete assigned work
 - Disrespect in manner and/or language
 - Dress code violations
 - Gum chewing or food in class
- Cheating/plagiarism
- Defacement/destruction of school property
- Dishonesty:
 - Using the property of others without permission
 - Forging signature of another
 - Theft or extortion
- Disruptive Behavior, Rowdiness, or Fighting
- Dangerous Actions:
 - Possession of items considered weapons
 - Smoking and/or abusing drugs or alcohol
- Non-Christian Behavior:
 - Rudeness or Vulgarity
 - Harassment of any kind in word or manner

No student may possess alcohol or any illegal drug in any quantity at anytime while on school property or at a school sponsored event. Any violation of this policy will be grounds for implementation of disciplinary action and suspension or expulsion.

Classroom Behavior

The following are standard classroom policies. Teachers may have other regulations not listed here. Students are bound by both the following rules and by the teacher's rules.

- Students are to be in their seats when class begins.

They are not to leave their places in the classroom without explicit permission.

- Each student is to have all the necessary materials for the class.
- Students are to be attentive to the teachers and to participate actively in all class activities assigned by the teachers. They are not to do work for another class or read other-than-class-materials, unless given explicit permission to do so by the teacher. Materials for another class or for non-class activities should not be on a student's desk.
- Each student is to refrain from talking without permission and from talking to others while instruction is going on or study periods or tests are underway.
- Students are to avoid any action that is distracting to the learning procedure underway in the classroom, especially harassing other students.
- Students are responsible for the cleanliness around their chairs, in their desks, etc. Students should dispose of any trash around their desks at the end of the day.
- Students are to refrain from insulting expressions, overt demonstrations of disapproval, and all other behavior disruptive to the classroom situation; they are not to argue about tests, grades and punishments during the class, but rather they should see the teacher after the school day in order to resolve such difficulties.
- The location of desks, the condition of windows, blinds, and lights, etc. are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.
- Students should always enter and leave a classroom quietly.
- Eating or drinking must take place in the cafeteria only unless permission is granted by the teacher.
- Chewing gum is prohibited throughout the school at all times.

Any other types of behavior, not specifically stated in this handbook, but which the administration considers to be acts of serious disruptive behavior will be addressed.

Restricted Areas

When school is in session, students may not be outside the school building unless they are involved in a class or recess and are accompanied by a faculty member. The faculty rooms, library office, and empty classrooms are restricted areas for students. Corridors are to be generally clear of traffic except for movements at the change of class. For the safety of students, no child is permitted to return to the classroom or lockers after school hours unless accompanied by a staff member.

Behavior Facilitation in General

Any infraction of a school regulation including, but not limited to, those listed above is reason for disciplinary action as outlined below. Teachers in grades PK through 3 retain the right to impose alternative disciplinary actions deemed to be developmentally appropriate for students involved. Parents who have questions regarding a discipline issue are to begin with the teacher who issued the violation to initiate a respectful conversation concerning the incident. Administration may issue consequences or confiscate inappropriate attire that must be picked up by parents and not worn to school.

Primary Grades Behavioral Guidelines

The Primary Grades (K-2) at Our Lady of Grace School implement a seven tier discipline system that focuses on positive behavior. Children begin the day on green, which states they are ready to learn. Each time a child makes an appropriate choice they are asked to move up a step, as follows, yellow, orange and red, this is an outstanding day. If a child makes a poor choice they are asked to move down to blue (think about it), purple (teachers choice of consequence) and finally pink at which time you will be contacted by the child's teacher. A form will be sent home explaining what events lead to this stage. Each day every child returns to green to begin a new day.

K-2 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

Suspension

Suspension at OLGS means that a child will not be able to attend classes for a period of one to three days. Suspensions will be noted on a student's attendance record in his/her permanent file. At the discretion of the administration, suspensions will be served either in school or out of school. A student involved in any of the following situations may be subject to suspension and/or expulsion.

- After acquiring points in violation of or otherwise violating a disciplinary contract
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of property
- Theft or extortion
- Cheating/plagiarism

- Fighting
- Grave misconduct considered dangerous to students or staff
- Harassment (sexual or otherwise) and/or Bullying
- Verbal or written threats

While on suspension, the student is responsible for missed work. After the specified amount of time for suspension, the student and the parent(s)/guardian(s) will meet with the administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement. During a suspension, he/she will forfeit the right to go on field trips with the class. Multiple suspensions from class may result in disallowing reregistration for the following year or expulsion.

Lockers and desks are properties of the school and can be searched at any time. The principal, or designee, may request a student's consent for search of personal belongings. Failure of the student to give consent may result in automatic suspension and/or expulsion from the school.

In today's social climate, students who are the victims of harassment or bullying have been known to react emotionally to situations they encounter with their peers. Should a child express himself/herself either verbally or in another form something that could be construed as violent or dangerous, the bullying procedures of the Archdiocese should be followed. After investigation, appropriate consequences should be given to anyone involved in bullying or harassing another student. Victims who express threats in any form need counseling and licensed professional support from outside the school. Through a parent conference, the administration will inform the family that the student may not return to school until a licensed mental health professional has provided documentation indicating the student is not a danger to him-/herself or others. This absence will be recorded as a Medical leave unless circumstances dictate otherwise. The Department of Catholic Schools will also be informed of the circumstances.

Expulsion

Any illegal activities, including but not limited to the possession, use of, selling, or distribution of alcohol/drugs, may be grounds for expulsion. The school reserves the right to expel any student at any time when his/her conduct warrants it. Any expelled student forfeits all privileges of the Our Lady of Grace School student. The expulsion will be noted in the permanent records retained at OLGS. The administration reserves the right not to re-admit an expelled student at a later date. In addition, any student found guilty of violating a public law (i.e., shoplifting, cyberbullying) may be suspended or expelled. This includes activity online or via electronic devices.

The disciplinary policy of Our Lady of Grace School is cognizant of the overall philosophy and goals of the school. The policy is meant to serve the Christian community and stems from a loving, accepting attitude toward the child as a person of dignity. The following objectives constitute guidelines for implementing the policy.

- The school is obligated to maintain a safe and acceptable learning atmosphere for all students.

- Parental involvement will be sought early in disciplinary procedures.
- Disciplinary action will emphasize developing the student's responsibility for his/her own conduct.
- The establishment of disciplinary rules and regulations is the responsibility of the school administration consistent with the policies established by the school.

The principal will make any decisions regarding suspension or expulsion. The decision to expel or suspend will be communicated to the parent/guardian of the student immediately. If a parent/guardian chooses to appeal a decision to expel, he/she must contact the appropriate Associate Superintendent and submit all relevant written documentation.

Harassment/Bullying Policy

Harassment or abuse of any kind is not acceptable behavior at OLGS and will result in disciplinary action up to and including suspension/expulsion. It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, gender, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to the policy with respect to students.

Definitions:

- **Teasing/Exclusion** – To annoy or provoke personal harm to another person in such ways as name calling; mocking; mimicking; taking things and refusing to return them; gossiping; intimidating; making fun of clothing; possessions or appearance; exclusion from games or activities.
- **Physical/Social Injury** – To bring injury to someone by pushing, shoving, tripping, punching, pinching, kicking, hitting, spitting; acts that are demeaning and humiliating; threatening physical harm or inflicting any bodily harm; making verbal threats of violence; social exclusion or rejection; and the destruction of others' property.
- **Harassment** – To make comments or actions that are hurtful against another including comments about physical appearance, ethnicity, ability or social status, inappropriate sexual innuendoes or inappropriate physical touching, threats that may endanger another person or persons.

Current research reports that children who exhibit these behaviors should be dealt with firmly and consistently, knowing that there are consequences for their inappropriate behavior.

Peaceful School – No Bully Policy

OLGS maintains a **ZERO Tolerance Policy** for children who **tease, bring physical /social injury,** or **harass** other students in the school community. As a Catholic school, OLGS will instill Christian values. The goal is to respect every person, his/her property, and his/her feelings as God has commanded. Defined and stated examples of inappropriate behaviors are as follows.

Prohibitive Conduct

Harassment means verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, national origin, religion, age, disability or handicap, distinguishing personal trait, or protected activity that

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

Bullying or Harassment Investigation Procedure

- Any person who believes that a student is being subjected to harassment should immediately report the harassment to any teacher, guidance counselor, or adult at OLGS.
- Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly, and impartially, and will remain confidential to the extent possible.
- Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this policy has been violated. The complaining party and the complained-of party will be advised. A report of the findings may be forwarded to the Department of Catholic Schools.
- Should a child express himself/herself either verbally or in another form something that could be construed as violent or dangerous, the bullying procedures of the Archdiocese should be followed.

Electronics Policy

Internet Access

Electronic information research skills are fundamental to the preparation of students as future citizens and employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members of the OLGS community. As such, it also places a great deal of responsibility on all users. It is the school's aim as a STEM school to provide guidance and instruction to students in the appropriate use of such resources.

As in other areas of their personal conduct, students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under the supervision of their teacher. Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. OLGS believes in the benefits to students that comes with access to these forms of information resources and opportunities for collaboration.

With these opportunities come responsibilities and restrictions. Ultimately, the parents and guardians of minors are responsible for setting and conveying the standards that children should follow when using media and information sources. OLGS reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run filtering and monitoring software. Students may not access Internet accounts provided by their families during the school time because the school has no control over the configuration of those accounts.

Internet services are to be used in a responsible, efficient, ethical, and legal manner. Use of the Internet is a privilege, not a right. All users of the network within the boundaries of OLGS are responsible for adhering to the following guidelines. Failure to adhere to the guidelines may result in a revocation of a student's Internet access and disciplinary action up to and including suspension or expulsion.

- Acceptable uses of the Internet are activities that support learning and teaching.
- Unacceptable uses of the network include but are not limited to the following.
 - Violating the rights of privacy to others
 - Using profanity, obscenity, or other offensive language
 - Transmitting threatening or defamatory electronic communications
 - Unauthorized copying of materials or installation of software
 - Revealing home phone numbers, addresses, or other personal information while using Internet resources
 - Downloading or copying information onto data storage devices without prior teacher approval
 - Accessing, downloading, storing, or printing files or messages that may be offensive to others
 - Sharing of passwords, if provided, or attempting to discover another's password
 - The intentional writing, producing, generating, copying or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, "worms," etc.
 - Intentional damaging of or tampering with any technology equipment.
 - Intentional erasing, renaming, or disabling modifying anyone else's files or programs
- OLGS will be responsible for
 - Teaching students about these guidelines, and
 - Supervising and guiding student access to the Internet.

Our Lady of Grace School Electronic Devices Policy for All Students

The world of the 21st Century offers learning experiences both in and out of the classroom. As a STEM school, OLGS encourages students to make good educational use of the technology they have available to them.

In order to “Bring Your Own Device” (BYOD) to Our Lady of Grace School, you must read and sign a permission slip regarding the following guidelines:

1. I understand the term “electronic device” means any portable machine that enables me to access text or interactive content. This may include, but is not limited to, an e-reader, iPad, or slate tablet.
2. I agree to take proper care of my electronic device at OLGS.
3. I understand that the purpose of having my device at school is to read and complete school work at the direction of my teacher. At no time will the device be used to play games, access apps, or to browse the Internet, without the explicit permission of my teacher
4. I will not use my device to send or receive text or instant messages.
5. I will not use my device during any type of assessment (unless directed).
6. I will only access my school email account and will not access personal email accounts.
7. I am the only person who will use my device while at school. I will not lend my device to other students.
8. I will keep my device in the classroom storage bin during lunch/outdoor recess times and during Mass/assemblies. I will not keep my device in my locker.
9. My device can be turned **on** during:
 - a. the time period before morning announcements
 - b. during class time with the permission of the teacher
 - c. indoor recess
10. My device will be turned **off** during:
 - a. morning/afternoon announcements
 - b. any assessment
 - c. lunch
 - d. outdoor recess
 - e. dismissal
11. If my device connects to the Internet, I will only access the internet through the school network
12. I understand the consequences of not following the OLGS BYOD guidelines. They are:
 - a. First violation – OLGS will contact the student’s parent and student BYOD rights will be suspended for no less than two weeks. Disciplinary consequences (points or detentions) may also result.

- b. Second violation – OLGS will contact the student’s parent and the student will lose BYOD rights at OLGS. Rights may be reinstated the following school year. Disciplinary consequences (points or detention) may also result.

This policy is an addendum to OLGS’s Acceptable Use Policy (AUP) and the Archdiocesan Computer Resources Policy. The OLGS AUP outlines acceptable and non-acceptable use of technology and Internet communications.

Student Organizations

National Junior Honor Society (NJHS)

OLGS sponsors a chapter of the National Junior Honor Society. Students in 7th grade will be introduced to the organization and informed of the academic and service requirements for acceptance. The administration and a committee of middle school teachers review the application and select the candidates. Selected students are considered for character, scholarship, leadership, service and citizenship. An induction ceremony for the new NJHS members will be held in the fall for the school, families, and guests.

Student Council

The Student Council is a service organization which promotes leadership skills. Representatives are elected from each homeroom in grades 6-8. The representatives serve as a liaison between students and administration. Ideas regarding student activities, school service and fundraising are brought from the representative to the administration to determine the feasibility of each event. Each fall, students in grades 4 through 8 vote on their student council officers for the school year.

Removal Policy

A student may be removed by the school from either the Student Council or the National Junior Honor Society for the following reasons:

1. Three unexcused absences from scheduled meetings;
2. Non-performance of duties, in terms of representing his/her constituents properly or performing the duties of the organization;
3. For actions which are detrimental to the welfare and the best interests of the school.

A student may be suspended by the school from these Student Organizations for the following reasons (with reevaluation to determine improvement occurring at the start of the next trimester):

1. If he/she accrues 9 points in the course of the year (or 6 in the case of officers);
2. If he/she is failing 2 or more major subjects.

Academic Policies

Our Lady of Grace School delivers its instructional program and curriculum in concert with the Archdiocesan Course of Studies and policies as well as the regulations of the Maryland State Department of Education for non-public schools. Parents/guardians may contact teachers to review textbooks used in class. All students are required to have all supplies indicated on the supplies lists distributed to each child prior to the start of school.

Homework

Homework is important for the reinforcement of skills and for developing good study habits and a sense of responsibility. Short and long-term assignments may be given to students as part of the homework requirement. Parents/guardians are expected to see that their children fulfill their homework responsibilities. Students in grades 1-3 will often need a parent/guardian's help and encouragement with the homework assignments. In grades 4-8, students should show their parents/guardians the completed homework.

Parents/guardians support the teachers and fulfill their supervisory responsibilities by attending to the following.

- Reviewing the assigned work with the child
- Providing a quiet, well equipped place to work
- Providing the time required to thoroughly complete assignments
- Providing assistance to the child as needed
- Emphasizing with the child the need for study
- Assuring the return of the homework to school
- Helping their children plan their time to complete long-term assignments by the due date

If a student is unable to complete home assignments, a written explanation must be provided to the teacher. In emergency situations such as illness or death of a relative, students may be permitted by the teacher to defer doing the prescribed work.

Homework will be included in determining the subject area grade on the progress report. Parents/guardians are expected to review PowerSchool and homework websites consistently to determine missing assignments. Parents should contact teachers for appropriate suggestions to remedy a situation should a problem develop.

Religion Requirements

Religion is required each year a student attends OLGS, including participation in graded coursework. All OLGS students, regardless of their personal faith affiliation, must attend religion classes, devotions, liturgical and prayer services.

Work Habits

- Written assignments must be neat, legible, and complete.
- Books and notebooks should be free of scribbling inside and out.

- Notebooks, folders, and other supplies must be replaced when worn or depleted.
- At all levels, students are required to do homework.
- Requirements for homework are determined by the staff annually and communicated to the parents via letter, the Back to School meeting, and/or the teacher's website.

Grading Policy

All students are assessed formally and informally at regular intervals throughout the school year. The assessments include – but are not limited to – tests, quizzes, graded class work, short and long-range projects, and homework. Grading is calculated into a numerical percentage based on classroom assessments of student performance. If any assessments are missed the **student** is responsible for contacting the teacher and setting up an appropriate time for completion of the requirement. Assignments not completed by the assigned date and/or the end of the marking period will impact the grade for that period.

Middle School Exams

At the halfway point of the year, and again at the end of the year, students in grades 6-8 participate in exams. These larger-scope assessments cover cumulatively the content and application addressed to that point. Scores are included in the 2nd and 3rd Trimester marks. Students have graded exams reviewed with them; however they are not sent home. Parents can review the exams by setting up a time to view them at school.

Missing Work Policy for Grades 3-8

The grade will be lowered by 10% for each day an assignment is late without acceptable excuse (e.g. absence). After the assignment is 5 days late, the maximum number score will be a 50%. Work, however, must be completed. Unsubmitted work may be graded with a zero.

If a student is absent from school, it will be HIS or HER responsibility to ask a teacher or another student for the missed assignments. The due date will be extended by the number of days the student was absent with no penalty.

Each teacher will maintain a website as a reference tool for those students who have been absent. Teachers will also notify parents when students are missing work.

Interim Reports – Grade K-2

The purpose of these reports is to communicate positive progress or to inform a parent/guardian if a student is not performing up to standard. An interim report is an approximation of progress to date and may not indicate what the final grade will be. These interim reports will be sent home halfway through each trimester for all students in grades K-2. Parents/guardians are asked to return the signed form. Information notices other than an interim report from the teacher to the parent can be sent home at any time. Parents/guardians are asked to sign any information notice, comment if needed, and return the signed paper by the next school day. Parents/guardians of children in grades

3-8 will not receive interim reports. Information for obtaining access will be provided for those parents/guardians not previously assigned a user-name and password.

Progress Reports

Students receive three progress reports during the course of the school year. For the first progress report, the teacher may require (or the parent may request) a conference. All other progress report envelopes should be returned to the homeroom teacher within the week. The letter grades are given based on the Archdiocese policy as stated on the report. Upon request teachers will review with parents the grades that led to a final average but will not change that average except for a mistake in mathematical calculations. The marking code for **grades 3-8** are as follows:

A+ 97-100	A 93-96
B+ 89-92	B 85-88
C+ 80-84	C 75-79
D 70-74	E 69 and Below

Students in grades K-2 receive more generally coded, non-numerical, reports of progress.

Middle School Honor Roll Policy

Students in grades 6-8 qualify for the Honor Roll each trimester.

- First Honors: All A's in major subjects (or B+ in accelerated classes). No "N" or "U" in any subject
- Second Honors: 4 A's in major subjects (or B+'s in accelerated classes), B's in remaining subjects with no C's. No "N" or "U" in any subject
- The major subjects are: Religion, Language Arts, Mathematics, Science, Spanish, and Social Studies.

Conferences

In the best interest of students, the school welcomes and encourages verbal and written communication between parents/guardians and teachers. Whenever a situation occurs that causes concern, the issue should be addressed first at the level at which the situation arose. Therefore, parents/guardians should first contact the teacher involved, and then if necessary the school administration. **Parents/Guardians are not permitted to interrupt teachers either before or after school or during class hours. Teachers will be seen by appointment only.** To arrange a conference

with the administration or a teacher, please contact them by voice mail, email, or note at least two days in advance of the requested conference time. Progress report conferences will be scheduled twice per year. Out of consideration for the personal family time of teachers and the administration, phone calls to their homes are not permitted.

Standardized Testing

OLGS follows the Archdiocese elementary school testing program. Aptitude and achievement tests are administered each year to students in grades 3-8. OLGS uses the results of these tests to analyze pupil progress, develop the curriculum, and determine effective teaching strategies. The results of the tests will be communicated to the parents/guardians and results will be affixed to each child's cumulative records. Copies of test results are sent home and should be kept for high school admissions.

Parents/guardians will be informed of the testing dates and are asked to not schedule any outside appointments during this week of testing.

Students in grades 5 and 8 complete the Assessment of Catechesis/Religious Education (ACRE) exam annually.

Retention Policy

If a student is having problems in school and is in danger of not successfully completing the required work, a notice will be sent home to the parent/guardian after the second trimester.

Grades K-2

Teachers of students in grades K-2 will provide parents/guardians with early notification of any difficulties observed. Knowing that these parents/guardians do not have daily access to achievement and performance points from PowerSchool, the teacher will email or phone as the need arises.

With a mutual spirit of cooperation, teachers and parents/guardians will work together in implementing an appropriate plan for improvement. By mid-April, teachers and parents/guardians will meet to discuss the likelihood of the student's success in the next grade, based on progress noted. The school reserves the right to make the final decision regarding promotion to the next grade.

Grades 3-4

Any student who earns an E for the year in language arts, math, science, social studies, or Spanish must receive 15 hours of summer tutoring by a qualified instructor in the subject. Documentation or proof of work must be submitted to the school by August 15th before promotion will be granted.

Any student who earns a D or E for the year in religion will be required to complete a project during the summer, as assigned by the teacher. The project must be submitted to the school by August 15th.

Any student who earns an E for the year in two major subjects including religion, language arts, math, science, or social studies will be retained in the current grade at OLGS.

Grades 5-7

Any student who earns an E for the year in a major subject including language arts, math, science, social studies, or Spanish must receive 15 hours of summer tutoring by a qualified instructor in the subject. Documentation or proof of work must be submitted to the school by August 15th before promotion will be granted.

Any student who earns a D or E for the year in religion will be required to complete a project during the summer, as assigned by the teacher. The project must be submitted to the school by August 15th.

Any student who earns an E for the year in two subjects including religion, language arts, math, science, social studies, or Spanish in grades 6 and 7 will be retained in the current grade. Students may not repeat grades 6-7 at OLGS.

Grade 8

A student in the 8th grade who earns an E in two major subjects during the first trimester will be subject to an academic review conference with the administration. The determination to have the student transfer to another school is a possible outcome of that conference.

Any 8th grader with a final average of E in any subject will not graduate with the class and may not repeat 8th grade at OLGS.

Promotion Policy

Students who successfully complete the requirements for all subjects in a given school year are promoted to the next grade. Students in the 8th grade who successfully complete the requirements for all 8th grade subjects are candidates for graduation. However, students with excessive absences or those who have received two or more suspensions may not be allowed to graduate and/or asked to return to Our Lady of Grace School.

Summer Work Requirements

Students will be notified in the spring of summer work requirements for reading and math.

Referral Process

OLGS attempts to meet the educational needs of all students. If a student appears to have special educational needs, the parent is obliged to have professional educational assessments completed and to supply the documents as a condition of continued enrollment. OLGS will attempt to provide

the modification of services that are recommended, dependent upon our personnel and facility restrictions.

Documentation Required for Accommodations:

In order to be considered for receiving accommodations, a student is required to have a formal testing completed by a licensed professional that meets the following guidelines.

Guidelines for Documentation of Learning Needs:

Documentation to support the need for requested accommodations must:

- State the specific disability as diagnosed, using the most recent DSM classification.
- Be current (in most cases the psycho-educational evaluation, IEP or 504 Plan should be no older than three years).
- Provide a complete educational, developmental, and relevant medical history.
- Describe the comprehensive testing and techniques used to arrive at the diagnosis.
- Provide the professional credentials of the evaluator(s).
- Describe the functional limitations supported by the test results and how these limitations affect learning and testing.
- Describe the specific accommodations recommended.

If accommodations are required due to a medically-treated issue [e.g. injury, vision impairment, deafness, paralysis, ADD or ADHD (treated with prescriptions), a psychological condition or a physical disability], a letter from a medical doctor may be submitted.

End of Year Awards

At the end of the school year students with perfect attendance, including no late arrivals or early dismissals, are eligible for a Perfect Attendance award.

Presidential Award for Educational Excellence

The purpose of this award is to recognize and reward educational excellence. It is required that the student be in the 85th percentile or above in the standardized testing areas of Math, Reading and Language Arts. For each trimester of Grade 8, the student must earn an “A” or higher in each academic subject and a G or higher in Conduct and Effort for each academic and special area subject. The number and reason for missed attendance and tardy arrivals will also be considered.

Presidential Award for Educational Achievement

The purpose of this award is to recognize students who are making outstanding effort to learn and improve in their academic subjects. These students must maintain a “B” or higher in each academic subject while in the 8th grade. They must earn “S” or higher in Conduct and Effort for each academic and special area subject. The number and the reason for missed attendance and tardy arrivals will be considered.

School Communication

The Weekly Bulletin is the school's weekly e-newsletter. This newsletter is sent via email weekly and shares key information, administrative announcements, and upcoming events. To insure timely delivery, please maintain an accurate email address on file with the school office. Multiple addresses can be accommodated. To add or modify an email address, please follow the directions on the bottom of communications. Please become accustomed to reading these important communications.

The Our Lady of Grace School website is www.olgs.org. The site contains a variety of school information useful for both parents and students, including but not limited to teacher pages, PowerSchool, hot lunch menu, and Home School Association (HSA) news.

Google Apps for Education is a website that many teachers use and sites contain information regarding specific classes, school calendars, and homework assignments. Homework sites should be checked on a daily basis by students and parents.

Please note that all information sent home, posted to the school website, or included in school e-newsletters or announcements must be relevant to Our Lady of Grace School's mission and approved by the school administration prior to publication.

It is the parent's responsibility to routinely review this information and to contact the school of any updates in their email addresses, home address and contact phone numbers. Parents should routinely review these sites in order to remain current on their child's progress, school policies, events and calendars.

School Health Policies

OLGS employs a registered nurse, on duty five days per week in the health room. Students must ask permission of their teacher and receive a pass before going to the Health Room. The nurse will attend to the student and decide if the child is to return to class or be sent home. NO student is ever sent home alone. If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent/guardian and send dome a report. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

State Requirements

A child may not enter school unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day, and year of each vaccination. It must be signed by a physician or health department official, and be approved by the school. A parent/guardian must show a medical contraindication signed by a doctor for his/her child to be excused. All students in Catholic schools, grades K-8 are immunized against diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, hepatitis B, and varicella. For pre-school, Hib and prevnar (PCV7) are required. If no immunization

documentation is received by the first date of school, the child is not in compliance with the law regarding immunization, therefore the child will be excluded from school. For missing doses or incomplete information, the child has 20 calendar days from the first date of school, before exclusion begins.

The school follows the directives of the Baltimore County Health Department and responds to parents'/guardians' requests for individual vision and hearing screening. The testing is usually done for all students in Pre-K, any K not previously screened, 1st, 4th, and 8th as well as for new students in all other grades.

Communicable Diseases

Parents must call or email the school nurse if their child is diagnosed with a communicable disease. The school must notify the Health Department. All reports are confidential. The following communicable diseases/conditions need to be reported: measles, meningitis, hepatitis, food poisoning, pediculosis (head lice), adverse reactions to pertussis vaccine, Lyme disease, chicken pox, tuberculosis (T.B.), whooping cough, MRSA, Rocky Mountain spotted fever, human immune deficiency virus infection (AIDS and all other symptomatic infections), mononucleosis, flu, and impetigo. Any student with drainage from the eyes associated with conjunctivitis (pinkeye) must be kept at home until under treatment from a doctor and has received three doses of the prescribed medication.

Students who have chicken pox are excluded from school until all lesions are scabbed over. Students are excluded from school for head lice. A child may return to school when he/she is free from lice and nits. A child must be examined by the school nurse before he/she can return to class.

Family Data Verification Sheet

Emergency family information for each child is to be kept current. It is imperative that OLGS have an updated form for each child and the school is informed immediately of any change in living arrangements and medical consideration. It is essential to have emergency contact numbers in the event the child must be sent home from school so that the child is picked up in a timely manner.

Health Records and Treatment

Parents are required to complete a health form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of changes that occur during the school year. If a student is suspected of being involved with substance abuse, depression, suicide, an eating disorder, etc., the school requires medical and/or emotional assessment. After this assessment, when a diagnosis has been made, treatment is required as a condition of continued enrollment.

Medication

Children are not permitted to bring medication to school without a doctor's written order forwarded to the school by letter or fax. If prescription or non-prescription medication must be given during the school day, the medicine must be in the original container and a doctor's written order or prescription must accompany the medicine or be on file. All medications must be given by the nurse, this includes all over the counter medications. Please do not give students pills, cough drops, or medication (prescription or non-prescription) to keep in a book bag or lunch box during the school day. An adult must hand carry all medications to the nurse.

Allergies

Parents/guardians must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an auto injector (EpiPen) with him/her, the physician's order must state this requirement. If a child has asthma or an allergy and needs medication or an inhaler kept at school, please bring the medication or inhaler to the school nurse in its original container with pharmacy label, marked with the child's name and a signed physician's written order. If a child has any problem and there is no medication or inhaler at school, 911 will be called and the child will be transported to the hospital if necessary.

Sudden Illness

Parents/guardians may not send a child to school if he/she has vomited, had diarrhea, or a fever (100.0F) within the past 24 hours. If a child has been sent home from school for any of the above reasons, he/she should not return to school for at least 24 hours or has been symptom free for 24 hours. Parents/guardians should not send a child to school until his/her temperature has remained normal for a full 24 hours without medication. Students should not be dropped off to school if they are exhibiting any signs of illness or problems.

Health Records

Routine physical examinations are requested when a child enters school. When a child has a health examination over and above those required, please send the results to school. The more information OLGS has about a child, the better the school can meet his/her individual needs.

Bloodborne Pathogens

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and every staff member trained accordingly. The plan is on file in the nurse's office.

Vision/Hearing Screening

OLGS follows the directives of the Baltimore County Health Department and responds to parents' requests for individual testing. This testing is usually done for all students in grades kindergarten, 3, 5, 7, and 8 as well as for new students.

Insurance

OLGS offers student insurance approved by the Archdiocese of Baltimore. Forms for this insurance are sent home at the beginning of the school year. In the event that it is necessary to file a claim, forms are available in the school office, claims should be filed within 48 hours.

Head and Serious Injury

If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. In an emergency, the school will contact 911.

Liturgical Celebrations & Prayer Experiences

All students in grades PK-8 will respectfully attend the liturgical celebrations as directed during the school year. All baptized Catholics will have the opportunity to participate in the Sacramental Life of the Church. Students in 2nd grade have the opportunity to participate in First Reconciliation and First Holy Communion. The 2nd grade religion curriculum extends and enriches the sacramental religious preparation.

Daily Prayer

The school day begins with the prayer to Our Lady of Grace. After the morning announcements, the Pledge to Flag is led in homeroom. At the end of the day the students say the pray as a school community via a pre-recorded video.

Visiting at Mass

Throughout the year various grades or the entire school attend mass and prayer services. Parents are welcome to join us, but students are required to sit with their respective classes.

Lunch and Recess Policies

Teachers and/or volunteers are on duty to monitor the lunch. The faculty has developed guidelines for behavior to provide a safe and productive environment for eating. These rules are clearly explained to the students.

Beverages

Students may order milk for the school year. The price of milk will vary from year to year according to the number of school days and the prices charged by the dairy.

For safety reasons, children who choose to bring their own beverages should bring non-glass containers. Carbonated beverages should not be brought to school.

Snacks

Students should bring a nutritious snack from home that can be eaten at the desk.

Forgotten Lunches

If a child leaves his/her lunch in the car or at home, parents/guardians may bring it to the school office and the child will be notified. Children are not permitted to exchange food items or share lunches.

Recess

All full-day students have daily Recess. No one is to remain in the classroom during the recess period unless working directly with a teacher. If a student has a broken limb or another serious health problem, the parent/guardian is to send a medical note explaining the condition and required modifications. After approval, the office will issue a medical slip explaining exemption from recess and allowing elevator usage. Temperatures below 32 degrees, or other inclement weather will warrant inside recess.

Playground/ School Supervision Provisions

Teachers supervise the students when they are on the field, the playground, and/or the blacktop areas during recess.

Policies Regarding Legal Matters

Sexual Harassment

The school recognizes that harassment on the basis of gender is a violation of both federal and state employment discrimination laws and Board of Education policies. Further, the school believes that sexual harassment is both morally wrong and offensive and will not tolerate such conduct on the part of any employee, supervisor, manager, administrator, student, or visitor. It is the school's intent to provide all employees and students with a work and learning environment free from sexual harassment.

Child Custody Issues

Parents should provide the school with any information and documentation regarding child custody, if applicable.

Child Abuse and Neglect Reporting Policy and Procedures

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department.

AHERA

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. Since we were built in 2000, Our Lady of Grace School is asbestos-free.

FERPA Notice for Directory Information

Our Lady of Grace School, in compliance with the federal Buckley Amendment of 1974, the Family Educational Rights and Privacy Act (FERPA), has the following policy regarding an individual's right of privacy. Teachers and other school officials who have legitimate educational interests have access to student education records. Parents/legal guardians have access to their child's/ward's education records. Parents/guardians may contact the principal to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed. In general, any other person must have the written consent of the student (if 18 or older) or the parent/guardian (if less than 18 years old), unless the disclosure is otherwise authorized or required by law. A log shall be kept of each request of access and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials.

The law requires that OLGS, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a child's education records. However, OLGS may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised OLGS in writing to the contrary. The primary purpose of directory information is to allow OLGS to include this type of data in certain school publications, such as:

- A playbill, showing a student's role in a drama production;
- Annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs, and
- The OLGS Directory for Families

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

If a parent/guardian does not want OLGS to disclose directory information from a child's education records without prior written consent, he or she must notify OLGS in writing. OLGS has designated the following information as directory information:

- Student's name, address, telephone listing, and email address
- Participation in officially recognized activities and sports
- Degree, honors, and awards received; and most recent institution attended
- Dates of attendance and Grade level during attendance

Emergency Plans

Staff members are informed on procedures for emergency situations including injuries, bomb threats, and intruder in the building, fire, and civil defense. Drills for fire, severe weather, and other potential threats are conducted during the school day following Baltimore County regulations. Exit notices are posted in every room. Students and adults leave the building quickly and silently to a pre-designated area.

If there are extreme weather conditions at the time of dismissal, the students will remain in the building until it is safe to commence the dismissal procedure.

Parents/guardians will be instructed on how dismissal will occur when they arrive in the driveway. If, during the course of the day, the school building is rendered unsafe for the students, the children will be taken to the church grounds or into the church until the building is once again safe or parents are notified and students are picked up. The designated point for a full-campus evacuation, should one ever be needed, is the large athletic field. In case of an emergency, the ConnectFive system will be used and parents will be notified via email and/ or phone message. Additionally, announcements will be posted on the website.

A full copy of the school's crisis management plan is on file and available for review in the school office, the Cockeysville Precinct of Baltimore County Police, the Baltimore County Fire Marshal's Office, and with the Office of Risk Management for the Archdiocese of Baltimore.

Miscellaneous

Drug-Free School Zone

OLGS complies with the Drug Free School Zone and the Drug Free Workplace Act of 1988.

Lost and Found

Clothing and large items that have been found will be placed in a box in or near the nurse's office; small items will be kept in the school office. Every effort will be made to return labeled items to the owners. Unclaimed items will be donated to charity after a reasonable length of time.

Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. The total expense of the day may be covered by the school or divided and shared equally by all students in the grade. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip **only** if the permission form is signed by the parent/guardian and returned to the teacher by the specific date along with any necessary fee. If, for some extraordinary reason, a student is unable to participate in the class activities of the day, the student will be considered absent with parental permission. Parents/guardians are encouraged to participate as chaperones on field trips as the need arises. Shield the Vulnerable training and the completion of all paperwork are required to participate. If parents will be driving students, an additional driving clearance must be completed at least two weeks prior to the field trip. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed.

Home School Association

The Home School Association (HSA) promotes the mission of the school by providing a means for members of the school community to be of service to the school. The association promotes Catholic school education as it facilitates appropriate communication between the home and school community. A vital component of the success of the HSA is the committed people who join the association. The Executive Committee, elected by the parents/guardians, can and does conduct the routine business of the association, but only the general membership can create the spirit of dynamic good will that the association seeks to establish and perpetuate. Members of the HSA are asked to attend general meetings, participate in the activities and fundraisers sponsored by the association, volunteer to the extent that they are able.

Media Center

Students are encouraged to make use of the school library and computer lab. School Staff will give directives about taking out books from the library and will give directives about using the computer lab outside of scheduled class times. Students and parents/guardians are asked to sign an Internet use agreement sheet.

Volunteers

OLGS depends on parents for help and support of our volunteer program. Together the community shares in the responsibility of educating and caring for the children at OLGS. Volunteers are needed in the library, reading programs, playground areas, kindergarten, lunch program, educational programs, and with the HSA. Any service given will be greatly appreciated. All volunteers are asked to wear a badge in the building and they must be compliant with Shield the Vulnerable. Volunteers may not bring additional children not enrolled in the school.

Visitors

In order to ensure a safe environment for students, all school doors will remain locked during the school day. A visitor will be admitted after identifying himself or herself, stating the business at hand, and signing in at the reception desk. All visitors are to wear a badge while in the building.

Band

Instrumental music is taught once a week to those students who wish to participate in the Archdiocese music program. Any student in grades 4-8 can join the band. Fees are paid directly to the company conducting the program. Schedules are given to the students at the beginning of each semester.

Money

Whenever money is sent to school, it is to be placed in an envelope and labeled with the child's name, grade, purpose and amount. Money for activities not operated by the school **will not be accepted as OLGS cannot ensure the money will reach the proper destination.** It is also suggested that students not bring personal money to school because it can be easily misplaced or lost.

Valuables

Students should not bring items of value, including music players, dolls, jewelry, etc., to school with them.

Fliers

At times fliers from organizations other than those related to the school or parish may be sent home with the children. The school does not endorse the organization that has provided the flier or guarantee the information that is found in the flier.

A manual of the school policies for Our Lady of Grace School can be found in the school office.

OLGS does not discriminate on the basis of race, color, gender, national origin, religion, age, disability or handicap.



OUR LADY OF GRACE SCHOOL
STUDENT-FAMILY HANDBOOK

MEMORANDUM OF UNDERSTANDING

Having read the OLGS Student Handbook, and sought clarification where necessary, we agree to accept responsibility and act in accordance with all the information included in this handbook.

Please complete one form per family.

Student Name(s)

Grade(s)

Parent Signature

Date

DISCLAIMER: This handbook does not constitute an express or implied contract of any kind. Our Lady of Grace School reserves the right to amend, withdraw, or modify the policies, procedures, and benefits described at any time. The handbook provides general information on a number of topics but is not intended to be all-inclusive. Any questions regarding this handbook and/or the policies in the handbook should be directed to the school administration.