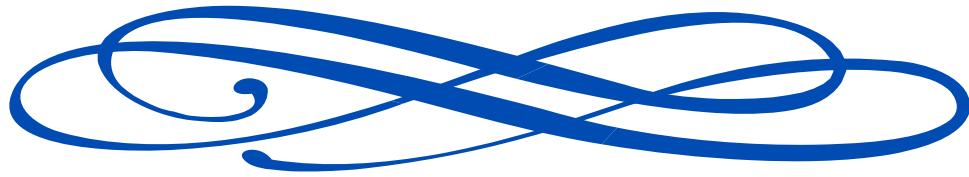


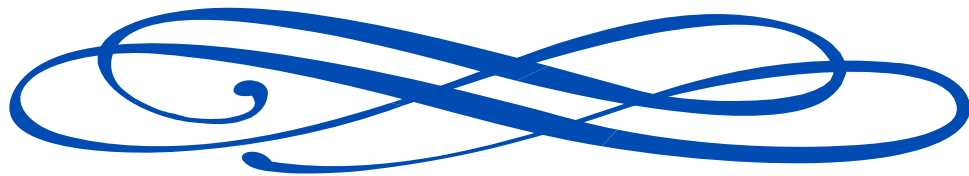
OUR LADY OF GRACE SCHOOL
PARKTON, MARYLAND

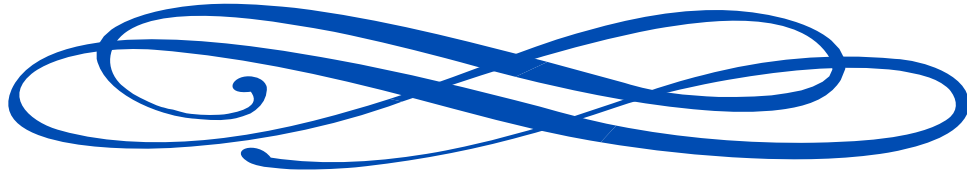


PARENT-STUDENT HANDBOOK



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

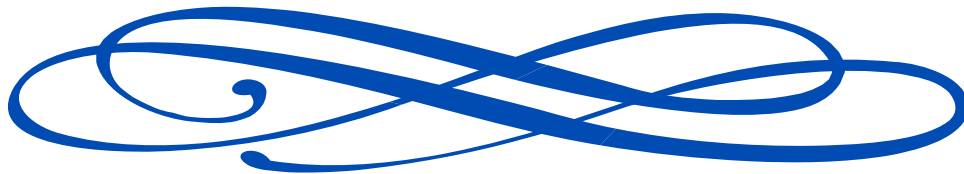


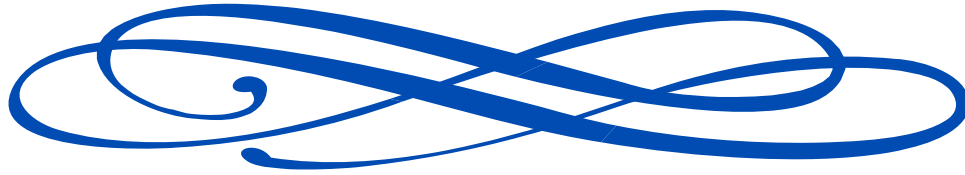


FORWARD

Each family will receive a copy of the Parent-Student Handbook at the time of enrollment. This is to be read and discussed in addition to the yearly Addendum. We ask that you keep this copy and use it from year to year. Agreement to policies and procedures stated in the Handbook and Addendum will be reviewed and signed on a yearly basis. These policies and directions do not constitute a contractual agreement between the school and the parent/s.

This handbook has been designed to acquaint you with the philosophy, curriculum and procedures of Our Lady of Grace School. It is believed that you will contribute much to the development of your children and to the total growth of the school community if you understand the framework and expectations of our school's program.





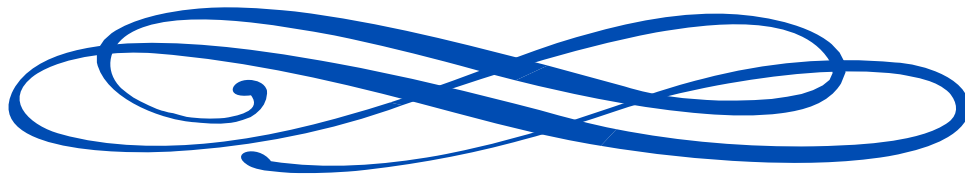
MISSION

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

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

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

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



PHILOSOPHY

INTRODUCTION

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

PURPOSE

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

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

STUDENTS

Together, we believe . . .

- in a program that is age and developmentally appropriate and uses learning-teaching styles and strategies that meet the strengths and needs of the child.
- in a program that develops a child physically, emotionally and socially in order to promote a positive self-image and a respect toward self and others.

- in the extension of family values and Church tradition by sharing Church teaching, offering daily prayer opportunities, celebrating liturgy, and preparing children to receive the sacraments in the midst of our parish family.
- in encouraging children to make their faith active by committing themselves to a life of service and compassionate care of others through participation in parish outreach programs and other Church ministries.

RELATIONSHIPS

Together, we believe . . .

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

PROCESSES

Together, we believe . . .

- that Our Lady of Grace School follows the policies and procedures of the Archdiocese of Baltimore which are carried out by the principal and pastor, with input from parents, faculty, and staff.
- that the Course of Study recommended by the Archdiocese of Baltimore provides an adjustable framework for age-appropriate content and skills that meet the strengths and needs of each child.
- that learning takes place through varied styles and types of teaching methods that emphasize the active construction of meaning in a learner-centered environment so that all students find purpose, integration and application in their work.

- that the authentic assessment of student progress at an applied learning level is ongoing and age-appropriate, uses tools that are purposeful and varied, and meets the needs of each child's learning style and intellectual ability.
- that teachers, as professional educators committed to meet the needs of each child, continue to show growth in their abilities and competencies through the use of various professional growth instruments.

POLICIES AND PROCEDURES

ATTENDANCE

The school calendar consists of 175 days including three or more “snow days.” If the snow days are not used for weather related closings, these unused days may be used at the discretion of the school. Parents will be notified of these calendar changes by April 30th.

Perfect Attendance for the year means **no days absent** and **no days late**. This includes leaving school early for appointments or being sent home ill. Tardiness will keep a student from perfect attendance.

ABSENCES AND EXCUSES

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

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

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

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

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

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

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

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

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

ACCEPTANCES

All Our Lady of Grace Parish school-age children are eligible for attendance at Our Lady of Grace School. In order of preference, admission is considered for other children from parishes without schools, from other parishes with schools, and from families of other faiths.

ACCIDENTS

In minor cases, authorized school personnel will give first aid. In the event of an emergency requiring professional medical assistance, every effort will be made to contact the parents or designated names on the Student Emergency Card. If one of the names on the emergency card cannot be reached, the parent's signature on the Student Emergency Card authorizes Our Lady of Grace School to seek the care needed. If an emergency exists, the student will be taken to the hospital by ambulance and efforts to contact a parent will continue. Parents will be responsible for any expenses incurred.

ADDRESS CHANGE

Any change of address or telephone number during the year must be reported promptly to the office, to the classroom teacher, and to the school nurse in writing. Be certain that the school has emergency telephone numbers to be used when the parent/guardian cannot be reached at the home number.

ADMISSION PREREQUISITES

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

Preschool and Kindergarten registration will be held yearly. Following the State of Maryland Kindergarten entrance guidelines, the entrance date for incoming Kindergarten students is changed from December 31st to September 1st.

1. Preschool Requirements required at time of application:
 - Birth Certificate
 - Baptismal Certificate – unless baptized at Our Lady of Grace Parish

- Health Data – it is mandated by the State of Maryland that all children entering Preschool present documented proof of the following immunizations:

Diphtheria	4 doses. Toxic
Tetanus	4 doses. Toxic
Polio	3 doses. Trivalent Oral Vaccine
Measles, Rubella, Mumps	1 doses Vaccine after 12 months of age
HIB (Tepatitis)	3 doses
HBV (Hepatitis B)	3 doses
Varicella (Chickenpox)	1 dose

2. Kindergarten Requirements required at time of application:

- Birth Certificate
- Baptismal Certificate – unless baptized at Our Lady of Grace Parish
- Health Data – it is mandated by the State of Maryland that all children entering Kindergarten or Grade 1 present documented proof of the following immunizations:

Diphtheria	4 doses. Toxic
Tetanus	4 doses. Toxic
Polio	3 doses. Trivalent Oral Vaccine
Measles, Rubella, Mumps	2 doses Vaccine after 12 months of age
HIB (Tepatitis)	3 doses
HBV (Hepatitis B)	3 doses
Varicella (Chickenpox)	1 dose

It is required that a complete medical examination be successfully completed upon admission to school (Kindergarten and 1st Grade). A dental examination is also required upon entrance to school in Kindergarten and 1st Grade.

Application for Admission of new students for Grades 1 through 8 will take place from November through March each year. All new applicants will move through the Application Process which consists of:

- fill out required application
- conference with principal
- student school visitation (one day, Kindergarten through Grade 8)

All new students are given a two-month evaluation period. If during this time the school is unable to meet the needs of the student(s), the parent(s) will be asked to place their child in another school. Such recommendations would only occur after conferences with the parent(s) and after exhausting all other methods of help.

New families must supply the following:

- Transfer Slip and Transcript of Records.
- Copy of Report Card/s.
- Proof of parent custody – where applicable, copy of divorce decree or court ordered separation agreement.

All students presently enrolled at Our Lady of Grace School must be re-registered annually. A registration and an annual re-registration fee per child will be charged at the time of registration/re-registration. Once a child is accepted, non-acceptance later is determined by the following:

- Willful, delinquent tuition.
- Lack of cooperation on the part of both parent and student.
- Record of several suspensions during the school year.

AFTER SCHOOL ENRICHMENT PROGRAMS

After school student enrichment programs will be established at the beginning of the school year. All programs are authorized by the principal.

APPOINTMENTS DURING SCHOOL HOURS (Medical/Dental/Other)

Administration and faculty **strongly discourage** appointments for medical or dental services during the school day. If there is an urgent need for an appointment during school hours, the principal must be notified before hand. A written note from parent or appointment card from doctor will be honored. Students leaving school for appointments will meet their parent or guardian in the school office.

ASSEMBLIES

Assembly programs are held throughout the school year. Parents are cordially invited to attend. Notification of assembly's date and time will be noted on the school's yearly and monthly calendars.

BOOKS AND THEIR CARE

Students and parents are responsible for all books issued to the student, i.e. textbooks, workbooks, library books.

All books must be covered.

Students' workbooks and copybooks must reflect his/her pride in their work. Proper formation of letters and neatness are required. Writing on the corner or on the pages of textbooks is unacceptable.

All students must use a school bag. No books may be carried to or from school without the use of a school bag.

All lost and damaged books must be paid for in full amount (i.e., textbooks, workbooks, library books) before a Progress Report is issued.

CALENDAR

The school calendar is issued by the Archdiocese of Baltimore in conjunction with the local school. A copy of this calendar will be sent to each family before the beginning of the school year. A detailed monthly calendar of events is included in the Opening of School Packets.

CARS

Parents/guardians should drop off and pick up children at the front entrance of The Education Center, no earlier than 7:40am and picked up no later than 3:00pm. Written parent permission must be given to the school if someone other than the parent is providing transportation.

Please consult the Policy Addendum for traffic diagram.

CHILD ABUSE AND NEGLECT

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

CLASS PARTIES

Ordinarily, parties are scheduled during the school year celebrating Halloween, Christmas, Valentine's Day, etc. The classroom teachers and parents are responsible for the planning and execution of these parties. All celebrations must have the prior approval of the school principal.

COMMUNICATIONS

OLGS is in the process of becoming a "Green School". It is our belief that we need to take care of the earth that we live on. Therefore all methods of school-wide communication, except in case of emergency, injury or immediate disciplinary matters, will be sent home through Our Lady of Grace School's Website, www.olgs.org whenever possible. Every Wednesday information will be downloaded onto the Website under the drop down communication tab "News" and "Weekly Communications". We will still send home the Communication Envelope at this point. There will be a list of items which have been placed on our Website for you to read and respond to if appropriate. The Communication Envelope will be sent home via the youngest or only child in the family (Kindergarten – Grade 8); Preschool – only child in the school. Envelopes are expected to be returned the next day. It is our hope that as time goes on we will be able to send everything home electronically.

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

CRISIS INTERVENTION PLAN

In order to provide an environment that is safe and responsive to all children, the components of a designed Crisis Emergency Plan is on file at the school. All faculty and staff personnel have been trained to execute the components of this plan should the need arise.

DAILY SCHEDULE

The daily schedule will be within the required number of instructional days and minutes as directed by the State of Maryland and the Archdiocese of Baltimore. Please consult the Policy Addendum for yearly specifics.

The school can only assume responsibility for students arriving at school at 7:40 am or later.

DAMAGE OR PERSONAL INJURY

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

DISCIPLINE INVOLVING PUPILS NON-ACADEMIC PROBLEMS

Discipline

School discipline is a necessity if the student is to learn. Usual disciplinary measures are designed to be positive and age-appropriate.

Usual measures are:

- “Time out” from recess periods
- Indication of disciplinary concerns on Interim Progress Report
- Conference with parent, teacher and principal

Pupil Behavior

Pupils are expected to behave properly at all times. (See Code of Conduct in Addendum.)

Pupils are expected to respect Our Lady of Grace School, his/her own and others’ property, teachers and other school personnel and fellow students.

Pupils must display acceptable conduct to and from school, at school, and on the school grounds.

General Behavior

Students are expected to walk in a single line traffic pattern in corridors at the change of class or when going to other classrooms or enrichment areas.

Silence is expected in the corridors to respect each class working in its learning environment.

Running is to be avoided at all times in The Education Center and Grace Hall during school and all school sponsored events.

Students are expected to be courteous and honest at all times.

Gum chewing is not allowed on the school premises.

School Problems

Harassment or abuse of any kind is not acceptable behavior in Our Lady of Grace School and will result in disciplinary action up to and including suspension/expulsion.

It is important that parents withhold judgment on what appears to be a grievance until all facts are gathered.

- Discuss the problem with the teacher involved FIRST.
- Arrange a conference as soon as possible so that the problem can be quickly solved.
- If necessary, contact the principal after contacting the teacher.

DRESS CODE

Grades Kindergarten – Grade 5:

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

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

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

Physical Education Uniform – Required for all students Kindergarten – Grade 8:

Maroon Fleece Shorts w/Drawstring Waist
Ash Grey Tee Shirt w/ OLGS Logo
Ash Grey Sweatshirt w/OLGS Logo
Maroon Sweatpants
Tennis Shoes/Sneakers

Grades 6-8:

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

Girls' Uniform: White Short/Long Sleeve Button Down Collar Blouse w/Silk Screen

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

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

Boys: We ask that boys keep their **hair** trim and neat. “Mod” haircuts are unacceptable (complete or partially shaved heads, shaved lines or dyes). Pierced facial parts

are unacceptable. Tattoos are not permitted. **Crew socks** will be at least 3 inches above the ankle.

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

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

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

General Comments:

Parents are urged to be conscious of the way their son/daughter is dressed for school. Full uniform must be worn at all times, including arrival and dismissal from school. It is important that each child looks their best and is clean, neat and well-groomed each day. Neatness and cleanliness in personal attire are very much a part of a child's education and are the responsibility of both the child and the parent.

Parent insistence on the dress code sets good example and interest. This support is most helpful to your child and our school. If a child cannot comply with the school uniform code, parents are requested to send a note of explanation. An **"Out of Uniform"** notice will be sent home if a student is in violation of the Dress Code. This "Out of Uniform" notice must be signed by a parent and returned to school the next day.

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

Students in Kindergarten through Grade 8 must wear gym uniforms on the designated physical education days.

EMERGENCY DRILLS

Fire drills and other emergency drills are conducted at regular intervals throughout the school year. Drills help to ensure that every student will be familiar with the emergency signals and respond appropriately without confusion or delay.

EXTENDED CARE

Extended Care for students in Kindergarten through Grade 8 opens from 2:45pm – 6:00pm, each school day. The extension program provides professional care,

supervision, recreation and enrichment activities. It serves working families who desire both school education and supplementary after school care in a Catholic environment for children enrolled at Our Lady of Grace School.

This program allows children to experience a rich diversity of growth activities within a Catholic environment, activities planned to complement the philosophy and value systems of the school and family. Arts and crafts, games, recreation and snack times are just a few of the growth activities planned. Also, there will be time set aside for homework completion.

Within a large family environment, the program strives to provide individual attention, security, consistency and caring treatment for children of working parents.

The licensed Extended Care Program is staffed by an experienced Director and qualified assistants. These people work together to help each child to grow in maturity and self-respect, as well as to maintain an atmosphere wherein respect and understanding for others are realized. All staff members will complete a professional growth evaluation that will be reviewed by Maryland Childcare Administration.

Fees are the sole support of the Extended School Care Program. The school or parish does not subsidize this program.

FIELD TRIPS

Field trips are scheduled throughout the year. **FIELD TRIPS ARE PRIVILEGES, NOT RIGHTS**, and students can be denied participation if they fail to meet academic or behavioral requirements. This decision can be made by the teacher and/or principal. Parents of children participating in school-sponsored field trips are required by diocesan policy to sign a permission form. A child who does not submit the signed permission form will not be permitted to go on the trip. Verbal permission will not be accepted as a substitute for the signed school permission slip. If the child chooses not to participate in the field trip, he/she is still required to attend school.

All trips are to be made in public, licensed carriers or school buses, adequately chaperoned by school designated adults. If private cars are ever used, written verification must be shown to the teacher to prove that vehicles operated will have licensed drivers with sufficient liability coverage. Driving records will also be checked as required under the guidelines of the Archdiocese of Baltimore. The teacher will collect any fees involved to offset the cost of the field trip.

HEALTH SERVICES AND EMERGENCY INFORMATION

Emergency Procedure Forms

Emergency cards are sent home at the beginning of each school year. This card must be filled out completely at the start of each year and kept up-to-date. Should an emergency or sickness arise, these cards are authorized instruments needed to contact parents.

No sick or injured student will be released from school without notifying the family; the family must provide an escort. The designated person will pick up the child at the school office. If the parent cannot come to school for his/her child, the child will be cared for at school until the parent makes arrangements for pick up.

Health Services

The School Health Program is intended to assist in the identification and correction of physical defects and in the control of communicable diseases.

The State Health Law requires the following:

- A health conference held yearly with each child. At this time, each child is weighed, measured and has vision checked.
- Hearing is tested in Grades 1, 3, & 5. A report is sent home if any medical attention is required. The report is to be returned after the child has received care.
- A scoliosis assessment is provided for all students in Grade 5 (girls).

It is the responsibility of the school nurse to check the following:

- Children with possible communicable diseases or any conditions that might spread to others must be out of school environment until doctor signifies return.
- The school nurse must screen children with head lice before returning to school. The hair must be free of nits. This can be done by proper treatment, combing and picking.
- It is Our Lady of Grace School policy that a child with a temperature 100° or higher, diarrhea or vomiting will be sent home. The child must remain at home for at least 24 hours without fever, vomiting or diarrhea before returning to school.

Medication

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

1. The medication is prescribed by a physician and is in the original labeled pharmacy bottle with the student's name, dosage, and the time the drug is to be given. (Upon request, pharmacies will give you a second bottle for school use.)
2. Written permission is given by the parent/guardian requesting Our Lady of Grace staff member to comply with the physician's order and releasing our school personnel from any liability.
3. Parent requests necessary form from the principal to process the above steps. Written order from physician is required.
4. Children must be on medication for 24 hours at home before the medicine will be administered at school.

INTERIM PROGRESS REPORTS

Students in Kindergarten through Grade 2 will receive Interim Progress Reports in the middle of the trimester. This gives sufficient time to improve his/her studies if necessary. Interim Progress Reports will be sent to each parent through our Communication Envelopes. Each Interim Progress Report must be signed by parent/guardian and returned to the classroom teacher.

KINDERGARTEN

The full-day Kindergarten follows all of the directives of the Early Childhood Curriculum issued by the Archdiocese of Baltimore.

LATENESS

Children are late if they are not in their classroom ready to begin by 7:50 A.M.

Children must go to the school office for a late slip. Parents will be contacted if there is a chronic lateness problem. **Chronic lateness necessitates a student receiving an “incomplete” on his/her report card. “Incomplete” cannot be removed from the report card.**

Children are marked late on their roll slip, report card and record card.

LIBRARY/MEDIA CENTER

A librarian and volunteers staff the library. The school library is open to Kindergarten through Grade 8 students on a regular scheduled basis. These students receive weekly library services (Library Information Skills instruction and the selection of books).

Students may borrow books from the school library during their weekly visit. It is advocated that he/she takes out two books: one fiction and one non-fiction (except Kindergarten).

Any book lost or damaged must be replaced by payment in full.

LOST AND FOUND

There is a container kept in the school office area for “found” articles. A student who has lost an item may inquire at the office before or after school as well as at lunchtime. Parents are urged to mark each article of clothing with their child’s name so that when items are found they can be returned to the owner. If a book or other school-owned item is lost or damaged, the student/parent will be responsible for reimbursing the school for the cost of the book/item.

LUNCH

Students will bring their own lunch. Milk or juice is available for purchase by the trimester. Pertinent information regarding the milk program is sent home at the beginning of each trimester.

Hot Dog, Chick-Fil-A, Subway, Pizza and Lunchbox Program lunches are provided for anyone interested. Pertinent information regarding these lunches is sent home at the beginning of each trimester.

See Addendum for further specifics.

MONIES

Whenever money is sent to school, it is to be enclosed in an envelope with the student's name, grade, amount and purpose written on the envelope. Exact change must be enclosed. Checks should be made payable to Our Lady of Grace School. **Separate checks are required for each child and for each activity.**

PARENT ACCESS

Parent Access is available for parents of students in Grades 3 through 8.

Powerschool is a web-based Student Information System (SIS) chosen by the Archdiocese of Baltimore to provide real-time information to school administrators, teachers, parents and students-over the Internet.

Through the issuance of unique Web IDs and passwords, Powerschool allows parents to

- Securely access student performance data
- Communicate with teachers
- Track assignments and attendance.

It is extremely important for parents to get into the habit of checking their children's progress. Parents will be able to see if they are missing assignments, as well as see their scores in their different subjects.

PARENT MESSAGES

Written messages are required for:

1. Absence – Please note the days and dates of absence and the reason for absences. Each note is to be signed by the parent/guardian and presented to the classroom teacher upon the child's return to school.
2. Permission to not wear the regulation school uniform or gym uniform.
3. Going home with someone other than "parent" requires a note from home.
4. Absence from noontime recess – This permission is discouraged due to lack of supervisory personnel.

5. Early departure – Parents must report to the school office to have the child released from school. This policy is school law and is upheld for the safety of the child.
6. Late arrival – The child must report to the school office with a “late note”. The child will obtain a “Late Slip” in order to enter the classroom.

PARENT-TEACHER CONFERENCES

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

Formal conferences are scheduled around report card time. Please consult Policy Addendum for specifics.

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

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

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

PARENTS' ASSOCIATION

Purpose

The Parents' Association of Our Lady of Grace School partners parents and school to further the work of the school, namely, to foster a faith-based community, support school programs, assist the school's outreach, and enrich the parent body.

Philosophy

The Parents' Association holds partnership between parents and school faculty/administration to be essential for the development of values consistent with the mission of Our Lady of Grace School.

It believes that the development and nurturing of the school community is best accomplished in an atmosphere of trust and cooperation which mutually respect the distinctive qualities, talents, abilities and needs of each person.

Together and individually, the members of the Parents' Association recognize their roles of service, enjoyment and fundraising as a means of connecting and extending the "Sunday Experience". The Association models service, promotes good will, and fosters a sincere appreciation for the ideals of Catholic school education.

Objectives

In order to attain its purpose, the Parents' Association strives to attain the following objectives:

- to insure that the school mission is promoted and the school philosophy is reflected in all its functions
- to provide opportunities for family involvement in school activities
- to generate funds for the welfare and improvement of the school and make those funds available to the principal for allocation
- to offer topics for parents that will enrich and expand their role as parents.

Membership

Membership in the Parents' Association includes all parents of Our Lady of Grace School. The success of the Parents' Association gives life and sustenance to the school's partnership in building a faith-based community.

Members attend general meetings and participate in activities sponsored by the Parents' Association.

Leadership

The Parents' Association is composed of a Leadership Team that will consist of Team Leaders who will serve in such capacity for a term of two years. Each April, the Association will surface a new Leadership Team. This Leadership Team will meet and work together to set common goals and objectives for each school year's events.

PERMANENT RECORDS

In order to maintain confidentiality and safeguard the permanent records of each student, divorced parents are requested to provide the school office with a court certified copy of the custody section of the divorce decree. Unless restricted by court decree, the non-custodial parent has the right to examine school records and be kept updated about the child's progress. (The Family Educational Rights and Privacy Act.)

Parent(s)/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.

A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

PHYSICAL EDUCATION

All students are required to participate in physical education class in complete school gym uniform. It is vital for each child to participate in the weekly course of instruction prescribed by the State of Maryland and the Archdiocese of Baltimore.

Medical Excuse for Non-Participation

- Long Term - Two weeks or more requires a written notice from a doctor.
- Daily - A written note of excuse from a parent or doctor is required.

PICTURES

School Pictures will be arranged through a school photographer. Notification will be sent home a week in advance. A make up date will be scheduled for absent students. The packet of pictures will be sent home with the student upon completion.

Participation in **General Pictures** taken for school related activities require written parent permission.

See Addendum for required form.

PRESCHOOL PROGRAMS

Our Lady of Grace School offers schooling to children age 3 and 4 with birth dates before September 1.

PROGRAMS: ACADEMIC

All curricula in the school are guided by the Archdiocese of Baltimore. The total development of the child depends upon his/her ability to learn as well as he/she can with interest, comprehension and enjoyment. To attain these goals, there is a multi-level range of curriculum. The objectives are listed below:

Religion (All children enrolled in Our Lady of Grace School must attend Religion classes and services each year.)

1. To provide the essentials of Catholic doctrine and the principles of morality.
2. To teach the Catholic Liturgy with the Mass as its center.
3. To familiarize the student with Scriptures.
4. To expose the student to the historical development of the Church.
5. To teach truths that illuminate our understanding of the life of Jesus Christ and to allow the student to live these truths out in mission and service.
6. To teach reverence for God and for all of creation – nature and persons.
7. To prepare students for first reception of sacraments.

8. To guide the children in finding/listening to God within so that they will develop a hunger for a prayer life which expresses a true relationship with God.

Family Life Program

1. To develop family living concepts.
2. To foster personal growth, self- understanding and appreciation of self and self-worth.
3. To create awareness in areas of respect for life/growth/humanity.
4. To expand concepts of Catholic sexuality.
5. To create an attitude toward good social living.

Integrated Language Arts

Integrated Language Arts is defined as the integration of reading, writing, thinking, listening and speaking. It is an instructional philosophy that involves the use of a literary work as the source for integrating the instruction. The students and teacher are partners in learning. To complete activities, the students work with the teacher as a group, with a partner cooperatively or individually. An Integrated Language Arts classroom reveals students excited about learning and celebrating literacy on a daily basis via:

- wonderful pieces of literature as learning materials for all students
- spending most of their time reading, writing, thinking and discussing
- sharing opinion, reflections and ideas
- reading, writing, grammar and spelling being woven into the activities that take place through the day and not taught as separate subjects.

Flexible grouping allows students to move in and out of the full group to become members of temporary organization structures. Each group formed accomplishes a meaningful task. Placement in the group is not static but changes with the needs of the group and of the individuals. There is a definite skills continuum established and used in each grade level.

Mathematics

The Mathematics curriculum is developed for each child to learn and grasp concepts as promoted by the NCTM STANDARDS of Mathematics. The following are the skills that are to be presented and formed:

- To develop mathematical and application skills.
- To teach quantitative concepts.
- To teach the child to perform mathematical operations.
- To teach the child to combine concepts and operations in practical applications.
- To develop the ability to prove geometrical relationships and to use units of measurements.
- To encourage sound reasoning and logical thinking.
- To emphasize problem solving.
- To involve qualified student in math competitions.

Social Studies

The Social Studies Program, including geography, history, and current events, seeks to prepare the young person to identify, understand, and work to solve the problems that face our increasingly diverse American nation and interdependent world within the framework of Catholic values.

As the child develops knowledge and cultural understanding, he/she will be able to incorporate what he/she has learned in history with the other humanities, geography, and social sciences. The child will more fully appreciate the motives of the people and the forces that have molded our nation as well as other nations of the world.

Social Studies objectives:

- To present the different geographical areas, comparing the students' country and the world.
- To emphasize cultures, industries, and natural resources.
- To chronologically trace the development of civilization throughout the world.
- To guide the students through the national identity of our state, country and their own individual identity as Americans.
- To explore with students those current events which influence our world, and challenge them to become actively involved.

Science

Science is a field of study that is constantly changing. Therefore, science education involves a process as well as content. The content learned helps the children to understand and interpret their environment. The process involves the method of using different skills and equipment to solve problems. This leads to effective ways of working and provides experiences in thinking critically and creatively. As a result, our students will be able to move with the scientific world of the third millennium.

Science objectives:

- To develop a natural curiosity about oneself and everything around us.
- To use a "hands-on" activity approach that will provide opportunities to build skills such as observing, classifying, measuring, interpretation of data, forming a hypothesis and drawing a conclusion.
- To integrate reading, writing and mathematical thought processes in order to develop concepts in science.
- To recognize and explain cause-and-effect relationships in the world around us.
- To use critical thinking process skills to solve problems and develop concepts.
- To make informed choices and decisions that affect our environment and daily lives.
- To understand and respect the impact of science on society and its use of technology.

Spanish

Students in Kindergarten through Grade 5 receive instruction in Spanish once per week. The sixth grade student has Spanish twice a week. The seventh and eighth graders attend Spanish classes three times a week. The purpose of this program is to provide an opportunity for students to begin to communicate orally in Spanish, to demonstrate a

basic writing ability in the language, to read and comprehend age-appropriate text material. Students will also develop an appreciation of the history and culture of the Spanish people.

Computer Technology Program

Our Lady of Grace School is a Preschool 3 through Grade 8 school committed to providing a comprehensive education for its students. Technologically, the mission statement translates into the following goals:

- Acquaint the students with technology including computers, modems, laser disks, video, and future innovations.
- Provide opportunities for the students to become skilled in using the technology.
- Integrate technology into the students' learning as a means of gathering and expressing knowledge.

Concomitantly, the school would like to use technology for efficient service to administrators, faculty, students, and families through enhanced communication.

Art

The child expresses his/her feelings and ideas about the world in that he/she lives and about his/her imaginary world through crayon, brush, string, wire, cardboard, and other materials. As he/she learns to express his/her own feelings, he/she learns to appreciate ways in which others express themselves. Art is taught in Kindergarten through Grade 8, and is correlated with various other subjects. Projects are constructed in science, social studies, religion and other content areas.

Art objectives:

- To expose the child to various art forms and styles.
- To familiarize the students with artists, to appreciate the beauty in all forms of Art, and its history.
- To allow for creativity in the students' personal expression of Art.

Music

Through music, the child identifies himself/herself with people, places and characters. He/she can be carried to endless possibilities that wait to be revealed to those who desire to experience, to explore, to create, and to be!

Music objectives:

- To develop music appreciation through theory and singing.
- To teach liturgical music.

Physical Education

If a child is to be successful in school and in life, he/she should be strong, healthy, disciplined and active. It is through such activity that growth occurs and physical and mental coordination develops. Our Physical Education Program will help the child to be successful in achieving the objectives of the program.

Physical Education objectives:

- To teach the student basic calisthenics with sequential skill development.
- To develop a healthy spirit of competition and a spirit of enthusiasm.
- To present and develop understanding of rules and regulations as well as powers of observation.
- To develop self-confidence in the student as well as a spirit of independence.

Library Education

The library meets the needs of children through Kindergarten and Grade 8. The library is used at scheduled periods for these classes. The student's scheduled period includes instructional skill and book selection. The library is an extension of skill learning that takes place within the classroom as well as a center for reading enjoyment.

Homework

In general, the teacher tries to create learning situations in school that will inspire the child to continue learning at home. For example, he/she may be asked to prepare a talk, to investigate some community activity, to prepare to spell a list of words, to practice some work in computation, or to write a special report. Written assignments are only one part of homework responsibility. Children are expected to spend time every evening in study, review, reading and mental enrichment.

The following time allotments are suggested for homework:

Grade 1 – 2	30 Minutes
Grade 3-4	60 Minutes
Grade 5	90 Minutes
Middle School	120 Minutes

How Parents Can Help with Homework:

- Parents can arrange a regular study time and a place free of interruptions for their child.
- Parents can also encourage their child to extend interests aroused in the classroom through hobbies, collections, pleasure reading, and family trips to interesting places in the community.
- Parents can check to see that all work is completed, neat, and that all books and materials are brought to school each day.

PROGRESS REPORTS

Progress Reports are issued three times during the school year in accordance with the schedule set up by the Archdiocese of Baltimore.

The school's reporting system consists of: signed tests, progress reports, report cards issued by the Archdiocese of Baltimore and parent interviews.

Report cards are issued to inform parents of their child's progress. It is an estimation of the student's performance in school. Parents should study this report carefully and pay

close attention to those areas that are in need of improvement. It is the parents' responsibility to encourage their child to work as well as he/she is able.

PROMOTION AND RETENTION

PROMOTION: A student is promoted when he/she adequately demonstrates mastery of material covered in all or the majority of subject areas. Promotion is left to the discretion of the teacher, principal and parents. If a child exceeds 20 days of absence and has demonstrated insufficient skill mastery, retention will be considered.

RETENTION: A student is retained when he/she inadequately demonstrates mastery of developmental growth in relationship to grade level expectations and the prescribed course of study. The decision of retaining a pupil is made in consultation with the teacher, parents and principal.

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 center is a restricted area for students. Empty classrooms are restricted areas. Corridors are to be generally clear of traffic except for movement at the change of class.

SACRAMENT PREPARATION

The process by which children are prepared to receive the sacraments for the first time is *parish based* and *family-centered*. Information regarding the sacraments is part of the religious education curriculum whether in a Catholic school setting or the parish's religious education program. Actual preparation to receive the sacraments is a joint parent and parish responsibility. We strongly believe that a child's love and practice of the faith depends greatly on the values in their parents' life, and therefore, parents have an essential role in the preparation of their children to receive the sacraments. The parish supports parents in this essential role through informational and catechetical sessions for parents, providing materials, and prayer.

Reception of the sacraments assumes faith that has been appropriately developed for the age and stage of the person receiving the sacrament, and the person being properly catechized for the sacrament being received. Sacraments are received within the continuum of faith growth and development and are not singular, unrelated events in a person's life. They are meant to be celebrations within the context of the parish faith community.

Preparation to receive the *Sacrament of Holy Eucharist* will be offered to children who are at least 7 years of age and in the 2nd Grade. Preparation will usually begin in the second semester and First Eucharist received in the later part of the school year during a parish liturgy (Mass). A child must be baptized before receiving this (or any other) sacrament.

Preparation to receive the *Sacrament of Reconciliation* will be offered to children who are in the 2nd Grade (or above). Preparation will usually begin in the fall and Reconciliation received in the later part of the first semester.

The *Sacrament of Confirmation* is offered to those youth who are in 9th grade. The preparation process spans two years with Confirmation being conferred in late spring of the 10th grade.

Parents who desire to have their children prepare and receive the sacraments are required to participate in a series of “parents only” presentations regarding the respective sacrament for which the child will prepare to receive. Parents, after participating in the initial and/or on-going preparations meetings, should prepare their children at the pace best suited for the family situation.

SCHOOLYARD SUPERVISION

Schoolyard supervision is provided by faculty and designated parents. The policy and process for this supervision is planned and carried out by the principal, faculty, and coordinator of volunteers.

SEARCH AND SEIZURE

As we are a private institution, the school reserves the right to search any area(s) under the student’s control to help enforce rules and preserve a safe and orderly learning environment.

SERVICES: STATE AND FEDERALLY FUNDED

Baltimore County School District with the State of Maryland provides services for psychological testing. Textbook monies will also be allotted through State funds.

Title I: Federal Aid

Public Law 89-10 of the Elementary and Secondary Education Act (ESEA) is Federal aid to education. If local public schools are provided with funding from ESEA, the non-public school students in the same district are eligible for the same services.

Title VI: Innovative Program Strategies

This program grants funds in total or in part to students enrolled in nonpublic, nonprofit schools. Funds may be targeted to: technology related to school-based reform programs; programs for the acquisition and use of instructional and educational materials; programs to improve higher order thinking skills of disadvantaged students; programs to combat illiteracy; programs to provide for the educational needs of the gifted and talented children; school reform activities that are consistent with the Goals 2000: Educate American Act.

Homebound Instruction

Homebound Instruction means instruction provided for a pupil in lieu of regular classroom instruction. This individual instruction is provided for a pupil who is unable to attend school because of illness or injury. For Homebound Instruction, please contact the principal who will make arrangements through the County School District's Office.

SNACKS

Children are encouraged to bring a healthy snack each day for morning recess time. Given the not unusual incidents of peanut butter allergies and lactose intolerance, etc., sharing snacks is not encouraged.

SNOW DAYS AND EMERGENCY CLOSINGS

Weather-related closing of school will follow the Baltimore County (Hereford Zone) plan. Announcement of the plan will be communicated via WBAL-TV/RADIO announcements and AlertNow. Therefore, if Baltimore County Public Schools close, or open late, Kindergarten thru Grade 8 follow the Baltimore County procedures. However, Preschool will adhere to the following: If Baltimore County Public Schools (Hereford zone) close, Preschool will be closed. If Baltimore County Public Schools and/or Hereford Zone opens one hour late, our Preschool will not be affected and will open at 9 am. If Baltimore County Public Schools or the Hereford Zone opens two hours late, our Preschool will open at 10 am. If Baltimore County Public Schools or the Hereford Zone closes early, we close accordingly.

AlertNow is a communication service which is sent through home telephones, work telephones, cell phones and emails. The Caller ID will begin with a "411". Therefore, it is important that you update all school records when there is a change in your personal information.

STEM – Science, Technology, Engineering & Math Program

During the summer of 2010, Our Lady of Grace School was approved as one of the new STEM Schools by the Archdiocese of Baltimore. This is one of the new incentive programs highly recommended by the Blue Ribbon Committee to help assure the success of the Catholic Schools in the Archdiocese.

STUDENTS WITH HIV/AIDS OR RELATED DISEASES

Students who are HIV-infected or have AIDS or other related diseases and desire to attend an Archdiocesan elementary school will not be denied admission to or be discriminated against solely because of their medical condition. However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co-extra curricular). This will be done on a case-by-case basis by the principal in consultation with the student's attending physician, if it is determined that a student presents a substantial risk to himself/herself or others. There are times Our Lady of

Grace School may refuse to admit a student due to medical concerns that we feel we are unable to handle.

If, for reasons of health or safety, a student can no longer continue to attend classes, the principal and parents will determine arrangements for alternative instruction.

Parents are required to inform the principal if or when their child has HIV/AIDS or related diseases in order that the school principal can provide for the protection of the child and other individuals in the school.

Instruction on HIV/AIDS shall be included as part of the curriculum for all students on an age-appropriate basis.

The school follows the *Universal Precautions to Prevent the Spread of Infectious Disease* to reduce the risk for employees, visitors, and students.

Our Lady of Grace School reserves the right to amend the policy to comply with directives of the State of Maryland and the Archdiocese of Baltimore regarding students who have HIV/AIDS or related diseases.

SUSPENSION AND DISMISSAL FROM THE SCHOOL

Suspension

The Archdiocesan policy states that this action shall be imposed for serious misbehavior. A student may be suspended for:

- Absence without parent knowledge
- Stealing
- Smoking in the building and on school grounds
- Leaving school or classroom without permission
- Fighting, physically or verbally
- Using profane language and actions
- Vandalism or marking school property
- Carrying weapons to do bodily harm
- Carrying or using drugs, including alcoholic beverages
- Verbal and non-verbal disrespect for authority

The principal may temporarily suspend a pupil because of disobedience or misconduct. Prior to such suspension, the principal and teacher will have explored with parents appropriate remedies for the pupil's behavior.

The parents will be informed when suspension is necessary.

The principal, teacher, parents, and student will sign a written record of suspension. This record will be kept on file in the principal's office.

The condition of reinstatement is dependent upon the offense committed.

Dismissal from the School

Expulsion will be involved as a last resort and after consultation with all parties concerned. It is also necessary that:

- Ordinarily, the student has been suspended a least once during the school year.
- Conference with the parents, pastor, principal, and the teacher has been held in order to hopefully resolve the problem.
- The pastor and principal are in consultation with the Division of Catholic Schools as the final decision is made. If the student is expelled, the principal will attempt to make further arrangements for the student's education.

Our Lady of Grace School reserves the right to enforce its regulations in a manner best suited to the individual situation and in accordance with Division of Catholic Schools policies and procedures.

TARDINESS

Students who arrive after 7:50 A.M. are considered tardy. They must stop at the School Office to get a late slip. Twenty (20) or more tardies per trimester will be considered "incomplete".

TELEPHONE CALLS

The school asks students to check their needs each morning before they leave for school. This urges growth in student responsibility patterns.

Children will be permitted to use the office telephone for emergency cases. Permission to use the office telephone will be obtained from the teacher and the principal.

TESTING PROGRAMS AND SCHOOL TESTS

A developmental screening is administered to all Kindergarten children before acceptance into our program.

A language assessment is administered to all in-coming first graders to determine placement for first grade.

The Stanford 10 Test is recommended by the Archdiocese of Baltimore. OLGS administers this test in Grades 3, 4, 5, 6, 7 and 8. The results of these tests are communicated to parents.

Students in 5th and 8th grade take the National Catholic Education Association (NCEA) Assessment of Catechesis Religious Education (A.C.R.E.) The test has two parts. Part 1 contains the faith knowledge questions; Part 2 is a self-report assessment survey of student's personal beliefs, attitudes, practices and perceptions.

Teachers throughout the year administer individual teacher-made tests and commercially prepared tests.

TRANSFERS

When transferring to another school, it is necessary to call the school office for an appointment with the principal. At the principal/parent meeting, the following information will be shared:

- Name and grade of child
- Age of child
- Reason for transfer (Exit Form)
- Review of tuition responsibility
- Name and address of school the child will be attending
- Last date the child will be attending Our Lady of Grace School

A transfer slip and a copy of the child's Immunization Record will be given at this time. All educational records will be forwarded upon written parent permission and when requested by the admitting school.

Further parent Exit Interviews will be conducted by the principal and referred to the pastor and Our Lady of Grace School Council.

TUITION

Tuition rates will be published annually prior to re-registration. The following tuition payment plans are available:

The first month's non-refundable tuition is due on March 1st. Thereafter, the following options are available:

Payment in Full	Due May 1
Two Payments	Due May 1, October 1
Four Payments	Due May 1, July 1, October 1, November 1
Seven Payments	Due May 1, June 1, July 1, August 1, September 1, October 1, November 1

Policy for Delinquent Tuition Payments

Parents who have not paid the semester tuition on or before the expiration of the due date will receive a letter two weeks from that date notifying them of their obligation to call the principal within one week from the date of the notice.

After the telephone call, the pastor and principal will weigh the reasons for the delinquent tuition and review a payment plan proposed by the parent. A decision will be rendered as to the acceptability of the proposed payment plan.

Penalties

Failure to reply to the notification will be grounds for a personal meeting with the pastor, principal and Parish Finance Committee members. A \$50 fee will be added monthly to payment as a late charge.

VISITORS

Teachers are not to be interrupted during the class day either to answer the telephone or to confer with a parent. If an emergency arises, please come to the school office or telephone the principal.

To ensure student safety, all visitors, parents and school volunteers must use the school office entrance and use the sign-in book to state their need for visitation. Parents who bring articles of clothing, books or lunches to school must bring them to the school office.

VOLUNTEER PROGRAM

Our Lady of Grace School has a very active Parent Partnership Program. Its success is due to the many people who believe so strongly in our school and in our children that they want to be involved. Volunteer opportunities are outlined at our annual Back to School Nights.

WORSHIP PROGRAM

Our Lady of Grace School offers various opportunities for children to deepen their personal relationship with God and build a community that is faithful and responsive to the Gospel.

Some opportunities to foster spiritual growth will be: School at Mass, prayer services, Christian prayer of the Church, Stations of the Cross, Benediction, and varied prayer experiences.

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