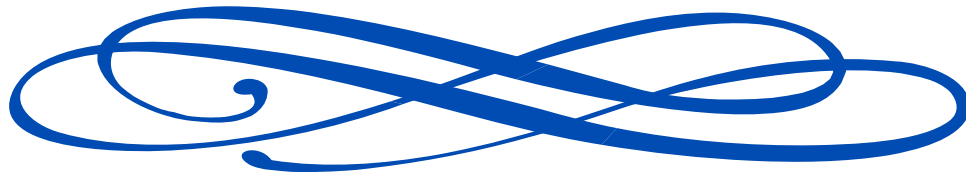
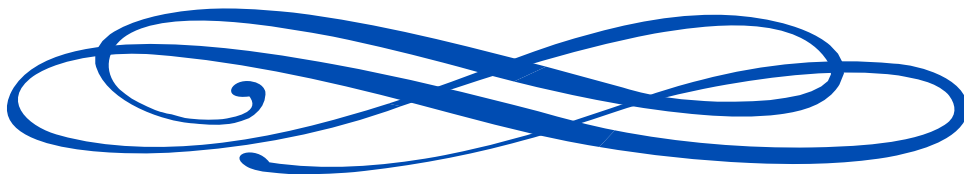




**POLICY ADDENDUM
2010-2011**



***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.***



SCHOOL VISION

Our Lady of Grace School believes the Sunday Experience is the source of its faith life. As a five-day extension of our Sunday experience, a religious environment should permeate 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.

MISSION STATEMENT

We are a comprehensive pre-kindergarten through eighth grade school, partnering with parents in ministry to provide a secure, Catholic community which educates the whole child.

SCHOOL PLEDGE

I pledge to do my personal best. I pledge to treat others with respect, and I pledge to be mannerly and courteous.

Beliefs

PURPOSE

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

- this educational environment, based on the Catholic faith, enables a child to become a living example of faith and compassionate toward others.
- 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 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.

PROCESSES

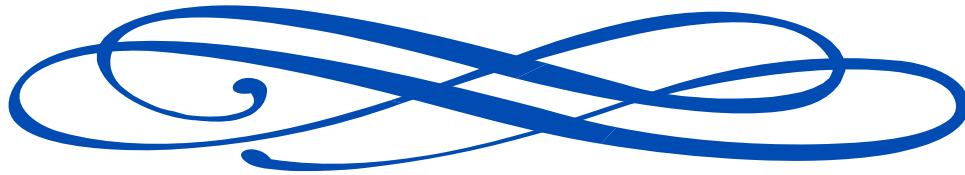
Together, we believe . . .

- Our Lady of Grace School follows the policies, procedures, and curriculum recommended by the Archdiocese of Baltimore, which are carried out, by pastor and principal, with input from faculty, parents, and staff.
- Teachers are committed to meet the needs of each child and continue to enhance their abilities and competencies through ongoing professional development experiences.

RELATIONSHIPS

Together, we believe . . .

- The Principal, Pastor, teachers, staff, and parish community will commit to the development of each child's unique God-given gifts and talents.
- The teachers will engage in collaborative partnerships with parents and other professionals to build and enrich the school community and its mission.



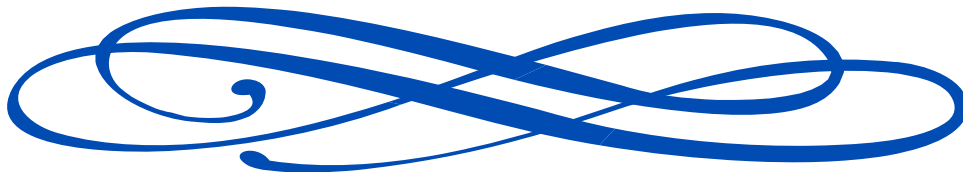
Parent/OLG School Partnership

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

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

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

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



School and Parent Related Organizations

- School Council:** To serve as chief policy advisory group to the pastor and principal in all school matters. *School Council Chairperson:* Anne Bishop
School Council Members: Carole Ann Hilberg, Ken Bullen, Andy Dotterweich, Lisa Clarke, and Angie Wolf.
- Parents' Association:** To foster a faith-based community, support school programs, assist the school's outreach and enrich the parent body. The Association holds the partnership between parents and school to be essential to extend the "Sunday Experience" through roles of service, enjoyment, and fundraising. Modeling service and promoting good will allow our parents the opportunity to foster an appreciation for the ideals of Catholic school education. *Convener:* Theresa Campbell *Treasurer:* Lori DeLucca *Secretary:* Nancy Gendron **Parents' Association Members:** Candace Enoch, Miranda Fox, Jen Jedlicka, Anita Macek, Kristin Miller, Lisa Page, Marisa Pisano, Shannon Radebaugh, Kim Shannon, Monica Tillman and Nina Wetzel.
- Technology Committee:** To brainstorm, discuss, draw-up, and implement short and long term plans for the provision of computers and technology in the school. *Technology Committee Chairperson:* Steve Martin *Technology Members:* Patti Williams, Kate Hartig
- Library Committee:** To research, organize, and build reading materials for classroom needs, library/media instruction, and personal student enrichment.
Library Committee Chairperson: Kate Hartig
- Marketing Committee:** To convey the creative and innovative energies within our school community that enables our children to become life long learners in faith and knowledge. With the support of the Faculty, Staff, Parents and the Parish Community, we will publicize our faith-based image through various means of media such as networking with committees, print advertisers, web, video, and word of mouth.
Marketing Committee Chairperson: Lisa Wilhelm *Marketing Committee Members:* Brent Beach, Marcie Bailey, Danielle Beyrodt, Joanne Lee, Tim Macek, Kim Margiotta, Steve Martin, Heather Oettel, Debbie Rowe
- Trash to Treasure Committee:** To organize the collection of various, meaningful store items for "cash back": i.e., Campbell Soup labels, Box Tops for Education, etc.
Trash to Treasure Committee Team Chairpersons: Lisa Martin and Stacy Foertsch *Members:* Michele Beach, Coleen Morgan, Terri Fiorini, Gina Baum, Nancy Gendron and Missy Wancowicz
- Enrichment Programs:** Activities varied in interest and age level offered to students at the end of the day. Most are an hour long. These range from 4 weeks to 22 weeks. Instructors have determined a minimum and maximum for each session.
Chair: Laurie Denz *Members:* Linda Strozyk, Terri Dunk
- Coordinator of Volunteers:** Lunch/Play Supervision: Kristy Arata
Chick-fil-A Lunches: Donna Prezioso
Pizza Day Lunches: Bridgette Cain
Hot Dog Lunches: Evelyn Portera
Subway Lunches: Evelyn Portera

SPECIFIC SCHOOL INFORMATION

ATTENDANCE

The school calendar consists of 178 days including three “snow days.” If the snow days are not used for weather related closings, these unused days may be used at the discretion of the school. Parents will be notified of snow make-up days by early March.

Expected Attendance: All students are expected to be present everyday that school is in session. If a child has been vomiting the night before school, that child should stay home. If a child has been absent because of illness, they need to stay home 24 hours after their temperature has broken.

Family Vacations During the School Year: Family vacations during the school year are not encouraged. The teachers of Our Lady of Grace School work hard to plan strong units of study enlisting a variety of different teaching strategies that captivate students’ styles of learning. There is a planned continuum for the curriculum that builds on background knowledge of students as well as movement from simple to complex. If a student misses several days and up to a week of school instruction, this flow of information is broken. Once the child has returned back to school, the missed assignments will be given to the student to make-up. However, the discussions, visuals, and interactions between members of the class (teacher to students, students to teachers, and student to student) are all impossible to capture. This is never encouraged for the child’s education.

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

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

ABSENCES AND EXCUSES

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

Upon returning to school, after absence or lateness, each pupil must bring an excuse note signed by the parent or guardian. The note must state the reason for the absence and the dates of the absence, and be submitted to the classroom teacher. If this absent note is not sent to school after an absence, the absence is marked as an illegal absence.

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

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

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

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

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

Vacations during the school year are **strongly** discouraged. If this is unavoidable, work missed can be obtained and made up upon the student's return to school. Teachers are not required to give out work before lessons are taught. The mastery of this work is the responsibility of the parent and the student. (See above section **Family Vacations During the School Year** under **Attendance**.)

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

ADMISSION PREREQUISITE

Our Lady of Grace School is a co-ed school for grades Preschool 3 - 8. It does not discriminate on the basis of sex, race, color, and/or national or ethnic origin in the administration of its education policies, admission policies, scholarships and financial grants, and other school administered programs. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. The school reserves the right to amend the Parent/Student Handbook. Parent(s) and legal guardian will be notified promptly of any changes.

APPOINTMENTS DURING SCHOOL HOURS (Medical/Dental)

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

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.

All staff and parent volunteers who have sufficient contact with students must be STAND trained and have a criminal history background check. It is our greatest desire to protect our students.

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.

Communication between school and home is very important. We are a team (parents, teachers, administrator, and staff) that have the most important job of educating boys and girls and young men and women. Every staff member at OLGs has several ways that you can communicate with them. Email, notes, and phone messages. Emails are the fastest and best way. Notes are always a good way as well. Phone messages are the least effective. Since teachers are not to be disturbed during their teaching day, you would need to leave a voice message for the teacher to listen to when they have a few minutes of free time.

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. You are asked to please contact the person most directly involved with the problem. That person will get back with you within a 24 hour period if at all possible. It is the hope of the administrator that issues can be discussed and handled. If however, you feel as though your issue was not taken care of, please feel free to contact the administrator.

DAILY SCHEDULE

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

Lunch and Play:	11:15 – 11:45	Kindergarten – Grade 2 (Lunch)
	11:50 – 12:30	Kindergarten – Grade 2 (Play)
	11:30 – 12:00	Grades 3-5 (Play)
	12:00 – 12:30	Grades 3-5 (Lunch)
	10:50 – 11:10	Grades 6-8 (Recess)
	11:50 – 12:20	Grades 6-8 (Lunch)

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

Cars - The following procedure must be followed for 7:35 AM arrival and 2:45 PM pick-up:

Arrival

Cars enter driveway from Middletown Road. Middle School forms triple line along the brick sidewalk. Students in Kindergarten through Grade 5 form single line beginning at the corner of The Manor at Gunpowder Falls. Children may be dropped off at any point along sidewalk pavement. Preschool – If you have an older student who is able to walk your preschooler in, you can use the regular carline if you wish. Otherwise, park in handicapped parking lot directly beside the Church.

Dismissal

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

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

The following procedure must be followed for the Preschool 9:00 AM arrival and 12 Noon pick-up:

Arrival

Cars enter driveway from Middletown Road. Cars form a single line along the brick sidewalk. Turn off your engine and unhook your child as you wait for a staff member to escort your child into the school. A staff member will dismiss the cars in groups once all children are out of the way. The next group of cars drives up to form a single line and the process continues.

Dismissal:

Dismissal will operate very much like the drop off except for where you line up the cars. You will form a single line between the orange cones in the center of the parking lot. A staff member will record names and the children will be dismissed in that order. When the staff member brings your child to the car, please be ready to hook them in their car seat. Do not move your car until you are directed by a staff member.

Car Line Etiquette:

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

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

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

DAMAGE OR PERSONAL INJURY

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

DINING ROOM

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

DRESS CODE – Kindergarten – 5:

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

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

DRESS CODE – Grades 6-8:

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

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

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

Boys: We ask that boys keep their **hair** trim and neat. "Mod" haircuts are unacceptable (complete or partially shaved heads, shaved lines or dyes). Tattoos are not permitted. **Crew socks** will be at least 3 inches above the ankle.

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

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

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

General Comments:

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

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

Personal Belongings:

All personal belongings such as lunch boxes, book bags, clothing, etc., must be marked with the student's name. The student is responsible for lost articles. Back packs (without wheels) must fit in the student's locker (25" high x 10 1/2" wide x 10 1/4" deep).

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

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

EMERGENCY CLOSINGS (SNOW DAYS, ETC.)

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.

EXTENDED CARE PROGRAM – Play Centers, Inc.

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

LATENESS

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

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

MEDIA CENTER

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

MEDICATION

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

1. The medication is prescribed by a physician and is in the original labeled pharmacy bottle with the student's name, dosage, and the time the drug is to be given. (Upon request, pharmacies will give you a second bottle for school use.)
2. Written permission is given by the parent/guardian requesting Our Lady of Grace staff member to comply with the physician's order and releasing our school personnel from any liability.

3. Parent may download the “Permission to Give Medication in School” form from our website to process the above steps. Written order from physician is provided to the school by their completion of the bottom half of the form.
4. Children must be on medication for 24 hours at home before the medicine will be administered at school.

PARENT MESSAGES

Written messages are required for:

1. Absence – Please note the days and dates of absence and the reason for absences. Each note is to be signed by the parent/guardian and presented to the classroom teacher upon the child’s return to school. If the child returns without a note indicating an illness, the child’s absence is coded as an illegal absence.
2. Permission to not wear the regulation school uniform or gym uniform.
3. Going home with someone other than “parent”.
4. Absence from noontime recess – This permission is discouraged due to lack of supervisory personnel.
5. Early departure – Parents must report to the school office to have the child released from school. This policy is school law and is upheld for the safety of the child.
6. Late arrival – The child must report to the school office with a “late note”. The child will obtain a “Late Slip” in order to enter the classroom.

PARENT PARTNERSHIP

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

All parents are to consider themselves ACTIVE MEMBERS when joining Our Lady of Grace School.

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

Required Participation

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

Expected Participation

- *Beat the Blahs
- *Golf Tournament
- *Contribution: \$160 per family

PARENT-TEACHER CONFERENCES

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

Formal conferences are scheduled around progress report time. Watch for specifics on the website or in a weekly Communication Folder.

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

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

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

Parent-Teacher Conference Schedule

Thursday, November 18, 2010	1:00PM – 4:00PM & 6:30PM – 8:30PM
Friday, November 19, 2010	7:45AM – 1:00PM

PLEDGE

Our Lady of Grace School students will be making a pledge this year. The pledge will make the students aware of what is expected of a student who is enrolled at Our Lady of Grace School. The pledge is as follows:

I PLEDGE THAT I WILL DO MY PERSONAL BEST. I PLEDGE TO TREAT OTHERS WITH RESPECT, AND I PLEDGE TO BE MANNERLY AND COURTEOUS.

SCHOOL-WIDE RESPONSIBILITY CODE

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

The rules for enforcement are:

CLASSROOM RULES

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

PLAYGROUND RULES

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

LUNCH AND MORNING BREAK RULES

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

HALLWAY RULES

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

DEFINITION OF BULLYING AS SET DOWN BY THE ARCHDIOCESE OF BALTIMORE

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

BULLYING IS NOT TOLERATED AT OUR LADY OF GRACE SCHOOL

ALL STUDENTS AT OUR LADY OF GRACE SCHOOL HAVE A RIGHT TO . . .

- FEEL SAFE IN THE CLASSROOM
- NOT EXPERIENCE PEER PRESSURE
- NOT TO BE TEASED OR ABUSED
- BE FORGIVEN OF OUR MISTAKES
- BE RESPECTED FOR WHO WE ARE
- BE ACCEPTED JUST AS WE ARE

We will be integrating a “No Bullying Program”. Each month a new aspect of this program will be presented through morning announcements, classroom discussions, and posters being hung. It is our wish to educate all of the students at Our Lady of Grace School what is bullying, how bullying hurts, how to deal with a bully, what to do if you see someone being bullied, and how to get help if you are being bullied.

PRIMARY GRADE RESPONSIBILITY CODE

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

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

Level One Inappropriate Choices:

- Any uniform code infraction
- Gum chewing
- Eating or drinking at inappropriate times

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

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

Level One Consequences:

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

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

Level Two Inappropriate Choices:

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

Level Two Consequences:

This level warrants a serious consequence as outlined in the OLGS Student Handbook and will be handled on a case by case basis. The student will complete a **Behavior Incident Report** (see below) which will be sent home, signed and returned to teacher. There will be a consequence which will be decided by teacher and/or principal.

Student's Name _____

Date _____

Behavior Incident Report

Where did it happen?	
Who was involved?	
What happened?	
Why did it happen?	
How did it happen?	
What was your role?	
What could I have done differently?	

Please explain what happened in paragraph form.

Student's Signature _____

Grade _____

Subject _____

Parent's Signature _____

INTERMEDIATE GRADE RESPONSIBILITY CODE

Level	Behaviors
1 1 point each	A. Uniform code infraction (shoes, bright nail polish, socks, etc.) B. Eating or drinking at inappropriate times, including gum chewing C. Uncovered school books
2 2 points each	D. Not having homework and/or completing homework at inappropriate times E. Not following directions given by an authority figure, faculty member, or parent volunteer F. Any action that disrupts class: talking to peers, passing notes, calling out, noises, leaving assigned seat, or lack of self control
3 May warrant one or more actions as listed below at the discretion of the teacher and/or principal.	G. Being away from the classroom/school grounds without permission of an authority figure H. Stealing I. Cheating and/or forging a parent/guardian signature J. Total and intentional defiance of authority, including disrespectful attitude, comments, or back talk directed at a faculty member, student, or parent volunteer K. Bullying of any kind as described in the Our Lady of Grace School Discipline Code L. Inappropriate use of technology and/or use of cell phones and other electronic devices during the school day without permission from an authority figure.

CONSEQUENCES:

Level 1 and Level 2 Infractions:

- 1 point = 5 minutes loss of recess on daily basis
- Total accumulation of 10 points results in 30 minutes of lunch detention proctored by a faculty member

Level 3 Infractions:

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

Positive Reinforcement on a Weekly Basis:

- Treasure Box
- Homework Pass
- Free “Fun Friday” Chart
- Excused from Morning Work
- Special Helpers
- Personal and Classroom Incentives (as defined by individual classroom teachers)

REFOCUS FORM

Grades 3, 4 & 5

Student's Name: _____ Date: _____

1. What was your behavior?

I was _____

2. What did you want?

I wanted _____

3. What will you do next time?

I will _____

MIDDLE SCHOOL RESPONSIBILITY CODE

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

Violation System – 6th through 8th Grades

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

- At the beginning of the school year, expectations concerning unacceptable behaviors in the classroom, hallway and during lunch/recess as well as potential uniform code infractions will be discussed in each homeroom.
- When a student acts in an inappropriate manner he/she earns a violation with a specific point value (see the following chart). The violation sheet will be distributed among the following: one will be sent to the principal; one will be kept by the issuing teacher; one will be sent home for a parent/guardian signature and is to be returned the following school day. Follow up communication will be made if the violation is not returned signed by the parent/guardian.
 - A grace period for levels one and two violations will exist until September 15th. Any level one or two violations collected between the start of school and September 15th will be used as reminders for unacceptable and inappropriate behavior.
 - After five (5) points are collected in any combination from the above three categories, the student will earn an after school detention. After school detention will be held weekly and will be proctored by a faculty member. Detentions and points are **cumulative** throughout the school year. Students who accumulate twenty (20) points or more may be excluded from field trips and special activities. Parents will be notified in advance when detentions are scheduled. Detentions will progress as follows:
 - First detention (accumulation of 5 points) – 30 minutes after school detention
 - Second detention (accumulation of 5 points) – 60 minutes after school detention
 - Failure to serve a scheduled detention may warrant suspension at the discretion of the principal.

POINTS	I	II	III
BEHAVIORS	<ul style="list-style-type: none"> • Any uniform code infraction (shoes, bright nail polish, socks, etc.) • Gum Chewing • Eating or drinking at inappropriate times • Uncovered school books • Hallway rules infractions • Not having homework at the time it is due • Recess rules infractions • Lateness to school 	<ul style="list-style-type: none"> • Not following the verbal directions given by an authority figure (principal, faculty member or parent volunteer) • Any action that disrupts class: talking to peers, passing notes, calling out, noises, lack of self control • Doing homework at inappropriate times • Unexcused lateness to class 	<ul style="list-style-type: none"> • Inappropriate or offensive language or gestures • Being away from the classroom/school building without the expressed permission of an authority figure • Throwing objects • Disrespectful attitude, comments, or back talk directed at a faculty member, student, or parent volunteer • Use of cell phones and other electronic devices during the school day without the expressed permission from an authority figure

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

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

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

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

MIDDLE SCHOOL VIOLATION SYSTEM

Student Name _____ **Date** _____

Issuing Teacher _____ **Subject** _____

I	II	III
<ul style="list-style-type: none"> ○ _____Any uniform code infraction (shoes, nail polish, socks, etc.) ○ _____Gum Chewing ○ _____Eating or drinking at inappropriate times ○ _____Uncovered school books ○ _____Hallway rules infractions ○ _____Not having homework at the time it is due ○ _____Recess rules infractions ○ _____Lateness to school 	<ul style="list-style-type: none"> ○ _____Not following the verbal directions given by an authority figure (principal, faculty member or parent volunteer) ○ _____Any action that disrupts class: talking to peers, passing notes, calling out, noises, lack of self control ○ _____Doing homework at inappropriate times ○ _____Unexcused lateness to class 	<ul style="list-style-type: none"> ○ _____Inappropriate or offensive language or gestures ○ _____Being away from the classroom/school building without the expressed permission of an authority figure ○ _____Throwing objects ○ _____Disrespectful attitude, comments, or back talk directed at a faculty member, student, or parent volunteer ○ _____Use of cell phones and other electronic devices during the school day without the expressed permission from an authority figure

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

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____

MIDDLE SCHOOL VIOLATION CODE

Student Name _____ Date _____

Issuing Teacher _____ Subject _____

Level Four Violation

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

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

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

_____ Detention will be served in the following manner _____

_____ Other _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

SCHOOL-WIDE WORSHIP

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

Preschool: Prayer, Bible Stories, Song, and short services in the Church.

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

Grades 2-8: All OLGS students in grades 2 through 8 will participate in a mass that is specifically planned to be for their grade. Please refer to your Detailed School Calendar for the specific dates.

Reconciliation: Fr. Sam Young will visit the classrooms (Grades 2-8), have class discussion on examination of conscience and then will meet one on one with each student to celebrate the Sacrament of Reconciliation.

SPECIAL EVENTS

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

Catholic Schools' Week: January 31st through February 4th
School at Mass – January 31st 8:30 am
Open House – February 1 8:30 to 11 am
Buddy Bingo – February 4th 1:15 – 2:30 pm

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

Each Friday Donation of a canned good for Hereford Food Bank
Annual Grade Level Service Projects and Outreach:
Kindergarten – Operation Christmas Shoebox for the Military and Needy Children Overseas
Grade 1 – Hereford Food Bank
Grade 2 – Sunshine Club – get well, sympathy cards, etc.
Grade 3 – Defenders of Animal Rights
Grade 4 – Prime Timers
Grade 5 – St. Cecilia's Head Start Program
Grade 6 – NCR Trail
Grade 7 – NCR Trail
Grade 8 – NCR Trail
Advent Giving Tree – those in need at St. Cecilia's Head Start Program

SUMMER SCHOOL POLICY

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

TELEPHONE CALLS

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

TRANSFERS

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



OUR LADY OF GRACE

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

And so we ask for:

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

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

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

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

Amen