



OUR LADY OF GRACE SCHOOL, INC.

Dear Parents of Our Lady of Grace School Student/s,

In enrolling your child in Our Lady of Grace School, Inc., a Catholic School, you agree to certain important responsibilities. These include:

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, first, where possible, before contacting the administration
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate that Catholic education is a privilege that many persons do not have

Welcome to our Catholic school. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education. Surely, He who said, "Suffer the children to come unto me" will bless the efforts in His name.

May God bless you and your family in your decision to send your most precious gifts from God, your children, to us to help you educate them for life,

A handwritten signature in dark ink, reading "Mrs. Byrdie Ricketts". The signature is written in a cursive, flowing style.

Byrdie Ricketts
Principal

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GENERAL INFORMATION

HISTORY OF OUR LADY OF GRACE SCHOOL, INC.

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

We are a comprehensive co-ed preschool, elementary, and middle school, partnered in ministry to provide a secure, caring, Christian community of learning for children. Our Lady of Grace School offers a student teacher ratio of 1:14, experienced and well-trained faculty, brand new facilities and the latest technology providing students with a vibrant, engaging and nurturing learning environment.

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

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

We have become a 2011 Maryland Green School because of our work to educate our students, families, and staff to actively work towards being caretakers of our earth.

We are also an Archdiocesan Collaborative School, ACS. The Department of Catholic Schools is transferring all of their schools within the diocese to this type of governance. The Archbishop, Department of Catholic Schools, pastor, principal, and the School Board are the decision makers for the school. The school became incorporated in the summer of 2011.

Our Lady of Grace School Principal is Mrs. Alberta "Byrdie" Ricketts.

Our Lady of Grace Parish Pastor is Rev. Samuel Young.

LOCATION

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

PHILOSOPHY

PURPOSE

Together, we believe . . .

- that this educational environment, based on the Catholic faith, enables a child to become a living example of faith and compassion toward others.
- that the academic program will meet the needs of the whole child by offering a curriculum that is relevant, engaging and meaningful.

STUDENTS

Together, we believe . . .

- in a program that develops a child physically, emotionally and socially in order to promote a positive self-image and a respect toward self and others.
- in the extension of family values and Church tradition by sharing Church teaching, offering daily prayer opportunities, celebrating liturgy, and preparing children to receive the sacraments in the midst of our parish family.

PROCESSES

Together, we believe . . .

- that Our Lady of Grace School follows the policies and procedures and recommended course of study of the Archdiocese of Baltimore which are carried out by the principal and pastor, with input from parents, faculty, and staff.
- that teachers, as professional educators committed to meet the needs of each child, continue to show growth in their abilities and competencies through the use of various professional growth instruments.

RELATIONSHIPS

Together, we believe . . .

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

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.

ACCREDITATION

Our Lady of Grace School was first considered for accreditation after three years from the opening date. Sister Helen Wiegmann, her staff, and the School Council worked through a self study and documentation of the value of this new elementary school in Northern Baltimore County. At that time Middle States Association of Colleges and Schools Commission on Elementary Schools was the company that the Archdiocese of Baltimore used to visit and study how well the school addressed the Standards and Benchmarks of the curriculum. The visit for the accreditation took place from October 18th to 21st, 2003. As a result of this visit the team of evaluators wrote a report that reported their findings. They reviewed the philosophy, community study, student services, program of studies, leadership and organization, and resources. For each of these topics the team wrote accommodations and recommendations for Our Lady of Grace for consideration for its future. The school then became accredited on April 20, 2004.

Middle States Association of Colleges and Schools Commission on Elementary Schools - April 20, 2004 to May 30, 2014

During the school year of 2009-2010, the Department of Catholic Schools transferred to a new company AdvancED. This company is committed to helping build healthy and vibrant learning communities by advancing excellence in education worldwide through accreditation, research, and professional services. Their purpose is to capture the hearts and minds of schools and districts to build on their strengths and develop new ideas for school improvements.

AdvancED prides itself on being a community of responsive, active participants in a continuous process of self-evaluation, reflection, and improvement. They rely on research-based Accreditation Standards that are grounded in what most influences student learning outcomes. Accreditation is an upward journey.

AdvancED – 2010 to June 30, 2015

Our Lady of Grace School Staff

Principal

Mrs. Byrdie Ricketts
bricketts@ourladygrace.org
410-329-6956, ext. 130
Masters Degree in Educational Leadership and
Technology, College of Notre Dame
Bachelor of Science Degree in Early Childhood
Education, Towson University

Administrative Assistant

Mrs. Cheryl Reisinger
creisinger@ourladygrace.org
410-329-6956, ext. 131

Preschool 3

Mrs. Donna Sabol
Head Teacher
dsabol@ourladygrace.org
Early Childhood Certification, First
Connections, Inc.

Preschool 4

Mrs. Christine Quirk
Head Teacher
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Early Childhood Certification, Community College
of Baltimore County

Instructional Assistant:

Mrs. Terry Nelson
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Kindergarten

Mrs. LuAnn Ensor
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Bachelor of Arts in Early Childhood/Elementary
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Master of Arts in Reading, Towson University

Instructional Assistant:

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Child Care: 90 Hours with Prince George's
Community College

Grade One

Mrs. Sheria Baylus
Head Teacher
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Bachelor of Science in Early Childhood Education,
Utah State University
Orton Gillingham – Part I

Instructional Assistant:

Mrs. Kathy Schott
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Secretarial Degree, The Berkeley School, NJ
Teachers's Aide Certification, Penn
Foster College

Grade Two

Mrs. Mary Garvey
Head Teacher
mgarvey@ourladygrace.org
Bachelor of Science in Elementary Education
Kent State University
Orton Gillingham – Part I

Instructional Assistant:

Mrs. Kathy Stromberg
kstromberg@ourladygrace.org
Bachelor of Arts in Human Services, College of
Notre Dame of Maryland

Grade Three

Mrs. Lynda McArthur
Head Teacher
lmcarthur@ourladygrace.org
Bachelor of Arts, National-Louis University
Master of Arts in Teaching, College of Notre Dame
of Maryland
Orton Gillingham – Part I

Grade Four

Mrs. Lynda Moul
Head Teacher
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Bachelor of Arts in Science and Math in Elementary
Education, Michigan State University
Orton Gillingham – Part I

Grade Five

Mrs. Karla Goodling
Head Teacher
kgoodling@ourladygrace.org
Bachelor of Science in Environmental Resource
Management, The Pennsylvania State University
Master of Arts in Teaching and Leadership, College
of Notre Dame of Maryland

Grade Six

Mrs. Addison Beck
Middle School Teacher
abeck@ourladygrace.org
 Bachelor of Arts in Psychology, Randolph-Macon College
 Master of Art in Education, Wake Forest University
 Master of Art in Teaching, Loyola University Maryland

Grade Seven

Mrs. Rebecca Whitaker
Middle School Teacher
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 Bachelor of Arts in Elementary Education, The Colorado College
 Master of Business Administration, Computer Science Concentration
 In Progress: Master of Science in Mathematics, Teaching and Learning

Grade Eight

Mrs. JoMarie Tolj
Middle School Teacher
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 Bachelor of Arts in Education, College of Notre Dame of Maryland
 Masters of Arts in Teaching and Learning, Loyola University Maryland

AUXILIARY PERSONNEL**Advanced Math**

Dr. Marlene Burr
 (Gr. 5-8)
mburr@ourladygrace.org
 Bachelor of Science in Mechanical Engineering, Georgia Tech
 Master of Science in Mechanical Engineering, Georgia Tech
 Doctor of Philosophy in Mechanical Engineering, Oregon State University

Music

Mrs. Gloria Chamberlain
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 Bachelor of Science in Music Education, Towson University
 Graduate Work in General Education with an Emphasis in Special Education, Johns Hopkins University

Physical Education

Mrs. Sally Duker
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 Bachelor of Science in Health, Physical Education and Recreation, Lock Haven University
 In Progress: Master in Education with a Concentration on Athletic Administration and Leadership, Goucher College

Media Specialist

Mrs. Kate Hartig
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 Bachelor of Art in Art History, Seton Hill College
 Masters in Liberal Arts, John Hopkins University
 Maryland Teaching Certificate, College of Notre Dame of Maryland

Instructional Technology Coordinator

Mrs. Patrice Williams
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 Bachelor of Science, Loyola College Maryland
 Master of Education in Special Education, Loyola College of Maryland

Spanish

Mrs. Monica Fetzter
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 Bachelor in Theology, Isedet, Buenos Aires, Argentina
 Finished course work towards Master in Theology
 Certified Translator (Spanish/German)
 Fremdspracheninstitut, Munich, Germany
 First Certificate and Proficiency in English, University of Cambridge, Richmond, England

EXTENDED SERVICES**Speech Pathologist**

Mrs. Patricia Galla
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 Bachelor of Science in Speech-Language Pathology, Towson University
 Master of Science in Speech-Language Pathology, Loyola College

Reading Specialist

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Bachelor of Science in Elementary Education,
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Master of Education in Reading – Loyola University
Maryland

KHRC Administrative Assistant

Mrs. Laura Pawlak
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Guidance

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Bachelor of Social Work, St. Joseph College

Band Director

Mrs. Emily Liddick
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Bachelor of Music in Music Education,
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Master of Music in Music Education,
Syracuse University

School Nurses

Mrs. Pat Vachino
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R.N., St. Agnes School of Nursing
Bachelor of Science, Towson State
University

Mrs. Susanne Paturzo

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Associate of Arts in Nursing, Catonsville
Community College
Bachelor of Science in School and
Community Health Education
Towson University

Clerical Assistant

Mr. Charlie Meinecke
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SCHOOL BOARD

All Archdiocesan Collaborative Schools must have a School Board. This board consists of 12 – 17 members who have been appointed by the Archbishop and Superintendent of Catholic Schools. This board is a deliberative governance group. Some of their responsibilities are strategy, planning, finance, and marketing

SCHOOL BOARD MEMBERS

Principal's Name: Byrdie Ricketts
Email: bricketts@ourladygrace.org
Phone: 410-329-6956 Ext. 130

Canonical Representative's Name: Rev. Samuel Young
Email: syoung@ourladygrace.org
Phone: 410-329-6826 Ext. 102

School Board Chair's Name: Anne Bishop
Email: mrsb20@comcast.net
Phone: 1-443-604-7589

Board Member's Name: Andrew Dotterweich
Email: andydotterweich@comcast.net
Phone: 410-343-0914

Board Member's Name: Sr. Mary Therese White, O.S.F.
Email: marywhite28@verizon.net
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Board Member's Name: Joe Edel
Email: joe.edel@edelts.com
Phone: 443-956-1454

Board Member's Name: Kenneth Bullen
Email: ryroken@comcast.net
Phone: (h) 410-329-6075, (w) 410-329-6221, © 443-386-6076

Board Member's Name: Theresa Campbell
Email: theresacampbell@comcast.net
Phone: (h) 410-357-4410 (c) 240-899-1966

Board Member's Name: Suzanne Fisher
Email: suzfish5@comcast.net
Phone: (h) 410-491-3174, (w) 410-357-8788, (c) 410-812-8249

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.

Parents Association Officers and Members

Theresa Campbell	410-357-4410
Lori DeLucca	410-329-2560
Katie Douglas	410-357-5636
Candace Enoch	410-357-0841
Miranda Fox	443-212-5188
Nancy Gendron	410-329-1379
Kristin Miller	410-357-9105
Tammy O’Neill	410-913-6434
Lisa Page	410-357-9172
Marisa Pisano	410-935-1332
Shannon Radebaugh	717-235-9755
Kim Shannon	717-235-8315
Sandi Thomas	410-504-7335
Monica Tillman	410-960-9038
Amy VanOrden	410-357-9491
Nina Wetzel	410-404-3694

ADMISSION

Non-Discriminatory Policy

“Whereas:

The Philosophy of the Catholic Schools in the Archdiocese of Baltimore is based on the Christian Social Principles of the Gospel Message...to love and to respect the right of all people.”

It is the policy of the Division of Catholic Schools that the Catholic Schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color, and/or national or ethnic origin in the administration of their educational policies, or admissions policies, scholarships and loan programs, athletics and other school programs.

Requirements

Documentation needed for application:

Our Lady of Grace Forms

- Application
- School Health Emergency Form

State of MD Forms

- BCHD Health Inventory
- MDH Immunization Certificate
- Health Inventory Addendum
- School Dental Health Record

Additional Documentation

- Copy of Baptismal Certificate

- Copy of Birth Certificate
- \$50.00 Non-refundable Application Fee

Upon acceptance, a \$100.00 Non-refundable Registration Fee is due per student.

Academic Requirements for Consideration:

Our Lady of Grace School is able to educate the majority of children. We do have a high standard of expectations for our students. The grading system is more stringent than some schools. Our teachers do differentiate their teaching strategies to work on the skill level of students. New material is introduced to the whole class. Then practice, enrichment, or re-teaching groups use the new information to continue to learning the material. Modifications and accommodations can be made to help support learners. However, Our Lady of Grace School does not have a Special Educator, Physical Therapist, or Occupational Therapist on staff to provide an in depth support system.

We believe that Our Lady of Grace School must be the right and appropriate match for student's learning styles and abilities.

Placement (criteria used for placing new students)

Students are initially placed using the results of the following:

- Admissions test (reading and math inventory)
- Teacher evaluation (from sending school)
- Permanent records
- Standardized test results

Registration Policy

Incoming students must comply with MSDE age requirements for entrance into Kindergarten. Open enrollment for Preschool and Kindergarten is held in December. Application for Admission of new students for Grades 1 through 8 will take place from December through March each year. Applications therefore are based on space availability.

Probation Policy (for new students)

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.

Waiting Lists

It is the school policy not to accept too many students in one classroom. Our limit is 27 students per grade. If more students apply, they will be placed on a waiting list. If a family registers with multiple children and one of the children were meant to enter a grade that has reached its limit, there could be an exception made for that child.

Withdrawals

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. 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. All outstanding school bills must be paid before any transcripts will be forwarded to another school.

ATTENDANCE

Absence

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. All absences and tardiness become part of a student's permanent record. Regular attendance is considered essential for learning at Our Lady of Grace School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian **MUST** telephone the school between 7:30am and 8:30am to report the reason for absence. Otherwise the child will be considered truant.

STUDENTS WHO ARE ABSENT FROM SCHOOL MAY NOT PARTICIPATE IN ANY AFTER SCHOOL OR EVENING SCHOOL-SPONSORED ACTIVITIES SUCH AS BAND OR SPORTS PROGRAMS.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence and validated by a doctor, if applicable. A child may not be permitted to return to school until he/she is well enough to participate in school activities, including recess at lunchtime. Since there is no indoor monitor, a student must be well enough to fully participate in outdoor play. Absence from school during the academic year due to family vacations is **strongly discouraged**. Missed work and assignments may only be obtained upon return.

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.

Lateness of Assignments

If an assignment is not handed in on time because of illness, that assignment must be handed in within two days after the student returns to school.

If an assignment is not handed in because of carelessness, the assignment may only be accepted by the following day. Points will be deducted as a consequence for its lateness. This policy is in place to encourage our students to develop strong work ethics and habits.

Excused Lateness

A student who arrives after 7:50 because of a traffic jam, car accident, loss of electricity, or an emergency Doctor/Dentist appointment will not be marked late.

Arriving Late/Early Departure (both marked as Tardy on Progress Report)

Students may enter their homerooms at 7:35am for Middle School and 7:40 for Elementary. The school day begins at 7:50am. **Any student arriving after 7:50am is considered late and must report to the office for a late slip.** Teachers will not admit students to their homerooms without this pass. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

If a student arrives between 10:00am and 12 noon, the student will be marked as ½ day absent. If a student arrives after 12:30pm, they will be marked a full day absent.

If a student leaves school early between 12 noon and 1:00pm, the student will be marked as a ½ day absent.

Regular Dismissal

The school day ends at 2:40pm with prayer and a few announcements. Following this students are called in an organized fashion based on the arrival times of the cars in carline. Normally there are three groups of students that are dismissed as the carline progresses. All students must be picked up by 3 pm.

Perfect Attendance

Perfect attendance for the year means **no days absent, no days late and no early departures.**

Excellent Attendance

Excellent attendance for the year means that 1 or 2 days absent or tardies were incurred. This includes early dismissals and being sent home ill.

Absence/Prolonged Absence/Assignments

If a student is home for more than one day, parents should make arrangements to have the child's assignments to be picked up in the office or to be taken home by a sibling or neighbor. A note, email, or phone call before 1:30pm should inform the classroom teacher or the school office. No one should expect to have the teacher gather the materials needed without proper notification.

Excused Absence

A. An 8th grade student shadowing in high school is allowed two excused absences. These absences do not affect perfect attendance. "Take Your Child to Work Day" is another such incidence.

B. When an absence is followed by a note explaining the reason for the absence, a notation is made in PowerSchool indicating that it is an excused absence but it does affect perfect attendance.

Unexcused Absence

When an absence is not followed by any type of communication, email, phone call or note, this absence is considered an unexcused absence.

POLICIES AND PROCEDURES

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.

Activities and Organizations

All Hallows	Prayer Partners
Altar Serving	Reading Partners
Band	School at Mass
Catholic Schools Week	School Pictures
Christmas Concert	Spring Concert
Christmas Prayer Service	Stations of the Cross
Drama	Student Council
Easter Program	Thanksgiving Prayer Service
Enrichment Programs	

Administration

Mrs. Byrdie Ricketts is the current principal of Our Lady of Grace School. She is a graduate of The College of Notre Dame and Towson University. She has been the principal since July 1, 2008. Mrs. Ricketts focuses on what is good for the student and is good for the school. She is a team player emphasizing working together to provide the best education for the students who attend OLGs. She believes in good communication and would like to encourage families to share their thoughts, concerns, and praises. Her phone number is 410-329-6956 Ext. 130.

Awards

Each month throughout the school year the homeroom teachers determine the winners of the Pride Award. These awards are given to the student within each homeroom who display a given attribute or characteristic. The following is a list of the value and the month presented to the winner:

- September - Responsibility
- October - Honesty
- November - Respectfulness
- December - Generosity
- January - Hardworking
- February - Loving
- March - Cheerful or Positive Attitude
- April - Appropriate Humor
- May - Growth in Academics, Spiritual, and Emotional

Some other awards given throughout the school year are:

- Science Fair
- Oratory Contests
- Computation Competition
- Archdiocesan Spelling Bee

- Mathcounts
- Calvert Hall Academic Olympics
- Notre Dame Scholymphics
- Art Accomplishments
- Yearbook Club
- Science Lab Assistants
- Earthworm and Bullfrog Dissection
- Technology
- Typing
- Band
- Student Council
- Altar Servers
- Presidential Fitness
- Excellent and Perfect Attendance

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.

Change in Name or Family Status

If there is a change in the family status/or the change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that names the custodial parent must be on file with the school.

Change of Address

Any change of address or telephone number during the year must be reported **within one week of the change** 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.

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.

Classroom Behavior

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

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

Class Status

Students are promoted to the next grade upon successful completion of all subjects in a given year.

Closings/Delayed Openings

Weather-related closing of school will follow the Baltimore County Public School (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.

Communication to Parents (Parent Bulletins/Notices)

OLGS is a "Maryland 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.

Communication from Parents

Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Therefore, the parents should first contact the teacher involved and then, if necessary, teacher and parents should go to the principal. However, **PARENTS ARE NOT PERMITTED TO INTERRUPT TEACHERS EITHER BEFORE SCHOOL OR DURING CLASS HOURS. TEACHERS SHOULD BE SEEN BY APPOINTMENT ONLY.** If a conference with the principal or teacher is needed, please call the office, email, or write a note at least a day or two in advance of the conference date. Should a written request sent to the teacher be unanswered after allowing sufficient time, the parents are requested to call the office and leave a message with the administrative assistant. The principal will then broker communication. In the best interest of students, the school welcomes and encourages verbal and written communication between parents and teachers. Report card conferences will be scheduled at the first marking period and at appropriate times through the year.

Conflict Situations

Conflicts are a normal and healthy part of living and growing. We encourage students to handle conflicts and not to avoid them. The goal is reconciliation. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

Crisis Intervention Plan/Crisis Team

Our Lady of Grace School has an *Emergency Disaster & Preparedness Plan*. This plan was accepted by the State of Maryland. The Crisis Team members are Byrdie Ricketts-Principal, JoMarie Tolj-Head Teacher Middle School, Karla Goodling-Head Teacher Intermediate, LuAnn Ensor-Head Teacher Primary, Donna Sabol-Head Teacher Preschool, Cheryl Reisinger-Administrative Assistant, Pat Vachino-School Nurse, Susanne Paturzo-School Nurse, Elaine Hagner-Parish Administrator, and George Hawkins-Parish and School Maintenance. The staff is trained each year with the requirements of what would happen if there was an emergency at Our Lady of Grace School. There is a plan even for evacuation from the school campus.

Deficiency/Interim Reports

Kindergarten through second grade students receive progress reports in a checklist format using check plus, check and check minus. Since this can not be transferred into a computerized system, we need to communicate with the parents of how well their children are adjusting. Therefore, interim reports are sent home midterm to Kindergarten, first and second grade parents.

Third through eighth grade students receive letter grades. The teachers' grade books are entered electronically on PowerSchool. At any given time students and parents can access all grades for all subjects. Deficiency reports will only be sent home to a student who is experiencing problems with maintaining good grades.

Parents are expected to stay current with their child's progress and support the school in maintaining good grades. Our Lady of Grace School believes that the education of students is a team approach and we require parental support in improvement of students' grades when necessary.

Detention

A student who has broken the classroom or school rules and who is sent to the Principal's office may be given detention. The Principal will determine the length of detention. This will occur in the principal or school office. All class work will be provided by the teacher. All special area classes will be cancelled during detention. The student will eat in the detention room. There will be no recess during detention.

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.

Discipline

Statement on Philosophy of Discipline

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

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 BE TEASED OR ABUSED
- BE FORGIVEN OF OUR MISTAKES
- BE RESPECTED FOR WHO WE ARE
- BE ACCEPTED JUST AS WE ARE

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 a yellow 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. When an orange card is showing, the child will be given ten minutes 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 fifteen 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

Behavior Incident Report

Student’s Name _____ Date _____

Where did it happen? _____

Who was involved? _____

What happened? _____

Why did it happen? _____

How did it happen? _____

What was your role? _____

Please explain what happened in paragraph form.

Student's Signature _____ Grade _____

Subject _____

Parent's Signature _____

INTERMEDIATE GRADE RESPONSIBILITY CODE

<u>Level</u>	<u>Behaviors</u>
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, comment or back talk directed at a faculty member, student, or parent volunteer k. Bulling 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**

<p>Student’s Name: _____ Date: _____</p> <p>1. What was your behavior?</p> <p>I was _____</p> <p>_____</p> <p>_____</p> <p>2. What did you want?</p> <p>I wanted _____</p> <p>_____</p> <p>_____</p> <p>3. What will you do next time?</p> <p>I will _____</p>

MIDDLE SCHOOL RESPONSIBILITY CODE
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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
<p>___ Any uniform code infraction (shoes, nail polish, socks, etc.)</p> <p>___ Gum Chewing</p> <p>___ Eating or drinking at inappropriate times</p> <p>___ Uncovered school books</p> <p>___ Hallway rules infractions</p> <p>___ Not having homework at the time it is due</p> <p>___ Recess rules infractions</p> <p>___ Lateness to school</p>	<p>___ Not following the verbal directions given by an authority figure (principal, faculty member or parent volunteer)</p> <p>___ Any action that disrupts class: talking to peers, passing notes, calling out, noises, lack of self control</p> <p>___ Doing homework at inappropriate times</p> <p>___ Unexcused lateness to class</p>	<p>___ Inappropriate or offensive language or gestures</p> <p>___ Being away from the classroom/school building without the expressed permission of an authority figure</p> <p>___ Throwing objects</p> <p>___ Disrespectful attitude, comments, or back talk directed at a faculty member, student, or parent volunteer</p> <p>___ Use of cell phones and other electronic devices during the school day without the expressed permission from an authority figure</p>

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** _____

Unacceptable Behavior

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

- Tardiness
- Lack of Responsibility
- Failure to have necessary supplies for class work
- Disrespect for manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Theft or extortion
- Disruptive Behavior
- Fighting
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations
- Defacement/destruction of school property
- Gum chewing
- Harassment of any kind by word or manner
- Unchristian Behavior
- On the playground, in school, in class or when representing the school (field trips, sports gatherings, assemblies, etc.)

Any other types of behavior, not specifically stated in this handbook, but which the administration considers being acts of serious disruptive behavior. Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted.

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
Maroon/White/Tan Crew Socks

Dress Code – Grades 6-8:

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

Girls' Uniform: White Short/Long Sleeve Button Down Collar Blouse w/Silk Screen
 Maroon/Green/Navy Plaid Polyester Wrap Around Kilt
 White Turtleneck with an OLGS Sweater or Vest
 Navy Short Sleeve Polo w/Logo (Spring/Fall Only)
 Navy V-Neck Pullover Sweater with Logo
 Navy V-Neck Pullover Sweater Vest with Logo
 Maroon/White/Tan Crew Socks (Spirit Wear Socks are permitted)

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

Boys: We ask that boys keep their **hair** trim and neat. “Mod” haircuts are unacceptable (complete or partially shaved heads, shaved lines or dyes). Tattoos and earrings are not permitted. Boys are not permitted to wear jewelry other than a watch. Pierced facial parts are unacceptable. **Crew socks** will be at least 3 inches above the ankle.

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

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

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

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.

Emergency Cards

Emergency card information for each child is to be kept current. IT IS IMPERATIVE THAT WE HAVE AN EMERGENCY CARD FOR EACH CHILD AND THE SCHOOL IS INFORMED IMMEDIATELY OF ANY CHANGE IN ADDRESS OR TELEPHONE NUMBER. Children will only be released to the person(s) designated on the emergency card unless otherwise instructed by the custodial parent/guardian.

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 open 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.

Expulsion

Any illegal activities, including but not limited to the possession, use of, selling, or distribution of alcohol/drugs, may be grounds for expulsion. The school reserves the right to expel any student at any time when his/her conduct warrants it. Any expelled student forfeits all privileges of the Our Lady of Grace School student. The Administrator reserves the right not to re-admit an expelled student at a later date.

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.

Family Directory

Our Lady of Grace School publishes a Family Directory each year that lists the following information for each family.

- Family name, husband/wife’s name (required)
- Street address, city, state and zip code (optional)
- Home telephone number (optional)
- Email address (optional)
- Name of students attending OLGS (required)

- Student's birth date and grade (optional)

This Family Directory is the proprietary information and property of Our Lady of Grace School. In exchange for receiving a copy of this Family Directory, you agree to keep the Family Directory confidential and not to disseminate the Family Directory or any information contained herein to any other persons, businesses, or other third parties without the express written permission of Our Lady of Grace School. The unauthorized dissemination of information in violation of this privacy policy may result in disciplinary action up to and including withdrawal of your child and possible criminal and/or civil legal action against you.

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.

Financial Obligations

Tuition

Tuition rates will be published annually prior to re-registration.

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

- Payment in Full Due May 1 (\$50 discount)
- Two Payments Due May, October (\$50 discount)
- Four Payments Due May, July, October, November
- Seven Payments Due May, June, July, August, September, October, November

Our Lady Grace School participates in the FACTS Tuition Management Program. FACTS is a payment plan provider which collects the tuition payments automatically from your checking or savings account for a minimum non-refundable enrollment fee. In the event a payment is returned, a FACTS Returned Payment Fee will automatically be assessed to your account for each payment attempt that is returned. The amount of the fee is indicated on the agreement.

Policy for Delinquent Tuition Payments

If your account is delinquent, you will receive a letter from FACTS with instructions on how the missed or returned payment will be handled. You will also be assessed a \$30 returned payment fee for each attempt that is returned only if the return is because of non-sufficient funds. After three attempts for payment, Our Lady of Grace School will be notified by letter of the delinquency. A letter will then be sent by the principal notifying the family 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.

Tuition Assistance/Tuition Scholarships

Tuition assistance is offered to families with financial need each year. Since Our Lady of Grace School is an Archdiocesan Collaborative School, we are required to use FACTS Tuition Management Program to document the financial need and capabilities of paying the tuition for the upcoming school year. Some of the information required is the previous year's tax statement and the current year's W2. This information is disseminated to the Archdiocese as well as to the school. The pastor and principal of Our Lady of Grace School review these documents and take the information to the Finance Committee. A decision is made and a proposed letter of award is sent to the family. The Archdiocese of Baltimore also reviews the documents and decides on the amount of scholarship, if any, that can be awarded to needy families.

Fire Drills and Other Emergency Drills

The school holds four types of emergency drills: Fire Drills (once a month), Severe Weather (twice a year), Code Red (twice a year – for intruders in the building), and 500 Foot Drills (twice a year – for noxious fumes or bomb threat). The Parkton Fire House comes once a year to hold a yearly fire drill. The school has an Emergency Disaster & Preparedness Plan that has been accepted through the State of Maryland. Our two relocation spots are the Parkton Fire Hall and the Hereford Fire Hall. If there ever was a need for relocation, families would be called using the Alert Now.

Grading System

Preschool: Simple checklist is completed concerning the skill level the student has been able to demonstrate. This is given out at the end of the year conference.

Primary Grades (K, 1, and 2): The school year is divided into trimesters. Each student receives a progress report three times a year. The students in the primary grades receive an Interim Report mid term informing the parents how their child is doing academically and socially. The grading system consist of: **Check Plus** – Excellent, **Check** – Progressing, **Check Minus** – Improvement Needed, and **N/A** – Not Assessed at this time

Intermediate and Middle School (3, 4, 5, 6, 7, and 8): The school year is divided into trimesters. Each student receives a progress report three times a year. The grades are on line and can be accessed 24/7 using Power School/Parent Access (explained below). The grading system consist of: **A+** 97-100, **A** 93-96, **B+** 89-92, **B** 85-88, **C+** 80-84, **C** 75-79, **D** 70-74, **E** 69 and below.

Harassment Policy

I. Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, gender, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

II. Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

III. Prohibited Conduct

A. For purposes of this Policy, “harassment” means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, national origin, religion, age, disability or handicap, or protected activity, that:

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

B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, national origin, religion, age, handicap or disability. “Sexual” harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile or offensive environment.

IV. Procedure

A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student’s teacher, the principal of the school, the Superintendent of Catholic Schools.

B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.

C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.

D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation’s findings and conclusions. A report of the findings will be forwarded to the Division of Catholic Schools.

Health and Safety

AHERA – In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal’s office and may be viewed upon request during normal business hours.

State Immunization Requirements:

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination, be signed by a physician or health department official, and be approved by the school. A parent must show a medical contraindication, signed by a doctor, for his/her child to be excused.

Maryland School Immunization Requirements:

A child may not enter school, unless he/she has submitted an official immunization record meeting requirements set by the State of Maryland. The immunization record must have the month, day and year of each vaccination, and be signed by a physician or health department official.

A medical exemption for a vaccination must be written and signed by a physician.

Dispensing of Medication:

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student's physician and signed by the parent. The medication must be brought to the school in a pharmacy labeled container or inhaler box by the parent/guardian. The label must include: 1) the student's name, 2) the name of medication, 3) directions for use, 4) name of the doctor, and 5) date of prescription. Students must be given the first dose of a prescription medication at home.

Students may not possess, dispense or distribute prescription or over-the-counter medication. All medication, including over-the counter, must be delivered to school by a parent/guardian. Non-medicated cough drops may be administered by a teacher or health suite with a note from parent/guardian. Cough drops containing an anesthetic will be kept in the health suite.

Other Health Related Issues:

Upon entering Our Lady of Grace School, students must have a complete physical, dental checkup and meet the Maryland State Immunization Requirements.

Parents should not send a student to school who has a temperature over 100 degrees, vomiting and/or diarrhea within the preceding 24 hour period.

Communicable Diseases:

Parents must notify the School Office whenever their child is diagnosed with any contagious illness including head lice and strep throat.

Students are excluded from school for head lice. After treatment, students will not be readmitted to school until screened by the school nurse.

Health Records

Parents are required to complete an annual Health Emergency Form for each student. The school must be notified of health status changes that occur during the school year.

Head Injury

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

Insurance

The school provides the option for parents to purchase student health insurance for their children.

Hearing Boards

(New guidelines are being prepared and will be forwarded to you upon completion).

Allergies

The school must be notified immediately of any allergy diagnosis. Students taking medication for allergies and/or asthma must present a new physician order and action plan for each school year.

If a student wants to eat at the peanut free lunch table, their parent must send a dated and signed note certifying that their lunch is peanut free. The student must present the note to the lunchroom monitor.

Bloodborne Pathogens

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and is located in the health suite.

Vision/Hearing Screening

Annual screening is performed by the Baltimore County Health Department. Testing for individual grades is established by Baltimore County policy.

Child Abuse and Neglect Reporting Policy and Procedures

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

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 help organize a system where the student's teachers can provide the material that is covered while the student is unable to attend school.

Homeroom Parents/Room Moms

Each homeroom has two or three Room Moms designated to help the classroom teacher with the communication and organization of special events such as parties and programs during the school year. There is a Parents' Association member who assists the Room Moms in many ways.

Homework

Homework is an outgrowth of class work. It is assigned as reinforcement or extension of what has already been taught in class. Students are expected to complete all assigned homework **on time** and in a careful manner.

The Archdiocese suggests the time allotments for homework per day range from 30 minutes at the primary level to 2 hours in the middle school. This allotment includes time for written work, study, review work and long-range projects or papers.

Parents/guardians are expected to see that their children fulfill their homework responsibilities.

If home assignments cannot be completed because of home conditions, e.g., sickness in the family, death of a relative, etc., students may be permitted to defer doing the prescribed work. A written explanation should be provided to the teacher in order to obtain this permission.

At all grade levels, homework may be included in determining the subject area grade on the report card. When a teacher notices that a student is consistently missing assignments, he/she will notify the parents and offer appropriate suggestions to remedy the situation.

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

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

*Some long-term work or projects are due a week or two from the date assigned.

Instruction/Curriculum

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 illuminates 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 affects 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/Media Education

The Library Media Center provides student and teacher access to book, non-book and electronic resources for reading practice and enjoyment, curriculum content support, and research skill development.

A weekly class period provides opportunities for the child to become an independent learner who can locate books and information, use and evaluate content, discuss stories and ideas, and present information in a new way. The student gradually develops an on-level understanding of responsible use of information and giving credit to authors. The Library Media program also provides opportunities for the intermediate and middle school student to view and critique media to develop higher level thinking skills and to determine content credibility and validity. The Library Media program delivers its instructional program and curriculum in concert with the Archdiocesan Course of Studies and the State Curriculum of the Maryland State Department of Education.

Internet Access

Electronic information research skills are fundamental to the preparation of our students, our future citizens and employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members

of our community. As such, it also places a great deal of responsibility on all users. It is our aim to provide guidance and instruction to our students in the appropriate use of such resources.

As in other areas, our students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under the supervision of their teacher.

Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, you, as the parents and guardians of minors, are responsible for setting and conveying the standards that your children should follow when using media and information sources.

With these opportunities come some responsibilities and restrictions. Our Lady of Grace School reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run software, such as CyberPatrol, for their protection students may not access Internet accounts provided by their families during school time because the school has no control over the configuration of those accounts.

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

All users of the network, within the boundaries of Our Lady of Grace School, are responsible for adhering to the following guidelines.

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

The Technology Committee of the Archdiocese of Baltimore composed the following guidelines, which cover the Ethical Use of Technology.

The school is committed to Christian community, academic excellence, and lifelong learning. It is imperative that technological resources be used to build community, encourage critical reflection, and foster readiness for future learning. All developments in technology at the school are, therefore, meant to ensure broad access and to promote ethical, legal, and responsible use. This policy serves to define expected standards of behavior by all users of computers and networks within the school. Failure to adhere to this policy and guidelines herein will result in revocation of computer privileges, and possible disciplinary action up to and including suspension or expulsion. In a spirit of cooperation, all employees and students are expected to adhere to the following standards in their use of computers and networks in the school.

Respect and protect individual rights, as well as the well being of the school.

- Individual users are responsible for any activity on their computers and for materials stored therein.
- Computers are to be used exclusively for academic work and school related activities.

- Members of the school community will respect copyright laws and software licensing terms.
- Individuals may access only those files for which they have specific authorization. Searching through directories and folders without the owner's permission is prohibited.
- All computer equipment and software is to be treated with respect.
- Only authorized personnel may alter equipment or equipment configurations.
- Use of technology for obscene, offensive, disruptive or threatening messages is prohibited.
- Network accounts are to be used only by those persons for whom the account has been established. Account users may not authorize anyone else to use their accounts.
- Individual account users must maintain adequate security for their accounts including frequent changing of passwords.
- Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols, is prohibited. Use of any program designed to disrupt the performance of the network is likewise prohibited.
- All e-mail must clearly identify the sender of the message. Use of anonymous or pseudonymous communications over the network is prohibited. False information is prohibited.
- Students should avoid posting personal information via e-mail and responding to inappropriate messages.

Use of the computer facilities to obtain, distribute or store inappropriate materials is prohibited. If material gathered from other media (books, magazines, TV, video) is unsuitable for the school environment, the same material brought in over the Internet is equally unsuitable.

Library Media Center

Students learn about good library citizenship and book-care in Library class. Books are borrowed for one week and are brought to the weekly class to renew or return. A fine of \$.25 per day is charged for overdue books. Any book that is lost or damaged must be replaced by payment in full. In some cases, reference materials may be taken out overnight. If not returned on time, a fine of \$1.00 per day will be charged. Additional grade-level information is provided in the *Letter of Expectations* discussed with each student and signed by a parent or guardian at the beginning of the school year.

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.

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.).

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.

Make-up Work

In case of absence, it is the responsibility of the child to obtain, complete, and submit missed work. **Teachers will not supply work prior to an absence.** Homework is available after dismissal. Students are expected to turn work

in on time. Students who turn in late assignments on a consistent basis will receive any of the following based upon individual teacher discretion or grade level policy: partial credit, no credit, missed reward activity, communication with parents, after school detention.

Students who miss homework because of an absence will receive the opportunity to make up missed work. Students are given one calendar day for each day absent plus one extra day to turn in their work. It is the student's responsibility to get work missed due to illness or absence.

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.**

Nearly New Uniform Sale

Throughout the year parents send in clean uniforms that are gently used and are no longer serviceable to their students. There are two different times during the year that the Trash to Treasure committee set up a "Nearly New Uniform Sale". The cost of these items are considerably less than what new uniforms cost. Parents may also call the office at other times during normal hours to ask to go through these items on their own.

Non-custodial Parent

If a non-custodial parent seeks access to his/her child's records, the school **must** allow access unless a copy of a valid court order or legal agreement prohibiting such access has been presented to the school. The school reserves the right to notify the custodial parent of any request to review records.

Our Lady of Grace School **DOES NOT** allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

Parent Access

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

Power School 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, Power School 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-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 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.

Parental Support/Compliance

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

Parking Lot Procedures

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.

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.

Personal Belongings:

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

Due to the need for focus on the educational process during the school day, students are requested to leave all radios, Walkmans, CD players, cameras, cell phones, pagers, video games, 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.

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.

Pledge

Our Lady of Grace School students will make our pledge. 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.

Preschool Programs

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

Promotion Requirements

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.

Records Policy (Family Educational Rights and Privacy Act)

Our Lady of Grace School, in compliance with the Buckley Amendment of 1974 (Family Educational Rights and Privacy Act), has the following policy regarding an individual's right to privacy:

I. Access to Records

- A. Teachers and other school officials who have legitimate educational interests have access to student education records.
- B. 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.
- C. In general, any other person requesting access to a student's education record must have the written consent of the student (if 18 or older), parent(s)/legal guardian(s) (if student is less than 18 years old), unless the disclosure is otherwise authorized or required by law.
- D. Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or/legal agreement records and other school-related information regarding the student. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreements regarding access to educational records.

II. Log

- A. 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.
- B. 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.

Religion Requirements

Religion is required for each year a student attends Our Lady of Grace School. All students enrolled in Our Lady of Grace School must attend religion classes and services.

Report Cards - Progress Reports

Grades are given three times a year on a trimester basis. See **Grading System** for further information.

Required Participation

- *Sunday Experience
- *Lunch/Play Supervision (minimum 3x/school yr.)
- *Scrip Program

Expected Participation

- *Beat the Blahs
- *Golf Tournament
- *Annual Giving Campaign

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 room 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.

Retention

If a student fails to successfully complete the required educational programs, after appropriate interventions have been provided, the principal reserves the right to retain the student at the current grade level, or recommend alternative placement.

Sacramental 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.

School Colors

The school colors are burgundy and grey.

School Mascot

Our Lady of Grace School has a lion as our mascot. His name is Pride. We also have a small version who is known as Pridey.

School Schedule Summary

Preschool:

Before Care: 7:40 to 9:00
Preschool Program: 9:00 to 12:00
Lunch Bunch: 12:00 to 1:00

Elementary and Middle School:

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.

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.

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.

Snacks

Children are encouraged to bring a healthy snack and a water bottle each day. Given the increased occurrences of peanut and other food allergies, sharing snacks is prohibited.

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.

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: Typically this occurs during the first week of February. During this week OLGS opens the week off with School-at-Mass. An Open House for all parents of enrolled students, a short Band Concert, and Buddy Bingo. This last event is sponsored by the eighth grade. Kindergarten through seventh grade students invite a grandparent/friend to come and play bingo with them.

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

Stand

During the STAND Convocation on August 29, 2002, Cardinal Keeler recommended that the Archdiocese of Baltimore provide a safe environment for children entrusted to the Church's care. The Office of Child & Youth Protection was formed and put together a manual with the policies and procedures to be used screening clergy, employees and volunteers who work in parishes, schools, and institutions of the Archdiocese. This process is referred to as STAND. The following items are required of all employees: 1) application, 2) fingerprinting, 3) three references, 4) criminal history background check, 5) read two books, and 6) view video. Volunteers are required to complete: 1) application, 2) three references, 3) criminal history background check, 4) read two books, and 5) view video.

Status of Students

Our Lady of Grace School, Inc. is a co-ed elementary school for grades preschool three to eighth grade. 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 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 guardians will be notified promptly of any changes.

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.

Student Records

Student records are maintained in the Principal's office. Access to records is governed by the records policy described on page previously.

Student Services

ARD Referral Process

If a child is not progressing academically, the school may ask the parents to initiate, or the parents may initiate on their own the process to request professional assistance from their local public school system. The Admission, Review and Dismissal Process (ARD) is available to children who may need further academic assistance. The ARD process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial ARD meeting with the ARD committee from the child's home school (the private school must be invited to participate in this meeting) will determine whether or not an evaluation plan is necessary. [Federal Law requires implementation of an IEP only in the public sector].

However, if an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Program (IEP); Our Lady of Grace School administrators will consult with the parents to determine the most appropriate academic placement for the child. Throughout the process to determine if the child is eligible for special education services, every effort will be made by the Our Lady of Grace School staff to complete the required paperwork, to attend the ARD meetings and to support the parents. The Administration or Designee is responsible for the ARD process at Our Lady of Grace School. In order to facilitate this process, parents should inform the school administration prior to initiating the ARD process on their own.

504 Plan

If a student has educational or health issues that interfere with his/her education on a day to day basis, a 504 Plan may be written to list the needed accommodations for that student. This plan is written by a team consisting of the parents, administrator, and teachers involved. If there is a health issue, the nurse is also involved.

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. changes.

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.

Supervision Responsibilities Before and After the Official School Day

Our Lady of Grace School opens at 7:35am for middle school students, 7:40am for elementary students and 9:00am for preschool students. We do have a Before Care from 7:40 to 9:00am for any preschool student whose parents have arranged for this coverage.

Dismissal for preschoolers is either 12 noon or 1:00pm after Lunch Bunch. The elementary and middle school students are dismissed between 2:45pm and 3:00pm. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents, which may occur before or after the times, stated above. Violation of this policy may result in disciplinary action up to and including suspension or dismissal of the student. Parents are required, therefore, to follow the times stipulated when dropping off or picking up students. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

Suspension

A student involved in any of the following situations may be subject to suspension and/or expulsion:

- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school [or while attending a school function]
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting
- Harassment (Sexual or otherwise)

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, the student and the parent(s)/guardian(s) will meet with Administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement.

Tag Day (Out of Uniform Days)

Throughout the year there are tag days which are sponsored by either the Student Council or the Administration. Often these days have a theme such as favorite sports team or certain colors. It is imperative for students and parents alike to understand that appropriate dress on these days is required. Therefore, all girls' shorts or skirts must be no more than 3 inches above the top of the knee. No "skinny" jeans, tattered/torn jeans, spaghetti straps or clothing that is too tight and revealing will be allowed. All t-shirts must fall below the waist and not have any derogatory or questionable sayings and/or graphics. If administration feels your child is wearing inappropriate clothing, the parent will be called to bring a change of clothes.

Telephone (use of)

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.

Telephone Numbers and Addresses

Parents whose phone numbers are unlisted **MUST** give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and the homeroom teacher in writing within a one-week period after the change occurs.

Test Papers

Test that come home to be signed by the parent are to be sent back to the school the next day. The reason for the actual test coming home is so that parents and students can discuss how they did and what things were incorrect. It is often very enlightening to see the types of mistakes made.

Testing Program

Kindergarten Readiness Tests

Standardized Testing:

- Stanford Achievement Test, Edition 10 – This is one measure of student's achievement. A student scoring 70th percentile performed as well as or better than 70% of students nationally in that subject.
- Otis-Lennon School Ability Test
- Local Reading, Math, Language Arts screenings

ACRE – This test enables the teachers and parents to access the students' knowledge of faith and their relationships with God, Church, family, and friends.

Textbooks and Materials

Our Lady of Grace School is committed to providing the best possible education for the students who attend our school. One way to provide this is to keep the curriculum and teaching techniques current. We are committed to up dating our instructional materials in a well timed fashion. The following is the list of new curriculum that has been purchased.

Math (3 through 5) – 2009 Macmillan/McGraw-Hill Connections

Math (6 through 7) – 2009 McGraw-Hill Glencoe

Math (8 Algebra 1) – 2009 Holt McDougal
Integrated Language Arts (ILA) reading, writing, listening, speaking, grammar, and vocabulary (K through 6) – 2010 Macmillan/McGraw-Hill Treasures
Math (K through 2) – 2011 Macmillan/McGraw-Hill Connections
Science (3 through 8) – 2011 Houghton Mifflin Harcourt Science Fusion

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.

Use of School Grounds

Contact Mrs. Elaine Hagner, Parish Administrator, for use of school property after normal school hours.

Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. **All visitors must report to the office and receive an identification badge before visiting other parts of the school building.**

Volunteers

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 Night.

Work Habits

- Written assignments must be neat, legible, and complete.
- Books and notebooks should be free of scribbling inside and out.
- Notebooks, folders, and other supplies must be replaced when worn or depleted.
- Students must always have a library book to read.
- At all levels, students are required to do homework.
- Homework is important for the reinforcement of skills, for developing good study habits and a sense of responsibility.
- Requirements for homework are determined by the staff annually and communicated to the parents via letter or at the Back to School meeting.

Worship Programs

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.