

# Student Handbook 2016-2017



2940 West Galbraith Rd.  
Cincinnati, OH 45239

Dear Parents/Guardians,

Welcome to Our Lady of Grace Catholic School! By enrolling your child in OLG, you have chosen a quality educational experience. As stated in our Mission and Belief Statements, OLG students are enriched spiritually, academically, socially, artistically, physically and emotionally. Furthermore, we recognize that the partnership between home and school is integral to the success of this endeavor.

The contents of this handbook assists parents, students and the school staff by outlining school guidelines, policies and responsibilities that ensure our mission is fulfilled. We ask you to read this handbook and refer to it as needed throughout the school year. When seeking clarification of school policies and guidelines, please call the school office. Complaints should be handled at the lowest level (teacher, cafeteria manager, maintenance supervisor, etc.) Only after such attempts have failed, should the school administrator be contacted.

We are eager to start the school year and serve our OLG families in their quest for educational excellence in a faith-filled environment.

Sincerely,

Mandy Kirk

Internet Address: [www.olgcs.org](http://www.olgcs.org)

School faculty and staff e-mails:

[firstinitiallastname@olgcs.org](mailto:firstname.lastname@olgcs.org) (i.e. [mkirk@olgcs.org](mailto:mkirk@olgcs.org))

Juridical Pastor	Fr. Jerry Gardner	521-7274
Principal	Mandy Kirk	931-3070
Business Manager	Mike Desmier	931-3070
Administrative Assistant	Darlene Cytraus	931-3070
School Secretary	Beth O'Shaughnessy	931-3070
Fax	Our Lady of Grace	931-3707
Maintenance	Tom Frank	931-3070
Cafeteria	Cathy Lawson	521-2112
Nurse	Molly Shewmaker	931-3070

**RIGHT TO AMEND: The policies outlined in this handbook have been established for the academic year 2016-2017. The principal reserves the right to amend this handbook. Parents will be given notice of any changes in writing.**

## CONTENTS

BELIEF STATEMENTS .....	5
EDUCATION COMMISSION.....	6
ADMISSION/TUITION POLICY.....	6
REGISTRATION .....	8
TUITION POLICY REQUIREMENTS .....	8
IN-PARISH TUITION.....	8
OUT-OF-PARISH TUITION .....	9
DEPOSITS/FEES .....	9
PERSONNEL .....	11
ACADEMIC POLICIES.....	11
FAITH FORMATION PROGRAM .....	12
CURRICULUM.....	12
CORE SUBJECTS.....	12
HOMEWORK.....	13
GRADING SCALE / STUDENT EVALUATION REPORT CARDS .....	13
ONLINE GRADES.....	14
CONFERENCES .....	15
INTERVENTION ASSISTANCE TEAM .....	16
STUDENT RECOGNITION .....	17
TESTING.....	18
RECORDS .....	18
NON-CUSTODIAL PARENT .....	18
ATTENDANCE / ABSENCES .....	19
THE SCHOOL DAY .....	19
EXCESSIVE ABSENCES .....	19
EXTENDED ILLNESS .....	20
PROCEDURES FOR REPORTING ABSENCE .....	20
TARDINESS.....	21
EARLY DISMISSAL AND MID-DAY APPOINTMENTS .....	21
NON-ACADEMIC POLICIES.....	22
HEALTH NURSE POLICIES.....	24
HEALTH RECORDS .....	24
MEDICATION .....	24
EMERGENCY MEDICAL AUTHORIZATION.....	25
FOOD ALLERGY .....	25
SPECIAL HEALTH CONCERNS .....	26
TUBERCULOSIS SCREENING POLICY .....	26
CHILD ABUSE AND NEGLECT - REPORTING.....	26
HANDICAPPED STUDENTS / STUDENTS WITH SPECIAL NEEDS.....	27
DRUG POLICY.....	27
ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY.....	27
BEHAVIORAL PROGRAM.....	28
CODE OF CONDUCT .....	28
EXPECTATIONS.....	28
SOARING EAGLE RECOGNITION .....	29

CLASSROOM MANAGEMENT .....	30
SEARCH AND SEIZURE.....	33
CRIMINAL BEHAVIOR .....	33
STUDENT BEHAVIOR PLANS .....	33
CLASSROOM DETENTION .....	32
OUT OF SCHOOL SUSPENSION (OSS) .....	32
EXPULSION .....	32
DUE PROCESS .....	33
ELECTRONIC DEVICES .....	35
DRESS CODE .....	36
CAFETERIA SERVICES.....	39
COLD LUNCH.....	39
INCLEMENT WEATHER POLICY .....	39
VISITOR'S POLICY .....	40
LIBRARY USE .....	40
LOST AND FOUND .....	40
BEFORE / AFTER SCHOOL CARE.....	40
EXTRACURRICULAR ACTIVITIES .....	41
ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES .....	41
FIELD TRIPS .....	42
OVERNIGHT POLICY .....	42
HIGH SCHOOL RECRUITMENT .....	42
RECESS.....	42
OUR LADY OF GRACE PTO.....	43
TELEPHONE .....	43
TRANSPORTATION.....	43
VOLUNTEERS .....	44
POLICY OF AMENDMENT .....	44
PROBATIONARY CONTRACT.....	45
APPENDIX II: OUR LADY OF GRACE (OLG) TUITION PAYMENTS .....	46
APPENDIX III: GENERAL HOMEWORK TIPS .....	47
APPENDIX IV: OLG TUBERCULOSIS SCREENING POLICY.....	48
APPENDIX V: COMPLAINT OF CONDUCT FORM A.....	49
APPENDIX VII: PARENT/STUDENT SIGNATURE PAGE .....	51

## **OUR LADY OF GRACE MISSION**

By virtue of its sponsorship by the covenant parishes of St. Ann, Assumption, Little Flower, and St. Margaret Mary, Our Lady of Grace Catholic School seeks to create a nurturing environment in which every member of our school community has the opportunity to fulfill their God given spiritual, academic, social, artistic, physical, and emotional potential. We provide a high quality Catholic values-based educational experience, taking intentional actions to empower disciples' of Christ to meet the challenges of the future as they work to bring about the Kingdom of God.

## **BELIEF STATEMENTS**

"The Educational mission of the church is an integrated ministry embracing three interlocking dimensions: message, community, and service. Catholic schools afford the fullest and best opportunity to realize this threefold purpose of education among children and young people." (NCCB, To Teach as Jesus Did, 101)

In light of this Church document, Our Lady of Grace School is committed to the education of children in partnership with parents/guardians who recognize that, for people of faith, the wisdom and culture transmitted by a school find their fullest expression within the Gospel call of love and service.

Our Lady of Grace Community believes that...

1. The purpose of Catholic education is to have strong academics along with Catholic traditions, morals, and evangelization.
2. Faith formation starts in the home and continues to be an ongoing process which is taught, lived, and celebrated in our school.
3. Christian Service is essential to developing our students' sense of social justice and charity so they can see and respond to the needs of others.
4. Parents are essential partners in developing self-disciplined students who achieve at or above their ability level.
5. All-school cooperative activities create a sense of community across the grade levels.
6. The implementation of the curriculum requires a variety of instructional methods, materials, and technology to meet diverse learning styles among students.
7. Assessment is ongoing and drives instruction practices and facilitates parent communication.
8. Through the use of data, surveys, and observations we strive to continuously improve all aspects of our school community.

## **EDUCATION COMMISSION**

The purpose of the advisory Education Commission is to work in close collaboration with the school administration and to assist in initiating, developing, and recommending policies to the school administration and the juridical pastor that will enable Our Lady of Grace School to accomplish its goals and objectives.

Membership shall consist of the following voting members:

- a. The pastors from the covenant parishes. One of the pastors will serve as the Juridical Pastor for a one year term selected by the pastors of the covenant parishes.
- b. Two (2) lay members appointed by their pastor from each covenant parish.
- c. One (1) non-parishioner, appointed by the principal.
- d. No lay person employed by the school or any parish involved in the regional school shall be a voting member of the Education Commission.

A copy of the complete Education Commission Constitution is available at Our Lady of Grace School and each covenant parish for your review.

## **ADMISSION/TUITION POLICY**

Our Lady of Grace School will enroll students up to our classroom maximums. The Kindergarten maximum class size is 24. In grades 1-4 our maximum class size is 25. In grades 5-8 our maximum class size is 30. Priority in registration is given to students currently enrolled in Our Lady of Grace and who reenroll by the specified enrollment dates announced in late January of each year. Second priority is given to siblings of students currently enrolled who enroll by the specified enrollment dates announced in late January of each year. The third level of priority goes to those students who are parishioners of covenant parishes wishing to enroll in the school and who do so according to the specified enrollment dates announced in late January of each year. The last level of priority is given to Catholic or non-Catholic students who are not active parishioners of a covenant parish and are enrolling in Our Lady of Grace School as private students. No new students are allowed to enroll in Our Lady of Grace School without undergoing a formal assessment (testing, review of records and interviews). Additionally, all new students attend their first year on a probationary contract. (Appendix I) The final space of any particular grade level will be reserved for active parishioners of a covenant parish who move into the area.

Our Lady of Grace School admits students of any race, gender, color, creed, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at OLG. It does not discriminate on the basis of race, gender, color, creed, national and ethnic origin in the administration of educational policies, admission policies, athletic and other school ministered programs and in hiring teachers and other personnel.

Admission shall not be based solely on academic ability or achievement. However, since our school does not have the educational facilities to meet the instructional needs of all learners it may be determined that Our Lady of Grace is not an appropriate educational placement for some students. The registration of children with special needs will be reviewed annually between administration and parent(s)/guardian(s) prior to the acceptance of registration for the following year.

1. The entrance age for the first grade, determined by Ohio State Law, states that a child must have completed a certified Kindergarten program. The entrance age for kindergarten - a child must be five years old by September 30. A copy of the child's birth certificate is required for our file.
2. Physical and dental examination forms must be submitted at the time of enrollment. All immunizations required by Ohio State Law must be listed on the permanent health record.
3. An emergency medical authorization release must be on file for each student. This form is renewed annually as the information must be current and accurate.
4. A new student must present his/her last two report cards with comments indicating academic performance, academic effort and good conduct. When the report card does not contain evidence of good conduct and good effort, a recommendation from a teacher at the previous school must be submitted. Standardized test scores must be presented along with report cards when applicable.
5. After a parent/guardian signs the Release Form for Records, Our Lady of Grace School may request from the previous school, the cumulative and health records of the child. **These records are to be sent through United States Postal Service from the office of the reporting school.**
6. A baptismal certificate is required for all students seeking sacramental preparation.
7. In cases of divorce or legal separation, the office will need a copy of the certified custody order given by the court.
8. All transfer students will be placed on academic and behavioral probation. The principal reserves the right to establish the parameters of the probationary period.

The principal reserves the right to determine whether or not Our Lady of Grace School is an appropriate placement for any student seeking admission or already admitted to the school.

#### CLASS PLACEMENT

The Principal reserves the right to assign placement of all students in their respective classes. Class placement is determined with the following considerations in mind: boy/girl ratio; fitting the student with the classroom teacher best suited to meet the child's learning style; creating a balance of ability levels within a classroom and the identification of personality issues among

peers that impact student learning or social development. Parents or guardians who need to communicate a special need regarding room assignment should call the Principal directly.

### REGISTRATION

Registration deadlines will be announced in late January. Priority registrations are in effect only during the identified registration periods. The registration fee must accompany the registration and this amount will be deducted from the following year’s tuition.

### TUITION POLICY REQUIREMENTS

Tuition and fees are recommended by the Education Commission to the Juridical Pastor and the Finance Commissions of the covenant parishes. Each family is expected to contribute to the cost of Catholic education by paying tuition.

Tuition payment plans are available through FACTS Management billing services. If additional financial aid is needed due to an emergency, please contact the business manager of the covenant parish in which you are registered (if you are a non-parishioner please contact the Business Manager of Our Lady of Grace School).

Tuition refunds are prorated based on the date the student withdraws from school. Students may be denied the right to classes and report cards if tuition is delinquent and no contact has been made.

Our Lady of Grace students will not be admitted to classes in the following school year if the tuition to date is not paid or other arrangements have not been made with the business manager. No student records will be forwarded to another school until all fees and tuition have been paid in full. Furthermore, parental access to ASCEND and student report cards will be denied if tuition payments are delinquent.

### IN-PARISH TUITION

In-parish tuition rates are charged to participating families of covenant parishes. A participating family is defined as parents and/or guardians (or at least one parent/guardian) who:

- Possess a Certificate of Covenant Parish Registration (green log) from one of the covenant parishes. Certificates of Covenant Parish Registration are distributed through the office of the covenant parish in which you are registered and must be presented to the OLG enrollment officer at the time of enrollment.
- Are practicing Catholics who worship at weekend liturgies at their covenant parish on a regular basis, are raising their children as Catholics, and are actively involved in their current covenant parish. Families are expected to participate in covenant parish activities. There are a number of these activities available such as church ministry, fund raising programs benefiting their covenant parish, the annual festivals, etc.



- Offer meaningful financial support to their OLG\* covenant parish using church envelopes or other recordable methods. Each family must determine their level of weekly offering based on their means, with consideration for the fact that in-parish tuition covers only part of the cost of educating their child/children. Note- Families who cannot contribute due to financial hardship are still required to place their weekly offering envelope in the collection each week.

\*OLG COVENANT PARISHES: St. Ann-Groesbeck, St. Margaret Mary-North College Hill, Assumption-Mt. Healthy, and St. Therese, Little Flower-Mt. Airy

Prior to registration at OLG the applicable covenant parish will verify membership by presenting eligible parishioners a Certificate of Covenant Parish Registration.

The individual OLG \*parishes will monitor the participating school family requirements. Semi-annual reports will be issued to all participating school families. Those families that do not receive a Certificate of Covenant Parish Registration will be charged out of parish tuition.

Tuition aid is available to participating school families suffering economic hardship. Families requesting tuition aid should apply at their parish. Each OLG covenant parish establishes its own guidelines and determines eligibility and level of tuition aid to be granted to its member families. Any parent applying for financial aid by filing a PSAS (Private School Aid Service) form, is automatically considered for additional funding by the Elementary Scholarship Assistance Program (ESAP) through the George Hubert Jr. Family Foundation.

Important – All tuition aid applications must be submitted to the covenant parish in which you are registered according to their guidelines.

#### OUT-OF-PARISH TUITION

Out of parish tuition will be charged to:

- NON-PARTICIPATING FAMILIES - Families who do not meet the requirements outlined above.
- NON-PARISHIONER FAMILIES

#### DEPOSITS/FEES

If enrollment paperwork is completed on time, the Annual Registration Deposit of \$50.00 per family will be applied to tuition. The deposit is not refundable. The deposit is due on the registration date that is announced by the school office. Students will not be registered until the deposit is paid.

Individual field trips: There will be a fee charged for each field trip a class takes to cover the expenses of that specific field trip. All trips will be by bus.

## OTHER FINANCIAL POLICIES

1. All families must be registered with the FACTS Management billing services provider. Tuition can be made in one annual payment in July, two semi-annual payments (July and January), 10 monthly payments (June to March) or 11 monthly payments (May to March). Only the annual payment can be made without a bank debit. In all other cases the parents must agree to have their bank account debited or a charge placed on their credit card.
2. Families are expected to keep their tuition/fees accounts in current status. If a family cannot make timely payments they should communicate with the school’s business manager. If there are two delinquent payments the family receives a warning from the school’s business manager. If there are three delinquent payments the student/s will be withheld from classes until the tuition account is brought to current status. If the family is delinquent in tuition/fees, have delinquent charges with the cafeteria, BASC program, or the library, their report cards and parent’s access to the grade reporting system will be withheld. For students leaving the school, onward transmittal of documents will be suspended until all delinquent payments are received. Delinquent tuition and fees for students who are no longer with the school will be referred to our collection agency, Greenflag Recovery.
3. After being billed, if the cafeteria charges are delinquent, hot food service to the student/s will be immediately suspended. Students will not be able to ‘charge’ their lunch during the final week of school. After being billed, if BASC fees are delinquent, services will be immediately suspended.
4. Registration for a school year will not be accepted if the family is delinquent in tuition/fees, cafeteria or library charges, or BASC fees for the preceding school year. If the family falls behind after registration, the student will not be placed on the class list until the account is brought to current status.
5. Late registrants after commencement of school: Their first payment must be on their first day at school, in such amount as to bring them current with other families on the payment plan of their choice.
6. If the family is chronically delinquent in one year, at registration for the subsequent year, the family must agree to pay all tuition/fees by July 5.
7. In regard to fees owed by Ed Choice families, if fees of the current year are not paid in full by the EdChoice application deadline in April, the child will not be enrolled in Our Lady of Grace for the next school year.

8. All delinquent parish families are instructed to contact their respective parishes if they are experiencing extenuating circumstances and need financial assistance. Pastors have the authority to waive any of the above policies. The understanding is that the parish then assumes responsibility for the tuition/fees or other charges of the family, depending on the policy being waived.

There are additional financial policies/procedures for employees and volunteers of the school. Each head of department will inform the employees and volunteers associated with that department.

## **PERSONNEL**

### **JURIDICAL PASTOR**

The Juridical Pastor is the chief administrative officer with the authority and responsibility for making school policy.

### **EDUCATION COMMISSION**

This commission assists the Juridical Pastor and principal in establishing school policy. Membership includes the Juridical Pastor, the pastors of each covenant parish, the principle, a faculty member and appointed members of the participating parishes.

### **PRINCIPAL**

The principal implements Archdiocesan policies and school regulations; organizes, administers, and supervises the instructional programs and activities of the school; coordinates and directs the work of all the staff members; and directs the integration of the learning experience provided by the school toward the attainment of established goals.

### **TEACHERS**

The teacher is the primary person who implements the policies set forth by the Juridical Pastor, the principal, and the Education Commission. It is the teacher's primary responsibility to encourage and direct the students to achieve their maximum potential in all academic areas according to the student's ability.

### **ADDITIONAL STAFF**

A librarian, art teacher, computer coordinator, physical education instructor, and music instructor are available to all students on a regular schedule. A Spanish teacher is available to students in grades 3-8. Through State Auxiliary funding the full-time services of a nurse, speech therapist, gifted instructor, and instructional specialist are available. Also available are our School Psychologist, Intervention Specialists and through Federal funds, Title I teachers who are available for specified students depending on qualifying criteria.

## **ACADEMIC POLICIES**

Our Lady of Grace School partners with parents/guardians in the education of their child(ren). The expectation is that all parents/guardians are going to be active participants in the educational process. In an effort to be responsible stewards of OLG funds, all non-consumable texts must be covered.

### FAITH FORMATION PROGRAM

At the core of our curriculum is our faith formation program. This program works to engage the head, heart and hands of each student. Throughout the course of the year students celebrate the Mass, participate in the Sacrament of Reconciliation, engage in community service, take part in Theological reflection and experience a variety of prayer services. Communal and individual prayer is experienced daily. Our Lady of Grace has the honor of preparing Catholic students for the first celebrations of Reconciliation and Eucharist as well as the Sacrament of Confirmation. Our Lady of Grace School is given the opportunity to ensure preparedness for these formative experiences. Parent/guardian meetings, retreat days, and, ultimately, a celebration of God's grace will be held in each covenant parish. These celebrations make known God's presence through the community gathered to share in and witness the Sacramental life of our youth.

Our Lady of Grace School follows the Graded Course of Study for Elementary Schools, which is provided by the Archdiocesan Office of Education. This document contains the Philosophy of Education and proceeds to the broad Program Philosophies, Program Goals, Program Objectives and Subject Objectives for each of the following areas of study: Religion, Art, Health, Language Arts, Mathematics, Physical Education, Science, Social Studies and Music. Copies of this document are on file in the office and are available for review by any parent/guardian.

### CURRICULUM

Our Lady of Grace School meets or exceeds the Minimum Standards set by the Ohio State Department of Education. The school participates in the accrediting process of the Catholic Conference of Ohio. Additional educational resources are provided through the services of the school library as well as computer-assisted instruction in the computer lab. Every student will have access to these services on a regular basis.

### CORE SUBJECTS

Ensuring a well-rounded educational experience for our students is important at Our Lady of Grace. Core subjects are considered Religion, Expression, Reading, Science, Math, Spanish (junior high only) and Social Studies. On a weekly basis each student will attend classes in Physical Education, Music, Art, Technology and Library Science.

### RELIGIOUS INSTRUCTION

All students, both Catholic and non-Catholic, are expected to participate in the Our Lady of Grace Religion program and to complete the required class assignments. Grades will be given based upon academic progress. The formal content of the program is based on the faith understanding and values of the Roman Catholic tradition, although most of the material includes religious truths and values common to all Judeo-Christian backgrounds. Specific differences

between Catholic teaching and other Judeo-Christian traditions should be clarified by the parents and their respective churches.

Students are also required to attend all religious events held during school hours, such as masses, prayer services, and any scheduled days of recollection. All students are encouraged and expected to participate during these celebrations reciting formal or informal prayer, singing, reading scripture. Due to Catholic belief, however, students of other faiths are not permitted to receive the sacraments.

## HOMEWORK

Homework is an integral part of the educational process and is a tool for assisting students in their movement towards mastery of the material. Students in grades 2-8 have homework planners to be used daily to record and keep track of assignments. It is the responsibility of parents to assist the teachers in monitoring the students so work is completed on time.

This information below is a general guide to help each parent understand the expectation of homework length per night. However, because of the differences among our students (ability, organization, learning styles, study skills, etc.) it should be used as a rough estimate. If a parent notices a concerning homework pattern (consistently spending significantly less or significantly more time on homework) please contact your son/daughter’s teacher.

2 <sup>nd</sup> = 10-30 min.	5 <sup>th</sup> = 25-75 min.
3 <sup>rd</sup> = 15-45 min.	6 <sup>th</sup> = 30-90 min.
4 <sup>th</sup> = 20-60 min.	7 <sup>th</sup> = 35-105 min.
8 <sup>th</sup> = 40-120 min.	

For some brief information on how parents can be of assistance with homework see “General Homework Tips for Parents” in the appendix of this handbook. For more in-depth homework insight please visit the US Department of Education at <http://www.ed.gov/parents/academic/involve/homework/homeworktips.pdf>.

## TEXTBOOKS

Most textbooks, except for the religion texts, are purchased through state funding. Students are responsible for the care of all books, including library books, and their parents incur the expense of replacing lost or damaged books. Students are not permitted to write in non-consumable textbooks.

## CHALLENGES TO INSTRUCTIONAL MATERIALS POLICY

If informal discussions fail to resolve a complaint about materials being used in the instructional program, the following formal procedure is observed:

1. All complaints to staff members shall be reported immediately to the building principal, including those received by telephone, letter or personal discussion.
2. The complainant will be provided with a form, which must be completed before consideration may be given to the complaint.
3. The principal appoints a review committee consisting of a classroom teacher, another teacher chosen by the principal, and two Education Committee members.
4. Materials subject to complaint need not be removed from use pending committee study and final action of the Review Committee unless directed by the principal.
5. The committee will review the material in question and form opinions based on the material as a whole and not passages taken out of context. The committee shall review the challenged material and make a written report of its findings within three weeks of its appointment. The committee may decide that the questioned material be: (a.) retained without reservation, (b.) retained with reservation or restrictions of its use, or (c.) not retained.
6. The teacher and any other person involved in the selection or use of the material will also have an opportunity to address the committee. The committee may, in addition, call other staff and community members as it deems necessary.

#### GRADING SCALE / STUDENT EVALUATION REPORT CARDS

##### **Kindergarten – Grade 3**

The Student Progress Update (SPU) will provide parents, teachers, and students with more accurate information about students' progress towards meeting content standards. By monitoring the concrete skills and knowledge listed on the SPU, teachers will know whether all students are being exposed to the same curriculum and learning what they should in each grade.

Teachers will use four qualifiers to indicate a child's progress towards meeting the end-of-year Ohio New Learning Standards.

4-A student earning a 4 consistently and independently uses and applies knowledge in ways that demonstrate higher level thinking skills.

3-A student earning a 3 frequently demonstrates (through multiple assessments over time) proficiency of grade level skills and concepts and requires minimal support.\*

2-A student earning a 2 has not yet met the standards (consistent demonstration of proficiency over time) but is progressing toward achieving skills and learning end-of-year grade level concepts. Some support from teachers, parents and/or peers is still needed. \*\*

1-A student earning a 1 is currently not meeting the grade level standards. The student demonstrates insufficient understanding and application of knowledge. \*\*\*

**\*The 3 mark is the end-of-year goal for all students.**

**\*\*A 2 indicates additional growth is needed (and may also indicate that the skill was just recently introduced).**

**\*\*\*Intervention is needed from teachers and parents.**

**Grades 4-8**

**PROGRESS CODE**

93-100     A – Superior  
85-92      B – Very Good  
77-84      C – Satisfactory  
70-76      D – Below Average  
Below 70   F – Failing

**EFFORT**

1 – Exceeds Expectation  
2 – Satisfactory  
3 – Needs Improvement

**ONLINE GRADES**

Parents of students in grades 4-8 have access to student progress on a daily basis through Ascend. Grades will be refreshed on a weekly basis (on or before Friday) and will reflect all graded work. Unless requested, Our Lady of Grace will not send home paper interim reports for students in grades 4-8. Our Lady of Grace School will identify one date per trimester as mid-trimester. All submitted work will be graded, recorded and posted by the announced mid-trimester date.

**CONFERENCES**

Parent-teacher conferences will be scheduled in both the first and third trimesters. Any parent or teacher may also request a conference as needed during the school year. Teachers will be available for these scheduled additional appointments according to their availability.

**PROMOTION AND RETENTION**

Provided age requirements are met and acceptable conduct and behavior is exhibited, students who successfully complete the kindergarten program at Our Lady of Grace School will be accepted into the first grade.

Students in grades 1-3 will be promoted to the next grade if they have successfully completed the course of studies in the core subjects for that grade level. The following subjects are: Religion, Reading, Writing, Math, Social Studies, and Science/Health. Successful completion will be determined by the school Principal in collaboration with each student's teacher(s). Return to Our Lady of Grace School may require that the student successfully completes a summer program in the deficient area(s), or undertakes an approved tutoring program of 25 clock hours with a certified teacher at the parents' expense. Specific summer courses and/or tutoring programs must be pre-approved by the Principal of Our Lady of Grace School to verify that they will satisfy the criteria for promotion.

Students in grades 4-7 who receive a failing grade for the year in three or more core subjects

will be retained in that grade for the following school year. These subjects are: Religion, Reading, Expression, Math, Social Studies, and Science/Health. Students who receive a failing grade in one or two of these subjects will be required to successfully complete a summer program in the deficient area(s), or undertake an approved tutoring program of 25 clock hours with a certified teacher. Specific summer courses and/or tutoring programs must be pre-approved by the Principal of Our Lady of Grace School to verify that they will satisfy the criteria for promotion.

Eighth grade students who receive a failing grade for the year in three or more of the following subjects (Religion, Literature, English, Math, Social Studies, and Science/Health) will not be promoted to the ninth grade. They may not take part in the graduation ceremonies or events. Eighth grade students who receive a failing grade for the year in one or two of these subjects (Religion, Literature, English, Math, Social Studies, and Science/Health) will not receive a diploma and will be placed in grade nine. They may take part in the graduation ceremonies and events, but all records will be held and a diploma will be awarded only after the student successfully completes a summer program in the deficient area(s), or undertakes tutoring program of 25 clock hours with a certified teacher at the parents' expense. Specific summer courses and/or tutoring programs must be pre-approved by the Principal of Our Lady of Grace to verify that they will satisfy the criteria for promotion.

Our Lady of Grace reserves the right to exclude any student who, because of academic or behavioral deficiencies, is not benefiting from its program. The OLG administration has sole discretion in making such determinations.

## **INTERVENTION ASSISTANCE TEAM**

Parents and teachers will work together in planning a possible remedy for a student's academic difficulty. Students may be referred to the Intervention Assistance Team (IAT), a team of teachers and professional staff, to assist in a solution to the difficulty the student is experiencing. Parents are invited to attend team meetings. Results of an IAT meeting are always shared with the parent/guardian. If the deficiency continues, retention or conditional promotion may result. Summer school may be recommended or tutoring by a licensed teacher may be required in specific instances.

In matters of promotion and retention, the principal and the child's teacher(s) will make the final determination concerning grade level placement.



## **STUDENT RECOGNITION**

### **ACADEMIC AND MERIT HONORS**

Students receiving academic or merit honors will receive certificates with their report cards.

#### **ACADEMIC HONOR ROLL**

Honor Awards -- Honors will be awarded in grades 4 through 8.

Honors will be calculated using the following quality point system:

A = 4    B = 3    C = 2    D = 1    F = 0

#### **GRADES 4 AND 5**

First Honors will require:

1. A total of at least 22 quality points in the core subjects (Religion, Expression, Reading, Math, Social Studies, and Science).
2. B or better in all subjects.

Second Honors will require:

1. A total of 20 quality points in the core subjects (Religion, Expression, Reading, Math, Social Studies, and Science/Health).
2. C or better in all subjects.

#### **GRADES 6 THROUGH 8**

First Honors will require:

1. A total of at least 26 quality points in the core subjects (Religion, Expression, Reading, Math, Social Studies, Science, and Spanish).
2. B or better in all subjects.

Second Honors will require:

1. A total of 24 quality points in the core subjects (Religion, Expression, Reading, Math, Social Studies, Science, and Spanish).
2. C or better in all subjects.

#### **MERIT HONORS (GRADES 4-8)**

Effort grade of "1" OR "2" in all core subjects

No items marked with an "X" in the Personal Development section of the report card.

No core items marked with an "X" in the Work/Study section of the report card (an "X" in "Uses reference materials well", "Spells correctly in written work", and/or "Writes legibly" will not exclude a student from Merit Honors).

## **TESTING**

An objective measure of student performance is often helpful in measuring the growth of educational content areas and assessing areas that require special attention or remediation. Testing fulfills this objective of evaluation.

In addition to the testing done on a regular basis within the subject area by teachers, Our Lady of Grace follows the Archdiocesan schedule for testing.

- The Assessment of Catechesis/Religious Education (ACRE) test is administered to students in grades 5 and 8. ACRE assesses faith knowledge and the affective domains of beliefs, attitudes, practices, and perceptions.
- The Iowa Test of Basic Skills test will be given to grades 3 through 8 in the spring of each school year. Additionally, the In View Test of Cognitive Abilities will be administered in grades 2 and 5. These scores will become part of the student's permanent record and will be on file in the office. The results are sent home to parents and may be used to meet criteria for our Intervention and Gifted programs.

Students with identified learning disabilities will be given the test with accommodations when stated in a required ISP signed by team members.

## **RECORDS**

All student records are private and accessible only to the principal, teachers who are working with the student, and the student's parents/guardians who make official requests. A parent/guardian needs to make a request in writing giving 24 hours' notice and present it to the principal. An appointment will then be made to view the records the school retains for the student.

All tuition and fees, including fees for lost or damaged books, must be paid in full before any school records will be released.

## **NON-CUSTODIAL PARENT**

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a copy of the full court order.

## **ATTENDANCE / ABSENCES**

Regular class attendance and punctuality develops positive attitudes toward school, encourages promptness, and promotes the habit of dependability.

### **THE SCHOOL DAY**

The school calendar (distributed each year) is approved by the Archdiocese of Cincinnati yearly and meets or exceeds the Ohio Department of Education requirements.

School begins at 8:00 am and ends at 2:50 pm each day. No student may arrive at school before 6:30 am. Students who arrive before 7:30 am must report to the gym and must be enrolled in the Before/After School Care Program. Students arriving between 7:30 am and 7:45 am must also report to the gym. Students arriving between 7:45 and 8:00 am are to go directly to their homerooms. Those arriving after 8:00 am are tardy and must report to the Office.

### **STUDENT RESPONSIBILITY:**

Every student has the personal responsibility to:

- Attend school regularly and on time
- Present a written excuse from a parent indicating the reason for the absence
- Make up school work missed during the absence regardless of the reason for not attending class

### **SCHOOL RESPONSIBILITY:**

The staff at Our Lady of Grace School has the responsibility to:

- Maintain an accurate record of attendance and tardiness
- Notify parents of excessive absence of a student
- Provide an opportunity for the student to make up class work missed due to an excused absence

### **ABSENCES AND HOMEWORK**

*In all cases of excused absence, the number of consecutive days missed will equal the number of days given for completion of work. Tests (whether announced prior to an absence or during an absence) will be administered within five days (but no sooner than one day) after the student returns to school.*

### **EXCESSIVE ABSENCES**

Excessive absences can affect grades and promotion. All absences and tardies will be recorded on the report card and on the student's permanent record card. In regards to excessive absences, students who are absent for ten (10) or more days in any one grading period will receive an

incomplete (I) for that trimester, unless all make-up work has been successfully completed. Students who are absent for 30-39 days during the school year will not be promoted to the next grade until they successfully complete a summer program approved by the principal. Students who are absent more than 40 days will not be promoted to the next grade.

The principal will investigate unusual patterns of absence or tardiness with the aid of other appropriate school or district personnel.

*An attendance officer or assistant may investigate any case of non-attendance at school of a child who is a resident in the district, or of any child found in the district, or enrolled in any school within the district (including private and parochial) and may take such action as the Superintendent of Schools directs or as such attendance officer or assistant deems proper in the absence of specific direction (O.R.C. 3321.16) Source: Baldwin's Ohio School Law. Our Lady of Grace School uses the personnel of Hamilton County Office of Education as our attendance officer.*

Note: A day spent by the student away from school, but involved in school-sponsored or school-initiated activity is considered a day in school. The student is not absent under these circumstances.

#### EXTENDED ILLNESS

Arrangements for home instruction can be made by contacting the principal should a student need to be absent for an extended period of time due to an accident or illness. Please contact the school office if your child will be absent for longer than three weeks to arrange for possible home instruction.

#### PROCEDURES FOR REPORTING ABSENCE

Notification Requirements:

The principal or designee of the principal will make a reasonable attempt on a daily basis to communicate with parents or guardians when their child is absent. The following procedure is employed:

- The parent or guardian is to contact the school through the main office at 931-3070. If the secretary is unable to take your call, an answering machine will record the information. Please leave your name, the name of the child you are calling in, their homeroom, the reason for the absence, where you would like their homework to go and a number where we can reach you.
- The parent is responsible for notifying the school of the student's absence prior to the start of the school day.
- In the case of unreported absence, school personnel will phone the parent or guardian at the numbers listed on the emergency card on file in the office.
- If after three days all attempts to communicate with the parent or guardian of an absent child have failed, the police will be called to investigate.

#### ABSENCES NOT DUE TO ILLNESS

Our Lady of Grace School strongly discourages the scheduling of vacations that conflict with the school calendar. Students will have full responsibility for schoolwork missed during this period of absence. Parents are encouraged to access ASCEND to monitor classroom assignments. The number of days given for completion of work will equal the number of days absent. Teachers are not permitted to provide homework assignments for a student prior to an absence not due to illness (vacation, non-school sponsored activities). Additionally teachers are not obligated to review material presented during the time of the absence. High school visits are the only exception to this policy with a limit of two absences.

#### EXTRA-CURRICULAR ACTIVITIES AND ABSENCES

Any student absent from school for illness, vacation or a non-school sponsored activity is not permitted to attend extra-curricular events as a participant or spectator. This includes, but is not limited to dances, performances, club meetings and sporting events.

#### TARDINESS

Students are required to report to the office upon arrival at school if they are late for class. All students who are not in their homeroom by 8:00 a.m. will receive a tardy slip. Five (5) tardies in one trimester will result in a note being sent home to the parent/guardian. The student will also complete a Tardy Prevention Plan with their parent/guardian and return it to school the next day. At the seventh tardy, and every tardy thereafter in the trimester, students will serve a regularly scheduled afterschool detention. Students who arrive after 9:45 will be considered absent a half-day. Repeated tardiness will be investigated by the principal and students may be reported to the attendance office of Hamilton County.

#### EARLY DISMISSAL AND MID-DAY APPOINTMENTS

Students who need to leave school before dismissal must bring a written note from their parent/guardian indicating the time they will be picked up, the reason for the early dismissal and the designee who will be responsible for picking the student up if it is other than the parent or guardian. The responsible adult will meet the student in the office at the designated time. Designees will be required to show photo ID prior to our calling for the student to come to the office. The responsible adult will then sign the student out from the office. No student will be released from school at any time unless they are accompanied by parent, guardian or designee. Students leaving school on or before 1:15 will be given a half-day absence. Additionally, students leaving school for an appointment will be marked ½ day absent if the appointment exceeds 2 hours away from the building.

## **NON-ACADEMIC POLICIES**

### **COMMUNICATIONS**

Our Lady of Grace uses a variety of methods to facilitate timely communication among the school, parents, and students.

- The Wednesday Bulletin arrives as a weekly email and is the most important method of communication between home and school. It contains information about upcoming events and access to forms. On occasions when electronic messaging is not a viable option, we will send home hard copies with the students.
- ASCEND is used by the classroom teachers to post assignments and to report grades. Because grades are readily available for students in grades 4 – 8 on ASCEND, interim report cards are not issued for these students. All parents are required to sign up for Ascend and provide a current email address.
- All-school emails are sent to notify families of important deadlines or to transmit information that must be communicated in a timely manner.
- An automated calling system is activated to relay important information regarding school closures, changes in scheduling or other pertinent memos that must be communicated in a timely fashion or in an emergency situation. Each family is responsible for keeping their calling list current.
- [www.olgsc.org](http://www.olgsc.org) is our school website. General information about our community as well as promotional information is located on this link.

### **GRIEVANCE PROCEDURE**

Procedures to be followed for expulsion and an appeal to that expulsion are outlined elsewhere in this Handbook. In order to pursue any other school related grievance, the following guidelines must be followed:

1. A parent must request and complete a conference with the teacher(s) or staff person(s) involved.
2. If still dissatisfied, a parent, to pursue the grievance further, must then request, within 10 calendar days of the conference described in step #1, a conference with the principal. At the sole discretion of the principal, the teacher(s) or staff person(s) may be present at this conference.
3. If the problem is still unresolved, a parent, to pursue the grievance further, must request a conference with the Juridical Pastor. This request must be in writing and submitted within two weeks of the conference described in step #2. At the sole discretion of the Juridical Pastor, the principal and/or the teacher(s)/staff member(s) may be present at this conference.
4. The Juridical Pastor reserves all rights to make final decisions concerning grievances. The decisions of the Juridical Pastor are final and not appealable. Written decisions will be forwarded to the involved parties.

## RIGHT TO PURSUE SCHOOL’S MISSION

Part of Our Lady of Grace’s mission is the education of students enrolled in its program. An essential activity in this process is the interaction of students, teachers, staff, and volunteers in a learning environment characterized by open and free inquiry, an emphasis on critical thinking, and the development of skills needed to help students examine issues within the framework of Christian values.

Our school program and school-sponsored extracurricular activities provide significant opportunity for students to explore issues that affect their lives. Through responsible facilitation by teachers, staff, coaches, and other volunteers, students are encouraged through reading, writing, discussion and good sportsmanship to ask critical questions that help them form virtue-centered responses to challenging and difficult questions of their world.

When a student or member of his/her family interferes with Our Lady of Grace’s pursuit of its mission, it is disruptive to the school. Such interference may include, but is not limited to:

1. Lack of respect for academic, religious, cultural, and social norms of the school.
2. Lack of respect for school employees.
3. Lack of respect for school property.
4. Lack of respect for other students.

Respect is demonstrated by:

- awareness of each other’s right to a good name and reputation
  - awareness and care for each other’s feelings
  - tolerance and acceptance of each other’s opinions and individual preferences
  - care for each other’s personal safety and property
5. Hindering school employees from discharging their duties.
  6. Refusal to accept the required school curriculum or to attend or participate in class discussion, assignments, or other required school events.
  7. Refusal to abide by the school discipline policies.
  8. Poor sportsmanship and attitudes at athletic and other extracurricular events that is contrary to the school’s mission.

If the principal determines that a student or a member of his/her family has interfered with the school pursuing its mission, the principal may determine that Our Lady of Grace is not the appropriate place for that student to continue his/her education. The principal will inform the student and his/her parent/guardian that such behavior is not consistent with an intention to remain a part of Our Lady of Grace. If the principal determines that the behavior does not improve satisfactorily, the principal may require the student to withdraw from the school. A student or member of a student’s family who openly defies the underlying values and/or mission of Our Lady of Grace or who seriously violates the school’s discipline policy may be dismissed without being previously censured. If the student or parent/guardian refuses to withdraw, that student will be expelled from the school.

## **SCHOOL VOLUNTEERS**

School volunteers must sign-in upon arrival. All volunteers are required to participate in the Archdiocesan Child Protection program before they begin their work as volunteers. The Child Protection program involves:

1. A VIRTUS orientation session and subsequent completion of VIRTUS monthly updates
2. A criminal background check (selection.com) (Positive results from the background report must be on file in our office before contact can be had with students as a volunteer.)

## **HEALTH NURSE POLICIES**

### **HEALTH RECORDS**

In compliance with regulations of the State Board of Health and local authorities, complete and accurate medical records will be kept on every student. A complete record of immunizations as well as a copy of the student's birth certificate must be kept on file in the school office. Any deficiencies in the immunization record may result in the exclusion of the student from school until the health record is updated properly (Section 3313.67 Ohio Revised Code).

The school nurse will conduct routine checks of vision, hearing, and scoliosis following the guidelines of the Ohio Department of Health and will be responsible for the maintenance of the student's health records. Any parent that would not wish their child to be screened for any one of these items must send in a written note to the school nurse stating so.

### **MEDICATION**

The administration of any medication (prescription or over-the-counter), without the order of a physician and the permission of the parent or guardian could be interpreted as practicing medicine, and is prohibited by law. In order to administer any medication, a written permission slip completed by the parent and signed by the physician is needed. The medication must be given to the school nurse. A separate permission form is required for each medication. Forms are available through the school nurse. No students are permitted to carry or dispense medication themselves with the exception of inhalers and epi-pens with Doctor's written permission. If you have any questions, you may contact the school nurse at 931-6093. A new "Medication Administration Form" is required at the beginning of each school year. If medications change during the school year, a new "Medication Administration Form" must be submitted. "Medication Administration Forms" may be picked up from the School Nurse or downloaded from the website.

Medication must be in the original, labeled, pharmaceutical container. Over the counter medications must be in the original commercial container (no medications should be brought into school in baggies or other containers).



### EMERGENCY MEDICAL AUTHORIZATION

Each student will receive a form to be completed by the parent/guardian during the first week of school. The information on this form is used to contact the parent/guardian in the case of an emergency while the child is at school. Should the information on this form change during the school year, please call the school office so that we have accurate information for your child. It is very important that we have an accurate phone number and address for every student should it be necessary to contact a parent.

It is our expectation that parents/guardians will pick-up their child within 60 minutes of being notified of their child being ill or injured.

### FOOD ALLERGY

Our Lady of Grace Catholic School is committed to providing a safe and nurturing environment for all students. The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response. OLG is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment.

All students with food allergies are required to have written documentation of such allergies from his/her physician and/or other licensed prescriber. School health practices shall provide students with peanut or other food allergies the opportunity for full participation in all classroom and school activities unless prohibited by a physician's written statement to that effect.

Our Lady of Grace Catholic School will coordinate school health practices for management of peanut or other food allergies and shall provide for:

- Identification of individuals with peanut or other food allergies;
- Development of individual health care and/or emergency action plans if needed as determined by the school nurse in consultation with the parent/guardian and/or physician;
- Communication among school staff who interact with children with peanut or other food allergies;
- Development of guidelines to prevent exposure to peanut or other food allergens;
- Coordination of health care management activities by school staff;
- Procedures for students to have immediate access to medication in accordance with Ohio Revised Code that allows students to self-carry and self-administer asthma inhalers, and Epinephrine Auto injectors as prescribed by a licensed prescriber and approved by the parent/guardian. **If no emergency medication is needed, a signed statement from the student's physician is required indicating such.**
- Annual training of school staff including, but not limited to: the school's policy and guidelines related to food allergies, information about food allergies and allergic reactions, guidelines for management of food allergies, medication administration, and management of food during extra-curricular school activities and field trips. Staff who have responsibility for specialized services such as medication administration shall be provided training specific to the procedures at least annually by a licensed health professional.

- A paper placemat that students with food allergies are required to pick-up and use during lunch. This serves as a visual reminder for staff and ensures an uncontaminated eating surface for the child.
- Allergy free safe zone tables in the cafeteria for students with food allergies to sit at during the lunch period. *Written documentation from a student’s doctor and/or licensed prescriber is required to exempt a student from sitting at the allergy free safe zone tables.*

All threats or harassment of students with food allergies will be taken very seriously and will be dealt with in accordance with the bullying policy of Our Lady of Grace Catholic School and pursuant to the Ohio Revised Code 3313.666

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Our Lady of Grace Catholic School’s confidentiality practices/policies. The confidentiality of students with food allergies shall be maintained, to the extent appropriate and as requested by the student’s parent/guardian.

#### SPECIAL HEALTH CONCERNS

In order to insure your child's safety and appropriate participation in school-related activities, it is necessary for the school to know of any health problems or allergies that might affect the student while at school or limit his/her participation in any way. Please notify the school nurse should your child contract a contagious disease so that necessary precautions can be taken. With regard to head lice, Our Lady of Grace School has a no nit policy.

#### TUBERCULOSIS SCREENING POLICY

In accordance with the recommendation from the Hamilton County Public Health TB Control Unit and Ohio Revised Codes 3301.7 and 3701.13, all new students who are foreign-born and have been living in the USA for 5 years or less must provide documented evidence of having a negative TB test within 90 days of their first day of enrollment. If the TB test is positive, the student may remain in the school, but must provide proof of either a normal chest x-ray or verification from a physician of the absence of communicable tuberculosis. A TB skin test is required of any student who visits a high-risk country for at least one week in a non-tourist capacity. This is to be done no less than 60 days but no more than 90 days after their return from travel. If you have any questions, please contact the school nurse at 931-6093.

### **CHILD ABUSE AND NEGLECT - REPORTING**

Our Lady of Grace School adheres to all guidelines for identifying and reporting suspected child abuse and/or neglect as specified by the State of Ohio Board of Education in its Resolution Relative to Child Abuse and/or Neglect. In addition, we adhere to the Ohio Revised Codes as

they relate to child abuse and/or neglect and reporting. Information regarding these procedures is available in the office upon request. Our Lady of Grace School adheres to all regulations set forth by the Archdiocese of Cincinnati in regard to child abuse, as stated in the Child Protection Decree of 2013. Educators are mandatory reporters.

## **HANDICAPPED STUDENTS / STUDENTS WITH SPECIAL NEEDS**

As stated in the Archdiocesan policies (502.03), admission shall not be denied based solely on ability, achievement, or physical limitations. Schools should make every possible effort to educate students with special needs. Our Lady of Grace School adheres to this policy and each situation will be judged on its merits.

In the event a student becomes pregnant, each situation will be considered individually. A decision regarding the best educational program for the student will be made by the principal and the Juridical Pastor.

## **DRUG POLICY**

Possession and/or use of drugs, alcohol, tobacco and controlled/illegal substances (or substances made to look like illegal substances) during school hours or on school property or while participating in school sponsored activities, is a level four offense and will result in immediate suspension followed within a week by a disciplinary hearing for expulsion (see BEHAVIORAL PROGRAM).

## **ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) POLICY**

Our Lady of Grace School will adhere to the policy established by the Archdiocese of Cincinnati concerning any student or employee known to have AIDS. Archdiocesan policy stipulates that:

"Each instance of AIDS involving (a student or an employee) shall be treated as strictly confidential and an individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual privacy and needs."

The complete written Archdiocesan policy for administrative procedures is available in the school office (Section VHI, p. 15).

## **BEHAVIORAL PROGRAM**

### **CODE OF CONDUCT**

Our Lady of Grace School seeks to promote and maintain a Christian learning environment where each student has the opportunity to grow and develop to his or her potential. It is therefore necessary to have a code of conduct that provides for a safe, secure, and orderly setting where this can take place.

The goal of this code of conduct is to help develop exemplary and self-disciplined students who are respectful, responsible, and mature. The teachers, staff, and administration of Our Lady of Grace, along with the students, parents/guardians, and extended covenant parish families, have a desire to see Gospel values become an intrinsic part of daily life in our school, our homes, our parishes, and our community.

It is the understanding of the faculty, staff and administration of Our Lady of Grace Catholic School that all behavior is aimed at satisfying a fundamental and basic need. These needs, as identified by Dr. William Glasser, are survival, belonging, power, freedom, and fun. When students, in pursuit of getting their needs met, make destructive choices, it is the responsibility of parents and school personnel to provide them with opportunities to reflect on their behavior, to consider how successful their behavior was in meeting their needs, how it impacted the needs of those around them, and to consider their choices of needs-satisfying behavior.

The expectations outlined in the Our Lady of Grace Catholic School code of conduct are applicable to all students whenever they are functioning as agents of the school.

- Whenever under the supervision of school personnel
- When in transport to and from school
- When attending or participating in school sponsored activities (before, during, and after school, including athletics)
- When on campus grounds for any reason (campus grounds include the properties of St. Ann, Little Flower, Assumption and St. Margaret Mary)
- Any time a student is in public wearing the school uniform or any uniform associated with Our Lady of Grace Catholic School

### **EXPECTATIONS**

Parents and guardians of OLG students choose Our Lady of Grace Catholic School for the Catholic morals and values taught and modeled, for academic rigor, and for the acquisition of socially acceptable behaviors that will help their children navigate successfully through high school and beyond. Students at Our Lady of Grace Catholic School hold themselves to high standards of honor. Each student agrees to show respect, responsibility and leadership in all aspects of their education. At all times members of our school community work to do what is good and to avoid what is destructive to self and/or others.

- **Our Lady of Grace Catholic School parents demonstrate support by**
  - ... reading the OLG Student Handbook and signing the acknowledgement form
  - ... checking and signing the student behavior log every Wednesday
  - ... communicating with teachers and the administration when concerns arise
  - ... checking ASCEND regularly to monitor their child’s performance
  
- **Our Lady of Grace Catholic School students show respect by**
  - ... being kind to themselves and to others
  - ... using good manners
  - ... taking care of school property
  - ... listening courteously to others
  - ... respecting personal space
  - ... being positive
  - ... coming to school/class on time
  - ... participating in prayer and liturgies
  
- **Our Lady of Grace Catholic School students show responsibility by**
  - ... making good choices
  - ... helping when needed
  - ... completing work carefully and on time
  - ... listening and following directions
  - ... having all necessary materials for class
  - ... preparing for all tests, quizzes, and exams
  - ... doing their own work
  - ... allowing their peers to do their own work
  
- **Our Lady of Grace Catholic School students show leadership by**
  - ... coming to class rested and prepared
  - ... trying to solve problems independently before asking for help
  - ... participating fully in discussions and activities
  - ... dressing and acting in a manner that is appropriate
  - ... using language that is positive and respectful

## **SOARING EAGLE RECOGNITION**

Examples of actions taken by a SOARING EAGLE:

- ☺ Exceeds the norms and expectations
- ☺ Makes positive choices that are internally motivated
- ☺ Goes above and beyond!
- ☺ Student may receive a Soaring Eagle Certificate to be shared with their parent/guardian

## CLASSROOM MANAGEMENT

Teachers within the building have developed their own specific classroom management plans. These plans spell out the rules of the room and the consequences for violating those rules. All violations of the classroom management plan are dealt with by the teacher unless the behavior breaks a specific school rule. Possible consequences include meeting time with the teacher, phone calls or e-mails home, notification via a behavioral chart, informative essays on a rule in question, writing sentences, loss of their daily participation points, missing recess, and/or serving a classroom detention. Teachers will work with students to implement the consequences of their classroom management plan.

Teachers will issue conduct points for serious infractions or persistent disregard of school and classroom rules and policies.

### **Conduct Logs/Points**

Student Conduct Logs (located in student planner) will be utilized as a means of weekly communication concerning student behavior. Conduct Logs are expected to be signed by parents each Wednesday and returned to school on Thursday.

In order to teach students that they need to be accountable for their actions, the following points system will be utilized. Points accumulate from the beginning of the school year to the end.

- 5<sup>th</sup> Conduct Point = Thursday Detention (3:00-4:00 P.M.) and Referral to Office
- 10<sup>th</sup> Conduct Point = Thursday Detention (3:00-4:00 P.M.), Referral to Office
- 15<sup>th</sup> Conduct Point = 3 Thursday Detentions (3:00-4:00 P.M.), Referral to Office, and Conference with Parents
- 20<sup>th</sup> Conduct Point = Out of School Suspension
- 25<sup>th</sup> Conduct Point = Expulsion

### **Individual Points**

Individual points may be issued for, but are not limited to, the following inappropriate behaviors:

Repeated Uniform Violations	Eating/Chewing Gum
Disruptive Talking	Repeatedly Unprepared for Class (Materials)
Not Following Teacher Directives	Disturbing Class
Tardy When Switching Classes	Unsigned/Lost Conduct Log

### **Multiple Points & Automatic Detentions**

Behaviors of a more serious nature may result in multiple points on the Conduct Log or an *Automatic Detention* depending upon the severity of the misconduct. Examples of such behaviors include, but are not limited to, the following:

Cheating (see definition below)	Damage to Others’/School Property
Forgery	Stealing
Plagiarism	Use of Obscenity (verbal/written/gesture)
Disrespect/Defiance	Deception/Lying
Violation of School Safety Rules (Including Fighting)	Use of Electronic Devices

### **Cheating/Forgery/Plagiarism Definition**

In order to promote high personal and academic expectations for our students, cheating, in any form, is unacceptable. Cheating includes, but is not limited to, the following:

- Copying another student’s work.
- Allowing your work to be copied by another student.
- Verbally sharing answers for assignments/assessments.
- Telling another student what is on an upcoming test/quiz.
- Using a “cheat log” in any form.
- Turning in an assignment that is written or prepared (in whole or in part) by another person; this includes information obtained (in whole or in part) over the internet.

In addition to multiple conduct points or an automatic detention being issued, incidents involving cheating, forgery, or plagiarism will result in the reduction of the student’s grade and could lead to zero credit being given for the assignment, quiz, test, project, etc.

### **Cell Phones**

Many parents utilize cell phones as a means of safety and communication for their children. While students are permitted to have cell phones and other electronic devices at school, such devices must be stored in the student’s BACKPACK and be turned OFF during the course of the school day between the hours of 7:45AM and the time the student leaves the building to return home. Parents who need to contact their child or students who need to contact their parents should do so through the school office personnel. Note: The school is not responsible for damaged, lost, or stolen cell phones or electronic devices.

Violation of this policy will result in the following disciplinary action:

- An automatic detention will be issued.
- Confiscation of the device (even if it belongs to someone other than the user).
- The device will be held in the office or within the classroom until the end of the day. The device’s storage location is at the teacher’s discretion.
- Five points will also be given for second offenses or in cases when the student uses the phone during school hours to text, post on the internet, or call another party.

### **Detention Procedures**

1. All detentions will be held after school on Thursdays from 3:00-4:00 P.M..
2. Parents are responsible to pick up their child promptly at 4:00 P.M. in front of school.
  - Late Pick-up Policy: If your child is not picked up by 4:10 P.M., he/she will be escorted to the After School Child Care in the gym. Parents who pick up their children from the Child Care Program should be prepared to pay \$1 per minute late (minimum \$5).
3. Detentions can only be rescheduled with the consent of the principal.

### **Automatic Suspensions**

In order to ensure a safe environment, certain behaviors may result in immediate out-of-school suspension and could lead to expulsion. Examples of such behaviors include, but are not limited to, the following:

Immoral Behavior	Drugs/Alcohol/Tobacco
Inappropriate Physical Contact	Weapons
Vandalism	Leaving School Without Permission
Abusive/Aggressive Physical or Verbal Behavior	Complete Disregard for School Standards including Assignments/Rules

### **Guidelines for Suspension Due to Behavior Infractions**

1. All suspensions will be served out-of-school. The length of the suspension may vary in accordance with the seriousness of the offense.
2. It is the suspended student's responsibility to take home all textbooks and materials, to check ASCEND, and complete that day's homework in order to stay current with class material.
3. No credit will be given for classwork, such as lab work or group activity, missed during the day(s) of the suspension
4. Students will be expected to turn in assignments and make up all tests and/or quizzes missed due to suspension on the day he/she returns.

### **OUT OF SCHOOL SUSPENSION (OSS)**

OSS is a tool for schools that ensures a safe and productive environment for the community. OSS requires the student to be temporarily removed from the school for serious reasons.

After completion of an OSS, the student must:

1. be accompanied to school by a parent/guardian and meet formally with the principal for readmission
2. remain on probation with automatic dismissal possible for unacceptable conduct
3. be responsible for all assignments missed. If not completed, the student will usually receive a "0" on missed work.

### **EXPULSION**

Expulsion (permanent dismissal from school) will result from a grave violation of school regulations or frequent, unresolved infractions of school or classroom rules.



## DUE PROCESS

Students have the right of due process that includes a conference with the principal in any matter that relates to the Behavioral Code. Request for a conference should be submitted within twenty-four hours of the notice of disciplinary action to be taken. In the instances involving suspension or expulsion, the student will not be permitted to attend school during the due process procedure. The decision of the principal shall be final. The Juridical Pastor is the chief administrative officer of the school and appeals regarding the decisions made by the principal may be made to him.

## SEARCH AND SEIZURE

In order to provide a safe environment for all concerned, substances that could be potentially hazardous will not be permitted on school premises.

The principal or a designee of the principal may search desks, lockers, and the personal belongings of students. Any item that is considered potentially hazardous, including but not limited to illegal substances such as alcohol, tobacco, drugs of any type, weapons, real or "toy", will be confiscated. Searches may also be initiated when instances of theft are suspected. Refusal to submit to search will be handled by the immediate removal of the student from school. All confiscated items will be kept by the principal and released only to parent/guardian within 72 hours. The student will be subject to disciplinary action because of his/her possession of a potentially hazardous substance or item.

## CRIMINAL BEHAVIOR

Our Lady of Grace School will report offenses of a criminal nature to the proper authorities and use effective behavioral management to enforce a safe atmosphere for its students. This includes assault, use of weapons, narcotics, alcohol, tobacco, and drugs. Also included are theft, extortion, trespassing, pornography, and truancy.

## STUDENT BEHAVIOR PLANS

Students may be asked to develop in collaboration with caring adults, a "Student Behavior Plan". These plans are meant to create an awareness regarding certain undesirable behaviors and what is driving their choices. With insight into their own motivation, the students are then able to identify behaviors that will better meet their needs. Daily and/or weekly feedback with parental support will guide the child to gradual improvement and success.

## OUR LADY OF GRACE BULLYING PREVENTION PROTOCOL

Harassment, intimidation or bullying behavior by any student, parent or staff member at Our Lady of Grace is strictly prohibited. This includes electronically transmitted acts. Such conduct may result in disciplinary action including suspension and expulsion depending on the severity of the action. Harassment, intimidation or bullying, in accordance with House Bill 276, means

any intentional written, verbal, graphic, or physical act exhibited toward another particular student more than once when the behavior:

- a. Causes mental or physical harm to the other student; and
- b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

### **Formal Complaints**

Students and/or their parents may file formal reports regarding suspected harassment, intimidation or bullying in writing using Form A. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of the suspected harassment, and the names of potential witnesses. This report shall be promptly reviewed by the principal and the proper action shall be taken.

### **School Personnel Responsibilities and Intervention Strategies**

In general, the implementation of skill building strategies will help promote communication, problem solving, leadership and an environment of respect and appropriate social behaviors. Regarding specific events, teachers and other school staff who witness acts of harassment, intimidation or bullying, shall intervene immediately whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student even if the conduct does not meet the formal definition of harassment, intimidation or bullying. Depending on the severity of the action, the staff member may:

- a. Implement the grade level discipline cycle – time out, yellow cards, red cards, point, etc.
- b. Take the opportunity to educate students about harassment, intimidation and bullying through class discussions, counseling and reinforcement of socially appropriate behavior.
- c. Conference with the student's parent(s).
- d. Report the incident to the principal.

### **Intervention by the Building Principal**

Verified acts of severe or repeated harassment, intimidation or bullying will result in intervention by the building principal or his/her designee. The intervention is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Depending on the severity of the action, the principal may:

- a. Counsel the student as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidation or bullying.
- b. Facilitate peer mediation when applicable.
- c. Notify the parent of the perpetrator of such prohibited behaviors and meet to create a behavior plan.
- d. Require professional counseling for the student.
- e. The student may be subject to the full range of disciplinary consequences including, but not limited to points, suspension or expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

### **Intervention Strategies for Protecting Victims**

- a. Adult supervision during recess, lunch, bathroom breaks and in the hallways.
- b. Maintain contact with parents of all involved parties.
- c. Inform school personnel of the problem and instruct them to monitor the victim and the offending party for indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.
- d. Check with the victim periodically to ensure that there have been no additional incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

## **ELECTRONIC DEVICES**

Our Lady of Grace School embraces the use of technology as a tool to facilitate learning. While technology continues to enhance many aspects of life, it has its place within our school only to the extent that it enhances learning. To ensure that we are providing a safe and secure environment within our school the following norms should be followed:

1. No electronic musical devices are to be brought to school.
2. No electronic gaming devices are to be brought to school.
3. Without teacher approval, no cameras are to be brought to school.
4. Only calculators that are approved and requested by our teachers may be brought into school and they may only be out and used with teacher permission.
5. Cell phones- please see the specific cell phone policy on page 31.
6. Laptop computers are not allowed in the building unless stipulated as an accommodation within the context of an ISP. At no time are students allowed to connect their personal computer to the OLG network.
7. Without teacher approval, removable storage devices (external drives, etc.) may not be used to transfer data between home and school.
8. Students are only allowed access to OLG computers and the OLG network if they have a completed Responsible Use of Technology form on file in the office and they have been given permission by the teacher / staff member responsible for their supervision.

If any student brings a prohibited device to school or does not follow our cell phone policy the device will be collected from the student and placed in the office for the parent/guardian of the student to retrieve. No collected electronic devices will be returned to students (even with parent permission).

It is the responsibility of the parent/guardian and student to discuss and plan for securing any technological devices brought onto campus. School personnel will not be responsible for the loss, theft or destruction on any electronic items at school or on the bus.

## INAPPROPRIATE USE OF TECHNOLOGY

Our Lady of Grace reserves the right to impose consequences for inappropriate behavior that takes place on or off campus and after school hours that disrupts the school environment. Thus, inappropriate use of technology (for example, on a home computer or cell phone) may subject the student to consequences. Inappropriate use includes harassment, use of the school name, harmful remarks directed to or about staff and/or other OLG students, offensive communication and safety threats.

All information that is posted to a social networking site, blog, or chat must be respectful to Our Lady of Grace School and its members. Our Lady of Grace students do NOT have permission to post pictures of any Our Lady of Grace staff member. Students who post such items are subject to disciplinary consequences including suspension and/or dismissal.

## DRESS CODE

Our Lady of Grace has a school uniform to express and promote our unity and identity. We are one school community gathered together to celebrate and grow with one another. We wear our uniform with pride as a sign of our shared pursuit of excellence. Therefore, the uniform is a requirement for all students (K-8) on all school days; exceptions are made only by the administration.

### SHIRTS

Solid white or light blue collared shirts must be worn by boys and girls. Shirts must be either:

- 1) a polo style shirt or
- 2) a button up oxford cloth shirt (girls may choose a blouse with a rounded collar in place of the oxford cloth).

Shirts must be purchased from one of the uniform companies or a department store which carries a school uniform line of clothing. Shirts may be long or short sleeved (no "capped" sleeves are allowed). No stripes, logos or markings are allowed on the shirts. Only the top button of the shirt is allowed to be unbuttoned. All shirts must be tucked in (not "bloused" over) and be in good repair. Undershirts must be plain white. Undergarments should not be visible through the uniform shirt. Plain white turtlenecks may be worn as an additional layer under the uniform shirt.

### PANTS

Boys and girls may wear trousers/slacks purchased from one of the uniform companies or a department store which carries a school uniform line of clothing. The pants must have belt loops and a navy, black or brown belt must be worn at all times in grades four through eight. The pants must be solid navy blue (no stripes, logos or markings). Corduroy, double knit, sweatpants, cargo pants with large extra pockets on the sides, pajama bottoms, athletic pants or any other non-uniform pant may not be worn.

## SKIRTS

Girls in grades K-4 will wear uniform plaid jumpers or pants. Girls in grades 5-8 will wear uniform skirts, skorts, or pants. Plaid jumpers and skirts may be purchased from Schoolbelles (visit [www.schoolbelles.com](http://www.schoolbelles.com)) or Educational Outfitters ([www.EducationalOutfitters.com](http://www.EducationalOutfitters.com)) . Skirts and jumpers must be no shorter than 3" from the knee and be no longer than just below the knee. Skirts may not be rolled at the waist.

## SHOES / SOCKS / LEGGINGS

Shoes must be worn and fastened properly at all times. Shoes must have closed toes and closed heels. No clogs, sandals, boots or platform shoes may be worn. Shoes with wheels are not allowed in the building. **Solid** (no logo) black, gray, white, or navy socks must be worn at all times and must be visible above the shoe. Solid black, gray, white or navy tights may be worn under the uniform jumper or skirt. Leggings are allowed as long as the student's socks come up to and cover the bottom edge of the leggings.

## SWEATERS

A solid navy or white uniform style cardigan or pullover sweater may be worn. No hooded sweaters are allowed. Our Lady of Grace uniform sweatshirts may be worn over the uniform. Junior High students are permitted to wear the nylon OLG pull-overs and zip-ups in place of a sweatshirt. No other sweatshirts may be worn unless it is a designated "Spirit Day". A collared uniform shirt must be worn under sweaters and sweatshirts.

## SHORTS

Uniform shorts may be worn before October 31st and again after March 1st. Shorts must be navy and purchased from one of the uniform companies or a department store which carries a school uniform line of clothing. Shorts must be no shorter than fingertip length and be no longer than just below the knee. No patch pockets are allowed. No pockets on the sides of the shorts are allowed. A navy, black or brown belt must be worn with the shorts in grades four through eight.

## GYM APPAREL

1. All students must wear non-marring gym shoes during PE class.
2. Students in grades K-3 will wear their uniform for gym class (girls will remove their jumper and wear their uniform shirt and the shorts they have on under the uniform).
3. Grades 4-8 must change clothes for gym for personal hygiene reasons.
4. Appropriate T-shirts and shorts must be worn.
5. Athletic shorts must be no shorter than fingertip length and may be no longer than just below the knee. No sleeveless or tank top shirts.
6. Sweatshirts or jogging sweats according to the weather may be worn OVER the gym uniform.

## NAME TAGS

Students at OLG are required to wear name tags. The first name tag will be given to students free of charge. Replacement name tags will cost \$3.00. It is important that they are not bent or written on. Students may be asked to purchase a new name tag if theirs is in disrepair.

#### NOT PERMITTED

1. Any distracting, extreme, or unsafe hair style (whether due to artificial coloring, length, grooming, etc.) is unacceptable. No designs may be cut into the hair. The administration reserves the right to determine hair style acceptability. Parents/guardians are welcome to consult with the administration regarding the appropriateness of a proposed hair style.
2. Any jewelry except a watch, a ring, a cross or religious medal with a simple chain worn inside of the shirt
3. Facial hair
4. Earring(s) are not allowed to be worn in any part of the ear other than the lower lobe. Students are not allowed to wear more than two earrings in each lower earlobe. Earrings cannot dangle or be a safety risk
5. Head coverings of any kind
6. Makeup of any kind
7. Artificial and/or acrylic nails
8. Nylons
9. Spray deodorant and/or body spray (brought into the building or on the school bus)
10. Tattoos or writing on skin
11. Visible body piercings

NOTE: Students may be asked to remove items of clothing that are not in compliance with the uniform dress code. Examples: hooded sweatshirts, leggings, and T-shirts worn under the uniform shirt that extend beyond the uniform shirt or are not all-white in color.

#### OUT-OF-UNIFORM DAYS

Special “out-of-uniform” days are designated by the principal and only affect the type of clothing worn. Jeans and skirts may be worn on these days with the addition of shorts or capris during March, April, May, June, August, September and October. The length of shorts/skirts is to be no shorter than three inches above the middle of the back of the knee. Shorts must be worn at the natural waist. Athletic shorts may be worn on these days if they are consistent with the aforementioned guidelines. Leggings must be worn with shorts, skirt, or dress. All shirts worn on these special days must have sleeves and midriffs must be covered at all times. Shoes and socks must be selected with safety in mind. No flip flops, heels or other styles that would hinder the student’s ability to evacuate the building in case of emergency.

#### SCOUT UNIFORMS

Cub Scout, Boy Scout and Girl Scout shirts, sashes and vests may be worn on meeting days.

While we respect the diversity and individuality of each student at OLG we are conscious of creating a non-distracting educational environment. To this end we require uniformed dress and appearance throughout the building. It is the intention of this policy to prohibit logos on all aspects of the school uniform. Nevertheless, we understand that logos on shoes cannot be reasonably avoided.

## **CAFETERIA SERVICES**

In our efforts to promote healthy eating habits, Our Lady of Grace does not allow fast food (e.g. Wendy's, McDonald's, etc.) to be brought into the cafeteria.

### **HOT LUNCHES**

Our Lady of Grace cafeteria provides a Type A hot lunch for students daily. Policies of the Federal government are strictly observed. Facilities and menus are inspected by government officials, as well as county and state Boards of Health. Students must accept all food items served in order to receive a Type A lunch. Menus are printed monthly.

### **COLD LUNCH**

A student may bring a packed lunch into the cafeteria. Students may purchase milk if so desired. Students are not permitted to bring soft drinks or gum in their lunch.

### **SNACKS**

Students in K-3 may pack a healthy snack to eat. Depending on the grade level, the snack may be eaten in the morning or the afternoon.

### **LUNCHROOM ETIQUETTE**

The lunchroom is supervised by members of the Our Lady of Grace faculty or staff. Students are expected to use good manners and be responsible for leaving the area where they were seated in good order for others who use the area.

## **INCLEMENT WEATHER POLICY**

Our Lady of Grace School will follow Northwest Local District plans for any weather related school closings or delays. School closings and delays will be communicated by phone using the telephone number you reported to FACTS Management. Any changes to your phone number should be reported to the school office so the automated calling system can be updated with your new information. OLG will not announce an early dismissal for snow. No students will be released to district transportation operating on an early dismissal for fear there will be no supervision at home when they arrive.

### **Our Lady of Grace Catholic School - 2 HOUR DELAY**

There will be no AM buses to OLG from any district opening on time when OLG is on a 2 hour delay. In this situation, parents will have to provide their own transportation to school to accommodate the 10:00 a.m. start time.

- There will be AM buses to OLG from any district also opening on a 2 HOUR DELAY.
- There will be PM busing from all districts who are open (regardless of their start time)
- There will be no AM or PM busing from any district that is CLOSED.

Before and After School Care will begin as close to 6:30AM as safety and good judgment allow.

### **Our Lady of Grace Catholic School - CLOSED**

- No school and no child care.

\* Parents and guardians are the determinants of whether or not it is safe to transport students in their charge. Please exercise your own good judgment when determining if, when or how students will be transported in the event of inclement weather.

## **VISITOR'S POLICY**

All visitors, including volunteers, must enter through the main doors, sign in at the office and put on a visitor name tag. This is necessary to provide for the security of our building. During the course of the day, parents may not disturb classes.

## **LIBRARY USE**

The library is a vital part of the school and will be open to all students during school hours. The librarian and the teacher will assist the students in the selection of books. The regulations of the library will be enforced at all times in reference to borrowing and returning books on time. Fines will be collected for books returned late or lost.

## **GROESBECK LIBRARY AFTER SCHOOL**

Students who go to the Groesbeck library after school must have a note from their parents indicating that they will be going to the library after school. An OLG employee will walk the students to the sidewalk in front of the library.

OLG students using the library after school are expected to adhere to the library rules. Library personnel notify the Our Lady of Grace principal when students are not observing the rules and regulations of the library. Since OLG students are wearing our school uniforms and can be identified as such, the administration will work in partnership with library employees to ensure the environment of the library is safe and void of distractions to library visitors.

Any student receiving a conduct report from the library will receive a warning unless the behavior is so severe it warrants further consequences. After a second conduct report, the student will receive a Thursday detention. Subsequent conduct reports will result in a suspension from the use of the library.

## **LOST AND FOUND**

Please label all clothing with the student's name so that any clothing turned in may be identified and returned. Articles of unidentified clothing and other lost items are placed in the lost and found (check with the office for location). Approximately four times a year, any unclaimed articles are sent to an agency working with the poor.

## **BEFORE / AFTER SCHOOL CARE**

The Before / After School Care program provides a safe environment in which students engage in enrichment activities that support the curriculum while at the same time nurturing each child's character development. Our Lady of Grace students in grades K-8 are eligible for enrollment. The program operates before and after school as well as during some holidays.



Our Lady of Grace School will operate the program in house.

The morning session is from 6:30am – 7:45am. Cost per child available by contacting the director of BASC.

The afternoon session is from 3:00pm – 6:00pm. Cost per child available by contacting the director of BASC.

Drop-off will be in the gym.

Pick-up will be in the Before / After School Care office.

Fees are paid each week in advance of day the student is scheduled to be in attendance. Fees will be determined by adding up the total number of hours in attendance in the program and multiplied by the current per hour rate. **Not paying fees precludes the child from attending the next week. Special arrangements may be made at the discretion of the Director. If such an agreement is agreed upon, late fees may be applicable.**

A \$1.00 a minute late charge will be added for any child who is picked up after 6:00PM. If, by 7:00PM, a child has not been picked-up and we have not heard from his/her parent/legal guardian, child social services will be called.

Children will be under the supervision of an experienced Director. Failure to respect the Before / After School Care workers or student discipline problems may result in the child/children being removed from the program.

Ensuring the safety of our children, families and staff is of the utmost importance. If school is on a two-hour snow delay, the **Before Care program will open as close to 6:30AM as possible.** When the school closes early due to hazardous weather the **After Care program will also be closed.**

Families eligible for Reduced Lunch will pay 75% of the fees.

Families eligible for Free Lunch will pay 50% of the fees.

## **EXTRACURRICULAR ACTIVITIES**

Our Lady of Grace strives to provide every student opportunities to experience excellence from within. To this end a variety of extracurricular activities are offered. Students will be offered the opportunity to engage in academic competitions, social groupings, athletics, visual and performing arts, liturgical ministries as well as academic offerings not part of the regular school day.

### **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Our Lady of Grace School believes that all students are capable of achieving excellence. If a student is struggling in any area of formation (academic, physical, social, artistic or spiritual) the adults have an obligation to assist this student in finding success. While poor grades do not

preclude students from long term engagement in extracurricular activities, poor grades may make it necessary for students to miss practices, games or activities to make up work or to receive tutoring. It is the responsibility of all students to achieve at their own potential and to ensure that their academic performance does not hinder the progress of their team, club or organizations to which they belong.

### **FIELD TRIPS**

Students may be provided with educational opportunities that exist to expand their knowledge and cultural experiences. Any field trip sponsored by the school will be adequately chaperoned by faculty, staff and other appropriate adults. Written permission by parent/guardian is required for all field trips. No student will participate in field trips without written permission of parent/guardian. The principal, in consultation with the teachers and chaperones, may exclude students from participation in any given field trip. This will usually be done if the nature of the trip is such that the student is not likely to be able to uphold the expectations and/or if staying behind to do class work is of more overall benefit to the student.

### **OVERNIGHT POLICY**

To insure the safety of the students and to protect against personal liability on the part of school administrators, teachers and chaperones on overnight field trips, it is the policy of Our Lady of Grace School to not participate in overnight field trips in any case where students will be left without direct adult supervision for extended lengths of time. An example of this is where sleeping arrangements would not permit for adult supervision in each room where students will sleep.

### **HIGH SCHOOL RECRUITMENT**

Our Lady of Grace School encourages our 7<sup>th</sup> and 8<sup>th</sup> graders to be actively engaged in the high school selection process. Our Lady of Grace will allow 8<sup>th</sup> graders two (2) shadow days. Please call the school office to verify that the student is visiting a high school.

High schools may be given class lists and student mailing information so that students receive materials regarding testing, registration, and programs. Transfer records will be sent free of charge to one high school only. Records requested for additional schools will be sent at a cost of \$5.00.

### **RECESS**

Students in grades K-2 will have an AM recess. Students in grades K-8 will be provided a recess period either before or after they eat lunch. During recess periods students will be supervised by at least two faculty or staff members.

Please be sure to send your children to school with warm winter clothing (including gloves and hats). Please make sure that all clothing items are marked with names either on the collar or on the tag so that we can return any items that may get lost. As necessary, students will have indoor recess in their homerooms.

All students are to go outdoors with their class. When recovering from an illness requires indoor recess for a limited time, parent(s)/guardian(s) are to request in writing that their child remain indoors and specify the time during which they wish the child to be indoors. If a child is to be excluded from outdoor recess for an extended period of time, a note from a physician is required.

All playground rules are strictly enforced to ensure student safety. Students may not leave the playground for any reason without the consent of the teacher on duty. Students are not permitted to re-enter the school building during the recess period without teacher consent.

### **BIRTHDAY CELEBRATIONS**

Please review classroom policies regarding birthday celebrations. It is never acceptable to pass out invitations to birthday or holiday parties unless every student (boys/girls/both) in the classroom is invited. Birthday treats should always be packaged individually to avoid the transmission of germs. Flowers, balloons or other gifts are not to be delivered to the school.

### **OUR LADY OF GRACE PTO**

The purpose of the PTO is to provide volunteer support, promote communication, and provide additional sources of revenue that will benefit the youth of the Our Lady of Grace school community.

Membership is open to all parents, guardians, and members of the community who are affiliated with Our Lady of Grace Catholic School or one of its covenant parishes. The pastors of the covenant parishes, along with the principal and faculty/staff of Our Lady of Grace Catholic School shall be honorary, non-dues paying members.

Board meetings shall be held at least four (4) times a year at the location and time determined by the Board. All members are welcome to attend the board meetings.

### **TELEPHONE**

The phone in the school office is for school business only. Students will not be permitted to use the phone in the office without the written permission of the principal or teacher. Phone use by students will be limited to calls of an urgent or emergency nature only. (Students may not use the phone to call concerning forgotten assignments, gym clothing, or to obtain permission to visit a friend after school.)

Phone messages for students: Only urgent messages can be delivered to a student during the day. Students are allowed to carry cell phones in their backpacks for use outside of the school building during non-school hours. Cell phones must be turned off during the day and may not be pulled out at any time (even if used as the students' time piece).

### **TRANSPORTATION**

School bus service is usually provided by the District of residence in accordance with policies established by the district. We work with Northwest, Cincinnati Public and Mt. Healthy School Districts to establish bus routes and pick-up and drop-off times. When we receive service, it is

provided at no charge. North College Hill provides no busing but will reimburse mileage in accordance with their policies. Contact North College Hill School District for details.

Students who are transported to and from school must observe all the safety regulations required by the offices of their District of residence. Failure to obey these rules may result in the loss of bus privileges.

In general, the following protocol is followed when bus reports are issued to students:

1. The first bus report is generally a warning unless the offending behavior is excessive or harmful to others. In those situations, the consequences can move to a higher level.
2. The second bus report results in a Thursday detention.
3. The third bus report results in a bus suspension. The number of days of the suspension are commensurate with the offense.
4. Additional bus reports result in an increase of bus suspension time. When there is no attempt by the student to stop inappropriate bus behaviors, the student will be permanently removed from the bus.

## **VOLUNTEERS**

Our Lady of Grace School encourages and is grateful for the volunteers who serve in many capacities throughout the school year. There are many volunteer opportunities available. If you are interested, please contact the school office.

The Archdiocesan *Decree on Child Protection* requires that volunteers who work regularly with children must have a criminal background check from [selection.com](http://selection.com) as well as VIRTUS training.

## **POLICY OF AMENDMENT**

The principal reserves the right to amend this handbook as needed.

## PROBATIONARY CONTRACT

Our Lady of Grace School provides a Christian environment in which each of our students has the opportunity to fulfill his/her God given potential. The wonderful students, parents, teachers, as well as the support of our parish communities ensure excellence in all that we do. Preserving and enhancing this culture of excellence and this environment poised to facilitate high levels of achievement is our top priority.

Out of respect for this culture, transfer students will be welcomed at Our Lady of Grace given that (1) there is sufficient room within the grade level being sought and (2) the student and his/her parent(s)/guardian(s) are able to be appropriately served by our community while at the same time themselves enhancing (and in no way detracting from) our school culture.

All transfer students will be placed on academic and behavioral probation. The principal reserves the right to establish the parameters of the probationary period.

- a. **Usually** academic probation will be for the period of one (1) trimester and may be successfully lifted after the student has achieved an average of "C" or better in all subjects (Math, Science, Social Studies, Reading, Expression, and Religion). Work completion is also a condition of continued enrollment.
- b. **Usually** behavioral probation will be for the period of one (1) year and may be lifted only after the student has completed the year without accumulating more than 10 behavior points. A serious violation of the school's discipline code may result in automatic dismissal from the school.
- c. Excessive absences (10 or more) and/or late arrivals (7 or more in a trimester) to school may be considered when offering the student the opportunity to register for the next school year.

---

*The principal reserves the right to determine whether or not Our Lady of Grace School is an appropriate placement for any student seeking admission or already admitted to Our Lady of Grace School.*

---

I understand that (student's name) \_\_\_\_\_'s enrollment at Our Lady of Grace School is conditioned upon the principal's lifting the probationary status.

(Student) \_\_\_\_\_

(Parents/Guardian) \_\_\_\_\_

(Parents/Guardian) \_\_\_\_\_

(Principal) \_\_\_\_\_

Date \_\_\_\_\_

.

## APPENDIX II: OUR LADY OF GRACE (OLG) TUITION PAYMENTS

### TUITION PAYMENTS

A non-refundable deposit of \$50 per student, or \$50 per family (if there is more than one child), must be paid at the time of registration. The deposit is a part of the tuition. The balance may be paid in one of three different ways:

- 1) Annual payment. One payment of entire tuition by July 7, 2016. (Billed by FACTS or by Automatic Check Withdrawal-ACH)
- 2) Semi-annual payment. Half the tuition by July 7, 2016 and the other half by Jan. 7, 2017. Must be paid by ACH.
- 3) Ten or eleven monthly payments. Payments commence in May 2015 or on registration. If registration is later, parents must pay enough to come current with 10 monthly payments. Must be paid by ACH.

Payment date can be the 5<sup>th</sup> or 20<sup>th</sup> of the month. Payment can be made by credit card. FACTS will charge a convenience fee.

If payments are not received by the due date, a \$40 late fee will be assessed by FACTS. If a check is returned by the bank or if an ACH debit bounces, FACTS will assess a fee of \$30.

Families are expected to keep their accounts current. If a family from a covenant parish is in need of financial assistance, or is experiencing other extenuating circumstances, the parent or guardian must contact his/her parish office for assistance at the earliest possible date. If a private family parent/guardian is falling behind in payments he/she should contact Our Lady of Grace's business office as soon as possible to make alternative payment arrangements. **If a family's account is three month's delinquent, the student/s will be withheld from the classroom until the account is brought to current status. No family will be allowed to start a new school year with delinquent tuition/fees from a prior year, or a past due balance for the current year.**

Families with children on the Ed Choice Program must comply with all requests from Our Lady of Grace office staff, to facilitate the prompt release of these funds rightfully earned by the school.

The parent or guardian who signs the payment agreement is responsible for the total amount of annual tuition. Divorce decrees and agreements between parents/guardians must be settled without OLG involvement. Parents/guardians are jointly and severally liable for their student's tuition/fees.

## APPENDIX III: GENERAL HOMEWORK TIPS

✧ **Make sure your child has a quiet, well-lit place to do homework.**

Avoid having your child do homework with the television on or in places with other distractions, such as people coming and going.

✧ **Make sure the materials your child needs, such as paper, pencils and a dictionary, are available.**

Ask your child if special materials will be needed for some projects and get them in advance.

✧ **Help your child with time management.**

Establish a set time each day for doing homework. Don't let your child leave homework until just before bedtime. Think about using a weekend morning or afternoon for working on big projects, especially if the project involves getting together with classmates.

✧ **Be positive about homework.**

Tell your child how important school is. The attitude you express about homework will be the attitude your child acquires.

✧ **When your child does homework, you do homework.**

Show your child that the skills they are learning are related to things you do as an adult. If your child is reading, you read too. If your child is doing math, balance your checkbook.

✧ **When your child asks for help, provide guidance, not answers.**

Giving answers means your child will not learn the material. Too much help teaches your child that when the going gets rough, someone will do the work for him or her.

✧ **When the teacher asks that you play a role in homework, do it.**

Cooperate with the teacher. It shows your child that the school and home are a team. Follow the directions given by the teacher.

✧ **If homework is meant to be done by your child alone, stay away.**

Too much parent/guardian involvement can prevent homework from having some positive effects. Homework is a great way for kids to develop independent, lifelong learning skills.

✧ **Stay informed.**

Talk with your child's teacher. Make sure you know the purpose of homework and what your child's class rules are.

✧ **Help your child figure out what is hard homework and what is easy homework.**

Have your child do the hard work first. This will mean he will be most alert when facing the biggest challenges. Easy material will seem to go fast when fatigue begins to set in.

FROM: <http://www.ed.gov/parents/academic/involve/homework/homeworktips.pdf>

## APPENDIX IV: OLG TUBERCULOSIS SCREENING POLICY

*The following policy is based on recommendations from the Hamilton County Public Health TB Control Unit and Ohio Revised Codes 3301.7 and 3701.13; effective August, 2009.*

1. The following students and staff must provide documented evidence of having a negative TB test within 90 days of their first day of employment or enrollment in the school.
  - All foreign-born, newly enrolled students who have been in the USA for 5 years or less.
  - All foreign-born, newly hired staff who have been in the USA for 5 years or less.
2. The TB test that is required must be either a Mantoux Test 5 TU PPD (skin test) or a QuantiFERON blood test.
3. Students and staff in the process of completing the TB testing may begin attendance or employment for no more than 30 days as long as they **do not** have TB symptoms as verified by a licensed physician or nurse.
4. If the TB skin test or blood test is positive, the person may remain in the school, but must provide proof of the following: within 90 days of their first day of attendance or employment with the school.
  - a normal chest x-ray
  - verification from a physician of the absence of communicable tuberculosis

\*\*\*\*\* **Please note:** A positive skin test **does not** indicate active TB disease. Only those persons who display signs and symptoms of active TB disease, with or without a positive skin test, will be removed from school.

5. Any person with either: (1) a documented history of tuberculosis, or (2) a positive PPD or blood test and a normal chest x-ray, must provide documented proof of the absence of TB symptoms, as determined by symptom screening by a licensed physician or nurse. **Repeated chest x-rays are not required in the absence of symptoms of tuberculosis.**
6. Any current staff member or currently enrolled student who travels **at any time** to a high-risk country, as defined by World Health Organization Global TB Control, in a non-tourist capacity, must provide documented evidence of having a negative skin test or blood test in no less than 60 days but no more than 90 days after their return from travel.  
A "non-tourist capacity" is defined as:
  - a mission trip,
  - staying with family/friends in a private residence,
  - spending most of the travel time in a home or facility where the residents of the foreign country live.

Retesting is not required unless the person returns to a high-risk country for at least one week in a non-tourist capacity.



*APPENDIX V: COMPLAINT OF CONDUCT FORM A*

Our Lady of Grace  
Complaint of Conduct  
Documentation Form A

Date \_\_\_\_\_  
Name of person reporting \_\_\_\_\_  
Signature of person reporting \_\_\_\_\_  
Contact Information \_\_\_\_\_

Name of person displaying inappropriate behavior \_\_\_\_\_  
Name of targeted person \_\_\_\_\_  
Date incident occurred \_\_\_\_\_

Describe the incident

---

---

---

---

---

How did you become aware of the incident?

---

---

Where did this incident occur?

☐ Classroom ☐ Bathroom ☐ Halls ☐ Specialty Class ☐ Playgrounds ☐ Lunch  
☐ Bus ☐ Other \_\_\_\_\_

Are there other incidents involving this student that you are aware of? If so,  
please describe and discuss how you became aware of the incidents:

---

---

---

Action taken by the school if any: \_\_\_\_\_

## APPENDIX VI: ASBESTOS HAZARD EMERGENCY RESPONSE

Dear Parents, Teachers, and Staff:

In accordance with regulations of the Environmental Protection Agency (EPA), we are required to notify parents, teachers and other employees each year of the availability of the Asbestos Management Plan and the response actions we are taking to maintain asbestos containing materials in our school.

An updated Management Plan has been prepared for the school to ensure the proper maintenance and responses for asbestos-containing materials or suspect asbestos-containing materials. Appropriate response actions have been and will be taken to ensure the asbestos is maintained in good condition.

A periodic surveillance of the school has occurred every six months since the original inspection. Additionally, formal re-inspections were completed every three years since the original inspection. Copies of these reports are on file with the Archdiocese.

Custodians and maintenance workers have been instructed on the health effects of asbestos and the importance of maintaining this material in good condition during their normal day to day activities.

No asbestos abatement activities are scheduled at this time.

If you wish to review the Management Plan, please notify the business office.

Sincerely,

Mike Desmier,  
OLG Business Manager

APPENDIX VII: PARENT/STUDENT SIGNATURE PAGE



We have gone to [www.olgcs.org](http://www.olgcs.org) to read and discuss the information contained in the student handbook. We understand that the policies set forth are intended to create an educational environment in which each OLG student can fulfill his/her God given potential.

*We understand that if we want a hardcopy of the handbook, we must print it off of the web site.*

By signing the log below we are agreeing to the stipulations set forth in the handbook and acknowledging that there was an age appropriate discussion and review of the handbook within our home.

---

Date

---

Parent/Guardian Name (printed)

---

Parent/Guardian Name (*signature*)

---

Student Name (printed) Homeroom

---

Student Name (*signature*)

---

Student Name (printed) Homeroom

---

Student Name (*signature*)

---

Student Name (printed) Homeroom

---

Student Name (*signature*)

---

Student Name (printed) Homeroom

---

Student Name (*signature*)

***Please sign and return this form to your youngest child's homeroom teacher  
on or before the first day of school.***