

*"Expanding Minds. Growing Faith. Inspiring Service."*

# Student Handbook 2026-2027

*\*revised 6/04/2026*



OUR LADY OF GRACE  
CATHOLIC SCHOOL

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 (i.e. mkirk@olgcs.org)

Pastor	Fr. Jim Wedig	521-7274
Principal	Mandy Kirk	931-3070
Business Manager	Mike Desmier	931-3070
School Secretary	Beth O’Shaughnessy	931-3070
Fax	Our Lady of Grace	931-3707
Maintenance	Eric Kuhlmann	931-3070
Cafeteria	Cathy Lawson	521-2112
Nurse	Sherri Brady	931-3070

**RIGHT TO AMEND: The policies outlined in this handbook have been established for the academic year 2026-27. The principal reserves the right to amend this handbook. Parents will be given notice of any changes in writing.**

Table of Contents

Mission & Belief Statements	5
Education Commission	6
Admission / Tuition Policies	6
Registration Priority	6
School Age	7
Attendance Under Special Circumstances	7
Admissions Process	8
Tuition Policy Requirements	9
In-Parish Tuition	9
Out-of-Parish Tuition	10
Deposits / Fees	11
Other Financial Policies	11
Personnel	12
Academic Policies	13
Faith Formation Program	13
Curriculum & Core Subjects	13
Homework	14
Textbooks & Instructional Materials Policy	15
Grading Scale / Student Report Cards	16
Promotion & Retention	17
Intervention Assistance Team	18
Student Recognition	18
Testing & Records	19
Attendance / Absences	20
The School Day	20
Excessive Absences & Extended Illness	21
Procedures for Reporting an Absence	21
Tardiness	22
Inclement Weather Policy	22
Non-Academic Policies	23
Communications	23
Right to Pursue School’s Mission	24
Health / Nurse Policies	25
Health Records	25
Administration of Medication	26
Diabetic Care Policy	28
Emergency Medical Authorization	31
Food Allergies	31
Special Health Concerns	32
Child Abuse & Neglect – Reporting	33
Birthday Celebrations	33
Behavioral Program	34
Code of Conduct	34

Expectations	34
Classroom Management	35
Conduct Points	36
Out of School Suspension	37
Search & Seizure / Criminal Behavior	38
Student Behavior Plans	39
Harassment, Intimidation & Bullying Policy	39
Theft or Loss of Personal Property	41
Electronic Devices	43
Inappropriate Use of Technology	44
Dress Code	44
Out-of-Uniform Days	46
Cafeteria Services	47
<u>Library Use</u>	47
After School Care (ThreeD Childcare Services)	48
Extracurricular Activities	48
Field Trips	49
High School Recruitment	49
Recess	49
OLG PTO	50
<u>School Office Policies</u>	50
Visitor & Volunteer Policies	51
Policy of Amendment	51
Probationary Contract	52
Appendix II: OLG Tuition Payments	53
Appendix III: General Homework Tips	54
Appendix IV: OLG Tuberculosis Screening Policy	55
Appendix V: Complaint of Conduct Form A	56
Appendix VI: Asbestos Hazard Emergency Response	57
Appendix VII: COVID-19 Acknowledgement of Risks	58
Appendix VIII: ODE Special Diet Form	59
Appendix IX: Release of Directory Information	61
Appendix X: Parent / Student Signature Page	62

## **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 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 Pastor for a 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. (The policies and procedures of the Education Commission are being reviewed and will be updated when the review process is complete.)

## **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 1-3 our maximum class size is 26. In grades 4-8 our maximum class size is 32.

### **REGISTRATION PRIORITY**

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.

### **NON-DISCRIMINATION STATEMENT**

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 solely 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.

#### SCHOOL AGE

In accordance with Section 3321.01 of the Ohio Revised Code, no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age (respectively) on or before September 30 of the year of admittance. Children who become five or six before October 1 are “of age” for kindergarten and first grade, respectively. Children who become five or six between October 1 and January 1, inclusive, shall be considered as underage candidates for kindergarten and first grade, and may be admitted on a trial basis at the discretion of the administration. No children who turn six after January 1 will be admitted to first grade during the school year already in progress. No child shall be admitted to the first grade if he/she has not successfully completed kindergarten.

#### EDUCATING STUDENTS WITH SPECIAL NEEDS

Our Lady of Grace will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child’s needs, then the child may be offered the opportunity to enroll.

#### ACCURACY OF INFORMATION STATEMENT

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

#### ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

Our Lady of Grace is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school’s activities. It would be inconsistent with the school’s identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student’s expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by Our Lady of Grace when determining whether to admit or retain a student.

#### STUDENT PREGNANCY

The decision to admit or retain a student in the school who has become pregnant, or caused another student to become pregnant, will be made by the pastor/president and/or principal after all involved parties have been consulted. In each case, the decision will be made with the welfare of the student(s) involved, and the common good and welfare of all the students considered.

#### GENDER IDENTITY POLICY

According to the Catholic Faith, a person’s sexual identity is rooted in one’s biological identity as male or female. A person’s biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity: In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the

principles of Catholic doctrine.

Catholic schools should:

1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person’s biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student’s biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

#### ADMISSIONS PROCESS

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 email 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 OPTION C 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 through communication with the OLG Business Manager.

The individual OLG \*parishes will monitor the participating school family requirements. Those families that do not meet these requirements 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 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.
4. Registration for a school year will not be accepted if the family is delinquent in tuition/fees, cafeteria or library charges 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**

### **PASTOR**

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

### **EDUCATION COMMISSION**

This commission assists the Pastor and principal in establishing school policy. Membership includes the Pastor, the pastors of each covenant parish, the principle, a faculty member and appointed members of the participating parishes. (The policies and procedures of the Education Commission are being reviewed during the 2022-23 school year and will be updated by the start of the 2023 school year.)

### **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 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**

*“Expanding Minds. Growing Faith. Inspiring Service.”*

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 4-8. 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.

### **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. 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, Social Studies. On a weekly basis each student will attend classes in Physical Education, Music, Art, Technology and Library.

#### 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.

Our Lady of Grace abides by the teachings and rules of the Catholic Church, and Faith is integrated into all aspects of the school’s activities. According to the Catholic Faith, a person’s sexual identity is rooted in one’s biological identity as male or female. Our Lady of Grace considers the gender of all students as being consistent with their biological sex, including participation in school athletics and teams, school-sponsored activities, dress and uniform policies, the use of changing facilities, titles, names and pronouns, and school records. By enrolling my child at Our Lady of Grace and signing the Handbook Agreement in Final Forms, I understand and agree to this policy.

#### 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 3-8 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 <https://files.eric.ed.gov/fulltext/ED400122.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 4 mark is typically not assessed until the end of the year. Students are not able to attain this mark until the end of the year.

\*\*\*The 3 mark is the end-of-year goal for all students. Students are not able to attain this mark until after the first trimester and typically not until the end of the year.

\*\*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**

99 – 100 : A+  
95 – 98 : A  
93 – 94 : A-  
91 – 92 : B+  
87 – 90 : B  
85 – 86 : B-  
83 – 84 : C+

79 – 82 : C  
77 – 78 : C-  
75 – 76 : D+  
72 – 74 : D  
70 – 71 : D-  
0 – 69 : F

**Effort Code**

1 – Satisfactory  
2 – Needs Improvement

### ONLINE GRADES

Parents of students in grades 4-8 have access to student progress on a daily basis through Option C. Grades will be refreshed on a weekly basis 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 may be retained in that grade for the following school year. These subjects are: Religion, Reading, Expression, Math, Social Studies, and Science. Students who receive a failing grade in one or two of these subjects may 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) 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) 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.

#### WITHDRAWAL/DISENROLLMENT FOR ACADEMIC REASONS

A student may be asked to withdraw for academic reasons from Our Lady of Grace Catholic School if it has been determined the school cannot meet the student’s instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. Our Lady of Grace may disenroll a student if a parent/guardian is unwilling to act in accordance with the school’s request for withdrawal due to academic reasons.

#### TEMPORARY HOME INSTRUCTION

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

#### 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

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 18 quality points in the core subjects (Religion, Expression, Reading, Math, Social Studies, and Science).
2. C or better in all subjects.

### MERIT HONORS (GRADES 4-8)

Effort grade of “1” in all 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 ARK test is administered to students in grades 2-8. ARK assesses faith knowledge and the affective domains of beliefs, attitudes, practices, and perceptions.
- The iReady test will be given in grades K-8 in the fall, winter, and spring of each school year. These scores will become part of the student's permanent record and will be on file in the office. The results are used to meet criteria for our Intervention program.

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

### RECORDS REVIEW

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students’ parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

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

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

## **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 7:30 am. Students arriving between 7:30 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 absences, 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 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 in excess of 30 days during the school year may not be promoted to the next grade until they successfully complete a summer program approved by the principal.

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 the resident school district 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 contact the parent or guardian at the numbers listed in OptionC.
- If after three days all attempts to communicate with the parent or guardian of an absent child have failed, officials 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 OptionC / Google Classroom to monitor classroom assignments. The number of days given for completion of work will equal the number of days absent. Teachers are not required 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. 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 truancy officer of the resident school district.

#### 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 at the main entrance 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 school office personnel 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.

#### 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 Option C. Any changes to your phone number should be changed by the parent in Option C and 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.

## **NON-ACADEMIC POLICIES**

### **COMMUNICATIONS**

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

- The Friday 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.
- OptionC 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 OptionC, interim report cards are not issued for these students. All parents are required to sign up for OptionC 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 communication 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 contact information current in OptionC and FinalForms. In the event a parent cannot be reached, school office personnel will use the emergency contact information in FinalForms.
- [www.olgcs.org](http://www.olgcs.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 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 Pastor, the principal and/or the teacher(s)/staff member(s) may be present at this conference.
4. The Pastor reserves all rights to make final decisions concerning grievances. The decisions of the 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.

#### WITHDRAWAL/DISENROLLMENT OF STUDENTS BASED UPON THE CONDUCT OF PARENTS/GUARDIANS

Our Lady of Grace School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented. In this event, the following procedure shall occur:

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student’s potential disenrollment.
2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.
3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.

## 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 and/or nurse’s office. Our Lady of Grace complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although Our Lady of Grace complies with those minimum immunization requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian’s conscience or religious conviction objection or by revoking a previous exception.

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.

#### ADMINISTRATION OF MEDICATION

Our Lady of Grace follows the following Archdiocese of Cincinnati mandate and Section 3313.713 of the Ohio Revised Code regarding administering medication to students.

##### Administering Medications to Students (O.R.C. 3313.713)

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used. A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

- 1) The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;
- 2) The school receives a statement, signed by the prescriber, that includes the following information:
  - a) The name and address of the student;
  - b) The school and class in which the student is enrolled;
  - c) The name of the drug and the dosage to be administered;
  - d) The times or intervals at which each dosage of the drug is to be administered;
  - e) The date the administration of the drug is to begin and end;
  - f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
  - g) Special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
- 4) The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
- 5) The drug is received by the employee(s) designated by the school to administer the drug

- to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
- 6) Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student’s parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student’s respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye’s syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it. Notwithstanding the above, a student may possess and use an epinephrine auto injector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student’s parent/guardian. Second, the school must have written approval of the prescriber of the auto injector. The prescriber’s written approval must include the following:

1. The student’s name and address;
2. The names and dose of the medication contained in the auto injector;
3. The date the administration of the medication is to begin and end, if known;
4. Acknowledgment that the prescriber has determined that the student is capable of possessing and using the auto injector appropriately and has provided the student with training in the proper use of the auto injector;
5. Circumstances in which the auto injector should be used;
6. Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student’s anaphylaxis;
7. Any severe adverse reactions that may occur to the child using the auto injector that should be reported to the prescriber;
8. Any severe adverse reactions that may occur to another child, for whom the auto injector is not prescribed, should such a child receive a dose of the medication;
9. At least one emergency telephone number for contacting the prescriber in an emergency;
10. At least one emergency telephone number for contacting the parent/guardian; and
11. Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student’s parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

### MEDICATION ADMINISTERED AT SCHOOL

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing physician. A note from the student’s parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication.

Medication sent to the school must be in its original container and have an affixed label indicating the student’s name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian.

No medicine (prescription or over the counter) may be kept by the student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes.

### DIABETIC CARE POLICY

Our Lady of Grace complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care.

Our Lady of Grace is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students’ treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. Responding to blood glucose levels that are outside of the student’s target range;
3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. Providing oral diabetes medications;
6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student’s treating physician;
7. Following the treating physician’s instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student’s parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student’s diabetes.

### SCHOOL ADMINISTRATION OF DIABETES MEDICATIONS

Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all of the following are satisfied:

- 1) The school receives a written request, signed by the student’s parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
- 2) The school receives a statement, signed by the prescriber, that includes all of the following information:
  - a) The name and address of the student;
  - b) The school and class in which the student is enrolled;
  - c) The name of the drug and the dosage to be administered;
  - d) The times or intervals at which each dosage of the drug is to be administered;
  - e) The date the administration of the drug is to begin;
  - f) The date the administration of the drug is to cease;
  - g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
  - h) Any special instructions for administration of the drug, including sterile conditions and storage.
- 3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
- 4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
- 5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
- 6) Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

### STUDENT ADMINISTRATION OF DIABETES MEDICATIONS

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student’s treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and

management of his/her diabetes in accordance with the order issued by the student’s treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks. If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student’s permission to attend to the care and management of the student’s diabetes.

#### NON-RESTRICTION DISCLAIMER

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

#### POLICY ON STUDENT USE OF MARIJUANA

Our Lady of Grace is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

Our Lady of Grace maintains a policy of zero tolerance for students’ use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student’s status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

#### 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 an electronic form through Final Forms to be completed by the parent/guardian prior to the first day 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 log in to Final Forms and update this form 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; See Appendix VIII: ODE Special Diet Form on page 59
- 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. (Please see Appendix VII for specific information on COVID 19). 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.

#### 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).

#### 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 follow all Archdiocese of Cincinnati mandates and Section 2151.421 of the Ohio Revised Code 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 2023. Educators are mandatory reporters.

#### DISABLED STUDENTS

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.

#### 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).

#### 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.

## **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 OptionC 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

## 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, 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 = After-school Detention (3:00-4:00 P.M.), Referral to Office
- 10<sup>th</sup> Conduct Point = 2x After-school Detention (3:00-4:00 P.M.), Referral to Office
- 15<sup>th</sup> Conduct Point = Conference with teachers, parents/guardians and principal (with the potential for an out of school suspension)
- 20<sup>th</sup> Conduct Point = Out of School Suspension

### **Level 1 Infractions**

Warnings may be issued for the following inappropriate behaviors:

- Eating / Chewing gum without permission
- Tardy when switching classes
- Unprepared for Class
- Leaving designated area without permission
- Uniform Violations
- Unsigned / Lost Planner

Accumulation of warnings will result in loss of recess time.

### **Level 2 Infractions & Automatic Detentions**

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

- Abusive / Aggressive behavior (physical or verbal)
- Damage to others' / school property
- Disrespect
- Lacking Reverence during prayers / liturgy
- Inappropriate Physical Contact
- Stealing
- Violation of School Safety Rules
- Cheating / Forgery / Plagiarism (see definition below)
- Deception / Lying
- Disturbing Class
- Inappropriate Use of Technology (including cell phone use)
- Not following teacher directions
- Use of obscenity (verbal / written / gesture)

### **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 7:30AM and the time the student has left school property. 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.

### **Detention Procedures**

1. All detentions will be held after-school from 3:00-4:00 P.M.
2. Students receiving detentions have shown behavior detrimental to our school community. In an effort to help remedy this behavior, students will help the school during detention by cleaning throughout the school, helping teachers in their classrooms, general office work, etc. If there is not a need for this helpful behavior on a certain day, students will use the detention time to write the Code of Conduct.
3. 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 4:05 P.M., he/she will go to the Groesbeck Public Library. Parents should be prepared to pick them up there.
4. Detentions can only be rescheduled with the consent of the principal.

### **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.

### **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
Harassment	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 OptionC and Google Classroom, and complete that day's homework in order to stay current with class material.
3. Credit may not 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.
5. After completion of a suspension, the student must:
  - a. meet formally with the principal for readmission
  - b. remain on probation with automatic dismissal possible for unacceptable conduct

### 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 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. Our Lady of Grace reserves the right to search and inspect school property used by students at any time.

### 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.

### HARASSMENT, INTIMIDATION, AND BULLYING POLICY

It is the policy of Our Lady of Grace (the “School”) that any form of harassment, intimidation, or bullying is expressly forbidden.

The Parish and School’s internet and computer system and equipment may not be used to engage in harassment, intimidation, or bullying. The “Student Responsible Use of Technology” form must be signed by each student and on file with the School. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

### **Definition of Terms**

“Electronic act” means an act committed through the use of a cellular or other telephone, computer, pager, personal communication device, or other electronic communication device.

“Harassment, intimidation, or bullying” means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and

- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred.

What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its professional and educational discretion and judgment.

### **Types of Conduct**

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
  - Posting slurs on the Internet, websites, blogs, or social media/networks; Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
  - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
  - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

## COMPLAINTS REGARDING HARASSMENT

### **Formal Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses.

Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

### **Informal Complaints**

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

### **Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

### **CRIMINAL MISCONDUCT**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

### **THEFT OR LOSS OF PERSONAL PROPERTY**

Our Lady of Grace shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not Our Lady of Grace, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk.

Parents/guardians should take steps to ensure that any valuable items are appropriately insured. When appropriate, Our Lady of Grace will report to authorities and prosecute all thefts or vandalism to property.

### **REQUIRING COUNSELING OR THERAPY**

Our Lady of Grace reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for Our Lady of Grace to speak with the counselor, therapist,

or other mental health professional in such instances to ensure the students’ behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, Our Lady of Grace reserves final judgement in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

#### CONDUCT DISCLAIMER

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)’ perceived maturity level, the conduct at issue, the student(s)’ attitude and degree of cooperation, the student(s)’ disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School’s authority, discretion, judgment, or responsibility in any student disciplinary matters.

#### FINALITY OF DECISIONS

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

#### PROCEDURES TO BE FOLLOWED IN CASES OF SUSPENSION AND EXPULSION

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
- When a student’s behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student’s removal and proposed expulsion.

- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

### 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. Without principal approval, no smartwatches are to be brought to school.
5. 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.
6. Cell phones- please see the specific cell phone policy on page 30.
7. 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.
8. Without teacher approval, removable storage devices (external drives, etc.) may not be used to transfer data between home and school.
9. 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 at the discretion of the principal.

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.

While Our Lady of Grace attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with ABC School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

All information 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 media of any Our Lady of Grace community 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 under the uniform 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 gym shoes during PE class.
2. Students in grades K-8 will wear their uniform for gym class (girls may remove their jumper/skirt and wear their uniform shirt and the shorts they have on under the uniform).
3. Athletic shorts must be no shorter than fingertip length and may be no longer than just below the knee.

## NAME TAGS

Students at OLG are required to wear name tags. The first name tag will be given to students free of charge. 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 should 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. Smartwatches are not permitted except with the approval of the principal.
  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: any distracting, extreme or unsafe nails are unacceptable. The administration reserves the right to determine nail design acceptability. Parents/guardians are welcome to consult with the administration regarding the appropriateness of a proposed nail style.
  8. Nylons
  9. Spray deodorant and/or body spray (may not be brought into the building or on the bus)
  10. Tattoos or writing on skin
  11. Body piercings
  12. Purses worn on the body during the school day. They may be carried to and from the bathroom and lunch as needed. The remainder of the school day, purses should be kept in lockers, backpacks, or cubbies.

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 midribs 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 LUNCHESES**

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 and volunteers. 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.

## **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**

OLG students using the library after school will be considered walkers and expected to adhere to the library rules. The procedure for the dismissal of walkers at the end of the day will be as follows: These students are called after car and bus riders are dismissed. They are walked by the teachers to the end of the sidewalk/side door out of the building and are released from there.

The library is a great resource to our families, and we are excited that our students have this safe place to go after school. However, once the students are dismissed, school personnel are no longer monitoring them. Some parents may be comfortable with their child's decision-making after dismissal, while others may want to ensure their child goes and stays at the library. Please communicate your specific expectations to your child directly.

Library personnel will 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 detention. Subsequent conduct reports will result in a suspension from the use of the library.

## **BEFORE / AFTER SCHOOL CARE**

Kathy’s Angel’s 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.

Please check our website at [www.olgcs.org](http://www.olgcs.org) for registration paperwork in the Kathy’s Angels program.

Children will be under the supervision of an experienced Director. Failure to respect the Kathy’s Angels workers or student discipline problems may result in the child/children being removed from the program.

## **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 the organizations which they belong.

### **FIELD TRIPS**

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. Records will be sent to the student's selected high schools.

### 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. If a child is to be excluded from outdoor recess for any 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.

### 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.

## **SCHOOL OFFICE POLICIES**

### **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.

### **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 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 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.

### **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 will not disturb classes and will only be permitted in the building with an appointment.

## 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 SafeParish orientation session and subsequent completion of SafeParish 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.)
3. All volunteers will be required to sign a volunteer contract provided by the principal.

## **POLICY OF AMENDMENT**

This handbook is not a binding contract on Our Lady of Grace. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

## **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 \_\_\_\_\_

This contract must be signed by the parent or guardian in Final Forms.

## 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. (Billed by FACTS or by Automatic Check Withdrawal-ACH)
- 2) Semi-annual payment. Half the tuition by July 7 and the other half by Jan. 7. Must be paid by ACH.
- 3) Ten or eleven monthly payments. Payments commence in May 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: <https://www2.ed.gov/parents/academic/help/homework/index.html>

## 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: COVID-19 ACKNOWLEDGEMENT OF RISKS

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at Our Lady of Grace Catholic School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other Our Lady of Grace Catholic School staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at Our Lady of Grace Catholic School, there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any Our Lady of Grace Catholic School function. The same is true for parent(s) of a student at Our Lady of Grace Catholic School.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person Our Lady of Grace Catholic School functions is the choice of each family, including ours. If student or parent(s) who visit Our Lady of Grace Catholic School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to Our Lady of Grace Catholic School, attend any Our Lady of Grace Catholic School function, or visit Our Lady of Grace Catholic School. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at Our Lady of Grace Catholic School or any Our Lady of Grace Catholic School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department.



## Special Diet Accommodation Form

### Why am I being asked to complete this form?

Institutions or organizations who sponsor and operate a federally funded Child Nutrition Program must make reasonable substitutions to meals and/or snacks on a case-by-case basis for participants who are considered to have a disability that restricts their diet. \* According to the ADA Amendments Act, most physical and mental impairments that substantially limit or affect one or more major life activities or bodily functions will constitute a disability. Sponsors are not required to accommodate special dietary requests that are not a disability. This includes requests related to religious or moral convictions or personal preference. If these requests are accommodated, sponsors must ensure that all USDA meal pattern and nutrient requirements are met. **This form must be completed by a licensed physician, physician assistant, or an advanced practice registered nurse, such as a certified nurse practitioner.** Updates to this form are required only when a participant's needs change.

### Part A: To be completed by parent/guardian

Student's full name:		Student's birthdate:	
Parent/Guardian Name:			
Phone #:		Email address:	
<b>VOLUNTARY AUTHORIZATION:</b>			
Note to parent(s)/guardian(s)/participant: You may allow the director of the school to talk with the medical authority ab this Special Diet statement by signing the Voluntary Authorization section below:			
<b>IN ACCORDANCE WITH THE PROVISIONS OF THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) OF 1996 AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), I HEREBY AUTHORIZE _____ (NAME OF CHILD'S RECOGNIZED MEDICAL AUTHORITY) TO RELEASE SUCH PROTECTED HEALTH INFORMATION OF MY CHILD AS IS NECESSARY FOR THE SPECIFIC PURPOSE OF SPECIAL DIET INFORMATION TO _____ (NAME OF SCHOOL DISTRICT) AND I CONSENT TO ALLOW THE RECOGNIZED MEDICAL AUTHORITY TO FREELY EXCHANGE THE INFORMATION LISTED ON THIS FORM AND IN MY CHILD'S RECORDS WITH THE SCHOOL DISTRICT AS NECESSARY. I UNDERSTAND THAT I MAY REFUSE TO SIGN THIS AUTHORIZATION WITHOUT IMPACT ON THE ELIGIBILITY OF MY REQUEST FOR A SPECIAL DIET FOR MY CHILD. I UNDERSTAND THAT I MAY RESCIND PERMISSION TO RELEASE THIS INFORMATION AT ANY TIME, EXCEPT WHEN THE INFORMATION HAS ALREADY BEEN RELEASED.</b>			
Signature of parent or guardian: _____		Date: _____	

### Part B: To be completed by authorized professional

Please complete the section below on child's special dietary requirements. Be specific as possible and please attach any additional instructions on a separate sheet as applicable.

- 1) State the physical or mental condition/impairment(s) that affects student's diet (required):
- 1) Describe how the physical or mental condition/impairment(s) listed restricts the student's diet (required):

#### 2) List foods to be omitted and substituted. Attach a sheet with additional instructions as needed.

Foods to be Omitted	Foods to be Substituted (Avoid specific brand names if possible)

**Additional Modifications (complete as applicable):**

**Texture Modification (if applicable):**

List foods that need the following change in texture. If all foods to be prepared in this manner, indicate “all”

Pureed:

Ground:

Chopped/cut up into bite size pieces:

**Liquid Consistency (if applicable):**

Pudding Thick       Honey Thick       Nectar Thick       Other (Please describe):

**Adaptive Equipment (if applicable):**

List any special equipment or utensils that are needed:

**Additional instructions/comments:**

**REQUIRED SIGNATURE:**

This form must be signed by a licensed physician, physician assistant, or advanced practice registered nurse. The medical authority should retain a copy of this document for their records.

Prescribing Authority Name & Credentials (print):

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office/Clinic/Hospital Name:

---

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**USDA Non-discrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**1. mail:**

U.S. Department of Agriculture  
Office of the Assistant  
Secretary for Civil Rights 1400  
Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**2. fax:**

(833) 256-1665 or (202) 690-7442; or

**3. email:**

[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

**This institution is an equal opportunity provider.**

updated: 12/2023

Appendix IX: Directory Information Release

Our Lady of Grace has designated the following information as directory information and will release this information for students in Grades Five through Eight to the Archdiocesan School Office for distribution to Catholic high schools in the archdiocese, unless the parent/guardian has submitted a Request to Restrict Directory Information form to the school office prior to June 1, 2026 or at the time of registration, if registered after June 1, 2026.

Student name  
Student address  
Home phone number  
Grade level  
Gender  
Parent e-mail

Parents who wish to restrict directory information should realize that their students will not receive information regarding high school enrollment, information events and testing. This information is available from the individual high schools.

---

Request to Restrict Release of Directory Information

I choose to withhold permission to release any directory information for \_\_\_\_\_  
(name of student)

to the Archdiocesan School office for distribution to Catholic High Schools within the Archdiocese. I understand that s/he may not receive information regarding high school enrollment, information event or testing. I further understand that I must renew this restriction annually.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

APPENDIX X: PARENT/STUDENT ELECTRONIC SIGNATURE WITHIN FINAL FORMS



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 have completed the handbook signature page within Final Forms. By electronically signing within Final Forms, 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.

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