



OUR LADY OF GRACE
CATHOLIC SCHOOL

Faith. Knowledge. Success.

2018-2019

Parent/Student Handbook

The Student/Parent Handbook contains important information about our school's daily procedures, policies, and structure. Please read the entire handbook carefully. It is important that you and our students understand, accept, and follow the information in this handbook. Parent and student signatures are required and indicate that you have read this handbook and will abide by all policies and procedures.

TABLE OF CONTENTS

I. INTRODUCTION

- Vision Statement/Department of Catholic Schools
- Mission Statement
- Beliefs of Our Lady of Grace School
- Profile of a Graduate
- Middle States Accreditation
- Catechetics (Faith Formation)
- Non-discrimination Policy

II. INSTRUCTIONAL PROGRAM

- Textbooks
- Assessments/Testing
- Grading Scale
- Honor Roll

III. DAILY PRACTICES

- Daily Schedule
- Attendance/Absence
- Tardiness
- Early Dismissal
- Wellness Policy
- Cafeteria
- Playground
- Emergencies
- Before and After School Program
- Homework
- Library/Media Center
- Lost and Found
- Party Invitations
- Telephone/Cell Phones
- School Supplies

IV. TUITION

- Scholarship Monies

V. TRANSPORTATION

- Bus
- Car/Walkers

VI. STUDENT ACTIVITIES

- Altar Servers
- Athletics
- Instrumental Music
- Clubs
- Extra Curricular Activities
- Guardian Angels
- Field Trips
- Liturgies
- Student Government

VII. STUDENT SERVICES

- Title I and Act 89 Services
- Speech and Language
- Academic Support Program
- School Counselor
- Student Assistance Program
- Testing Options

VIII. COMMUNICATION

- Mail Day
- Church Bulletin
- Website
- Rights of Non-Custodial Parent
- Transfers

IX. DISCIPLINE

- Introduction
- Suspension Policy
- Expulsion Policy
- Non-Violence Policy
- No Bully Policy
- Cyber Bullying
- Weapons Policy
- Electronic Devices Policy

X. DRESS CODE

XI. HEALTH AND SAFETY

- Illness
- Accident and Injury
- Medication
- Drills
- Visitors
- Security

XII. PARENT INVOLVEMENT

- Parents as Partners
- Volunteers
- Fundraising
- School Advisory Council
- Parent Teacher Guild
- Athletic Association

XIII. RIGHT TO AMEND

**ALL FORMS REFERENCED IN THIS HANDBOOK CAN BE FOUND ONLINE AT www.olgscott.net
OR PAPER COPIES CAN BE REQUESTED THROUGH THE SCHOOL OFFICE.**

I. INTRODUCTION

All Students attending Our Lady of Grace School will participate in Religion classes and prayer, in addition to Mass once a week as a part of the Memorandum of Understanding from the Diocese of Pittsburgh.

VISION STATEMENT/DEPARTMENT FOR CATHOLIC SCHOOLS

The vision for the Department for Catholic Schools is to promote and sustain Catholic Schools of unparalleled quality, which integrate faith into every aspect of life and culture, producing graduates who continually strive for human and Christian perfection.

MISSION STATEMENT

The Mission of Our Lady of Grace Catholic School is to provide a Christ centered community focused on Gospel values, service, and academic excellence in order to foster a lifelong relationship with God and the Church.

BELIEFS OF OUR LADY OF GRACE CATHOLIC SCHOOL

- We believe that each child will develop an understanding of the Catholic Faith in order to build a personal and ongoing relationship with God.
- We believe every child can learn and reach his or her full potential by recognizing individual learning styles and rates of achievement.
- We believe that all children and families are welcomed and accepted into our faith community.
- We believe we are partners with families in their child's learning and faith formation.

PROFILES OF A GRADUATE OF OUR LADY OF GRACE CATHOLIC SCHOOL

A graduate will live Gospel values by:

- Worshiping regularly and participating in the sacraments of Eucharist and Reconciliation for Catholics
- Having the courage to live their faith in decision making and evangelization of others
- Demonstrating a spirit of mercy and forgiveness
- Respecting others and self as images of God
- Respecting life and taking responsibility for God's creation

A graduate will demonstrate a call to service by:

- Continuing to be an active member in the Church and participant in parish life and ministries
- Realizing as a global citizen the need to work cooperatively for the good of all
- Recognizing and addressing the needs of others especially the less fortunate
- Internalizing and finding value in the selfless nature of volunteering

A graduate will demonstrate academic excellence by:

- Exhibiting literacy, competency, and effective study skills in all subject areas
- Being proficient in current Mac and PC platforms to locate, analyze, present and share information
- Showing self-motivation and responsibility for their own learning to reach their own potential
- Being proficient in the twenty-first century learning skills by demonstrating critical thinking, effective communication, and collaboration
- Expressing creativity through both the fine arts and language arts
- Being prepared for high school and the opportunity for advanced placement and honors courses in both core subjects and Spanish

MIDDLE STATES ACCREDITATION

The Middle States Association of Colleges and Schools accredits Our Lady of Grace Catholic School. Middle States accreditation is an expression of confidence in Our Lady of Grace School's mission, goals and objectives, performance and resources, and validates publicly the excellence in education. The Middle States Evaluation is an ongoing process requiring the submission of updated plans. After seven years the school is re-evaluated for continued accreditation. Our Lady of Grace School was re-accredited in May 2017.

CATECHETICS (Faith Formation)

Catechetics is the center of the Catholic school. A conscious effort is made to create a Christ-centered atmosphere by stressing Christian values and morality in the classroom as well as throughout the school. A conscious effort is made to integrate faith into every aspect of the school curriculum.

Our belief in Jesus has drawn us to this school community. Our beliefs are expressed in and strengthened by daily communal prayer. Students develop skills and a love for the Church's daily worship. Prayer includes a prayer service each morning with simple prayers for before and after lunch and at the end of the day. Students who change classes each period should begin each class with a prayer.

An introduction each morning briefly sketches the saint or feast of the day or some aspect of the liturgical season. Attention is also given to the seasons of the year, to the anniversaries of historical figures and peacemakers of our time, and to the civil holidays that have significance for our children.

Faith experiences are an integral part of Catechetics. Opportunities for Eucharistic Liturgies, Reconciliation, Stations of the Cross, the Rosary, and other Catholic prayers, classroom prayer and service to others are included. Community is at the heart of Catholic education, not simply as a concept to be learned, but as a reality to be lived.

The principal, in conjunction with the Pastor and the Catechetical Administrator, work with the teachers in the religious development and sacramental preparation of the students. Parent Preparation Programs for Reconciliation, Eucharist, and Confirmation are held during the year. These are parish programs and involve all eligible children and parents of the parish.

NON-DISCRIMINATION POLICY

Our Lady of Grace school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

II. INSTRUCTIONAL PROGRAM

The Catholic Schools located within the Diocese of Pittsburgh are committed to a program of education that seeks knowledge and practice of the Catholic faith, academic excellence, moral courage and the learning of the faith in the light of social teachings of the Church.

The Catholic School offers a strong traditional curriculum. In the "Continuous Growth Program" of the Diocese of Pittsburgh, students advance through a defined curriculum according to their individual needs and abilities. In addition to meeting all the requirements of the Pennsylvania Department of Education, the curriculum gives special attention to the integration of Gospel values.

Research indicates that children will achieve according to the expectancies placed upon them by their teachers and parents. Catholic school teachers place high expectation on all children so that all children are encouraged to achieve to the best of their ability.

Textbooks are selected after being reviewed by the faculty and administration to determine the connection to content curriculum.

TEXTBOOKS

Our Lady of Grace School participates in Pennsylvania's Act 195/90 whereby the state purchases textbooks and instructional materials of non-religious items. A parent form with permission to have their child use these books is kept on file in the school office. All books are to be covered at all times. Students are responsible for the condition of the books given to them at the beginning of the year. Students will be required to pay for the book if it is damaged or lost. Books taken to and from school are to be placed in a book-bag.

ASSESSMENTS/TESTING

A variety of assessments are administered to students throughout the year. Some assessments require students to synthesize information, apply what they have learned and demonstrate their understanding of what has been taught. Other assessments are used for diagnostic purposes to drive instruction.

Readiness Test

Students entering Kindergarten are administered a Readiness Test to determine how ready they are to enter Kindergarten.

Achievement Tests:

Students in grades 2-8 are administered a standardized test to measure progress from one year to another. A component of the standardized testing program is an aptitude test that helps to define the ability of a student in relationship to the results of the standardized test. If a child should be absent due to illness, every attempt will be made to enable the child to make up the tests. However, since the tests must be mailed by a set date, on the last scheduled test day, make-up testing often necessitates taking more tests daily than is ideal. To prevent this, we ask that you do not schedule trips or appointments during the time of standardized testing. IOWA Assessments have replaced Terra Nova tests in the Diocese of Pittsburgh and are administered in the fall.

ACRE Assessments:

Students in grades 5 and 8 are administered the NCEA Assessment of Catholic Religious Education (NCEA ACRE) as part of our religious education program evaluation. The assessment provides us with information about our students' Faith Knowledge, has been designed by national religious education leaders committed to high standards and achievement. The testing includes questions designed to assess students' knowledge of key religious concepts taught by Catholic schools and parish programs.

Benchmark Assessments: Each child in grades K-8 participates in Writing benchmark assessments provided by the Diocese of Pittsburgh.

DIBELS: DIBELS is an assessment used to measure the acquisition of early literacy skills from Kindergarten through sixth grade. DIBELS Math is an assessment used to measure the acquisition of mathematics skills from Kindergarten through sixth grade. Data obtained from DIBELS helps to differentiate instruction in both Reading and Math and is administered three times each academic year.

Teacher-Assessment:

Tests and performance assessments are constructed by teachers to measure, evaluate, and determine what students have learned.

Textbook Tests:

Tests that accompany textbooks adopted for use with students in a particular area, and are administered at the conclusion of a chapter and/or unit.

GRADING SCALE

- A = 93-100
- B = 85- 92
- C = 75- 84
- D = 70- 74
- E = 0- 69

HONOR ROLL

Honor Roll is a special recognition many 7th and 8th grade students receive for achieving exceptional grades during a nine weeks. At Our Lady of Grace, we encourage every student to achieve their best, and are proud of our students when they earn this honor.

High Honors and Honors are determined by:

- Every subject, except handwriting, is included the calculation that determines a student's grade point average.
- The grade point average is determined by affording each letter grade a numerical value (A=4, B=3). These numerical values are added together and then divided by the number of subjects being included in the calculation.
- If a student receives a 3.75 or higher, they receive High Honors. If a student receives 3.5 to 3.74, they receive Honors.
- Students receiving a C in any class will not be considered for honor roll. A "C" is not a "bad" grade, but is considered average according to the Diocesan report card.

The purpose of Honor Roll is to acknowledge students who receive above average grades in all subjects. While academics are important, the development of a student's character is just as important at our school. If a student receives two or more Needs Improvement symbols on the Character Development Chart, he/she will not be considered for honor roll. The symbols on the Character Development section are determined by an average of the marks they are given by all of their teachers. Each teacher completes a Character Development chart for each student and then submits it to the student's homeroom teacher. These marks are then averaged together to determine the mark on the back of the report card.

III. DAILY PRACTICES

DAILY SCHEDULE

7:00 am - Students may arrive at Before-Care (see Before and After School Program)

8:15 am - Students can report to cafeteria. Students may purchase breakfast.

8:30 am - Students are dismissed to classrooms

8:30 am - Students not in building are tardy

8:50 am - Morning Prayers

8:55 am - Period 1

9:35 am - Period 2

10:15 am - Period 3

10:55 am - Period 4

11:30 am - Grades K, 1, 2 - Report to Lunch; Grades 3, 4, 5 - Report to Recess

11:35 am - Period 5 – Grades 6, 7, 8

12:20 pm - Grades 6, 7, 8 – Return to Homeroom then Report to Lunch

12:15 pm - Grades K, 1, 2, 3, 4, 5 - Return to Homeroom

12:20 pm - Period 5 - Grades K, 1, 2, 3, 4, 5

12:55 pm - Grades 6, 7, 8 Return to Homeroom

1:00 pm - Period 6

1:40 pm - Period 7

2:20 pm - Period 8

3:00 pm - Return to Homeroom

3:10 pm - Prayers/Dismissal

3:15 pm - Students can report to After-Care (see Before and After School Program)

ATTENDANCE/ABSENCE

Regular attendance at school is important to student growth, development, social and academic progress, and readiness to learn and is a major factor in determining academic success. Our Lady of Grace Catholic School adheres to the Pennsylvania Compulsory Attendance Law.

Compulsory attendance is a matter of state law and regulations. There are limited exceptions to compulsory attendance regulations for students. Unusual circumstances which may merit exception to compulsory attendance regulations should be brought to the attention of the Superintendent for Catholic Schools for discussion.

The following definitions are helpful in clearly understanding the Attendance Policy:

Compulsory attendance (for Catholic Schools): attendance at a school operated by a bona fide Church or other religious body which provides a minimum of 180 days of instruction and 900 hours of instruction per year at the elementary level (K-6) or 990 hours of instruction per year at the secondary level (7-12).

Compulsory school age: the period of a child's life from the time he/she enters school as a beginner, which may be no later than eight years of age, until the age of seventeen or graduation from high school, whichever comes first.

Cumulative lawful absences: a maximum of ten days of cumulative lawful absences verified by parental notification are permitted during a school year. Absences beyond ten cumulative days require an excuse from a physician.

Lawful absence: absences for which the school has received a written excuse from the parent/guardian. This excuse should be received within three days of the absence. Absences may be excused when a student is prevented from attendance for mental, physical, or other urgent reasons, which include but are not limited to illness, family emergency, death of a family member, medical or dental appointment, authorized school activities, and educational travel of five (5) or fewer days with prior approval. In addition, lawful absences include student attendance at court hearings related to the student's involvement with the agencies that deal with welfare of children.

Truancy: a student is considered truant when absent for three or more days without a valid excuse.

Unlawful absences: absences for which the school has not received a written excuse from parent/guardian. The parent/guardian or person in a parental relationship, such as a foster parent, is responsible for ensuring that a child attends school regularly and for providing a written excuse in the event of absence.

PROCEDURES FOR LAWFUL ABSENCES

A student who is absent due to mental, physical, or family reasons of an urgent nature, is considered lawfully absent if the absence is less than three days consecutively and if the parent/guardian provides a written excuse within three days of the absence.

A student who is absent for three or more consecutive days is considered lawfully absent if a written excuse is provided by a physician. A student who has been absent for 10 days during the school year is considered lawfully absent if a written excuse is provided by a physician.

Students who do not comply with the compulsory attendance regulations will be subject to the consequences outlined in the Attendance Policy, and will be assisted in improving attendance through the development of an individualized Truancy Elimination Plan (TEP).

PROCEDURES FOR UNLAWFUL ABSENCES

1. First unlawful absence: parent/guardian receives notice of unlawful absence from school. The name and telephone number of a school contact person are included with the notice. Legal penalties established by law for violation of compulsory attendance requirements are attached to the notice.
2. Second unlawful absence: parent/guardian receives second notice of unlawful absence from the school. Name and telephone number of a school contact person are included. An offer of assistance is made to the parent/guardian. Legal penalties established by law for violation of compulsory attendance requirements are attached to the notice.
3. Third unlawful absence: parent/guardian receives third notice of unlawful absence by certified mail, noted as "official notice of child's third illegal absence." Three days after such notice, the student and/or parent/guardian who violate these requirements shall be liable without further notice. A family-school conference is coordinated by the school, to include the development of a Truancy Elimination Plan. Legal penalties established by law for violation of compulsory attendance requirements are attached to the notice.
4. Subsequent unlawful absence: after agreeing to a TEP, or if there is no agreement and three (3) days have passed, if the child is unlawfully absent at any point within the school year, a notice of unlawful absence is sent home via certified mail. This includes advising the parent/guardian that a citation is being sent to the magisterial district judge. After this notification, the school is no longer obligated to send additional notices but should refer all future incidents of truancy directly to the magisterial district judge. It is recommended that the school continue to call the parent/guardian to inform them of additional truancy. In addition to or in lieu of notifying the magisterial district judge, the school refers the child to the agencies that deal with the welfare of children for services. The agencies that deal with the welfare of children may be provided with a copy of the TEP if the parent/guardian gives consent.
5. Continued truancy: if the child continues to be truant after the above process, the school should file citations with the magisterial district judge citing the continued truancy on a weekly basis. If the child is habitually and without justification truant from school, additional measures may include assessment of the child to determine if protective services are needed. After notices of illegal absences have been sent to the parent/guardian and child, as provided herein, no further notice shall be required in order for a school to prosecute future absences. Each illegal absence after the initial notice can be treated as a separate offence. Pennsylvania law also makes it a crime to aid and abet truancy. People found to have enticed or encouraged minors to be truant will have committed a summary offense. A subsequent violation within one year is a third degree misdemeanor.
6. If the parent/guardian does not participate in creating TEP or the TEP is not followed, the parent/guardian will be asked to transfer the child to a non-Diocesan school at the end of the quarter.

LEGAL RAMIFICATIONS OF TRUANCY There are serious legal ramifications of truancy. Pennsylvania law may impose a fine on parents/guardians for truancy at up to \$300 and requires parents/guardians to pay court costs or be sentenced to complete parenting education program. If the parents/guardians show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offense. If the parents/guardians are not convicted and the child continues to be truant, the child may be fined up to \$300 or be assigned to an adjudication alternative program. A district justice is permitted to suspend a sentence given to a parent/guardian or child if the child is no longer habitually truant. District justices may also order the parent/guardian to perform community service for up to six (6) months. Truant juveniles may have their Pennsylvania motor vehicle operating privileges removed for 90 days for a first offense and six (6) months for a second offense. Juveniles who are unlicensed are prohibited from applying for a learner's permit for 90 days for a first offense and six (6) months for a second offense, commencing on their 16th birthday.

THE TRUANCY ELIMINATION PLAN (TEP) Schools are required to notify the parent/guardian regarding the need for a school-family conference upon the third unlawful student absence. The school-family conference engages all participants involved in the student's life to explore possible solutions to increase the student's school attendance. The purpose of the school-family conference is to discuss the cause(s) of the truancy and to develop a mutually agreed-upon plan to assure regular school attendance. The school-family conference provides both parties with the opportunity to identify, understand and explore all issues contributing to the student's truant behavior. Participation by the student and family is an integral component for this conference. In addition, representatives from relevant and/or involved community-based agencies, community and school services, and school personnel should be invited to participate. During the school-family conference, a Truancy Elimination Plan (TEP) shall be

developed cooperatively with the student and other meeting participants.

The State guidelines also permit **Excused Absence for Educational Trips** if an Educational Trip form is sent to the school 3 days **prior** to the dates of the trip. If no **prior** form is received, the absence is classified as **Unexcused and work cannot be made up. The policy is that work will be given upon return to school and not prior.**

Parents should call the school office **each day** that the child is absent from school. Give the child's name, homeroom number, and reason for absence. Homework may be requested at this time to be sent home with a sibling or to the office for a 3:20 pick-up. Homework requests may not be honored if received after 9:00 am.

Upon returning to school from an absence, a student **must** submit a **written excuse** to his/her homeroom teacher **as required by State law**. If this excuse is not submitted within three days following the absence, the absence will be classified as **Unexcused. Excuse forms are provided online or in the school office.**

TARDINESS

Being punctual and on time when it comes to school is very important in the operation of a school and the academic development of all students within the school. Students who arrive **after 8:30** must check into the office **with a note from a parent or doctor**. Tardies for medical illness, medical appointments, and family emergencies will be considered excused. Tardies for any other reason or when no note is supplied will be considered unexcused. Policies for unlawful absences will be in effect for unlawful tardies as well.

EARLY DISMISSALS/EARLY ARRIVAL/LATE PICK-UP

Parents should make every effort to schedule appointments at a time that school is not in session. However, if a child must have an early dismissal, he/she must have a written note sent to the office. For these dismissals, parents or an authorized adult must meet the child at the office and sign him/her out at the authorized time. Children who arrive later than 11:00 a.m. will be marked as absent in the morning. Children who leave school before 2:00 pm will be marked absent in the afternoon.

Students arriving before the stated time of arrival and/or remain after the time normal supervision ends, will be placed in extended care and their parents will be billed at the standard rate.

WELLNESS POLICY

Our Lady of Grace School adheres to the Diocese of Pittsburgh Wellness Policy. The complete policy may be found as a link in the Cafeteria tab on our website.

For all school parties and events, including birthdays, parents are encouraged to follow the suggestions for healthy snacks also found on the website. Consideration must be given to students with allergies. A note should be sent to the homeroom teacher the day before a birthday treat will be sent to school.

CAFETERIA

The cafeteria is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. USDA is an equal opportunity provider and employer. The cafeteria is also inspected by the Allegheny County Health Department twice each school year.

Our Lady of Grace School provides a breakfast and lunch program to provide nutritionally balanced, low-cost or free lunches to children each full day of school. All students must bring or buy a lunch. If your child forgets his/her lunch, they will be permitted to buy lunch and pay for it the next day. Those students bringing lunch may purchase milk or other drinks. **Lunches brought after the 8:50 am bell must be left in the office for your child. Parents are not permitted in the cafeteria during lunch, unless volunteering.** "Fast Food" lunches are not permitted.

Rules: The use of good manners is encouraged and, therefore, the following cafeteria rules are to be observed:

- Remain seated unless disposing of garbage or given permission to use the restroom or leave the cafeteria.
- Refrain from shouting or screaming; enjoy the company of those nearby. Use your inside voice to speak.
- Always walk while in the cafeteria.
- Be courteous and respectful to all those helping during the lunch period.

- Refrain from abusing food; your own or that of others.
- Clean up your whole area after you finish eating. Do not take food from the cafeteria.

Lunch Ticket Policy

Students can purchase lunch tickets through the cafeteria. The tickets are available as a strip of 5 for \$16.25 (checks payable to OLG). Students may pay \$3.50 at the end of the lunch line if they have not purchased tickets. Breakfast is \$2.00.

If your child does not have a lunch ticket or money, they will be given a lunch. Once three or more lunch tickets are owed – they will be provided with the manager’s lunch choice until their lunch tickets are paid in full.

PLAYGROUND

Every school day, weather permitting, the students enjoy an outside break supervised by a staff member and/or volunteer monitors. **Adults other than the scheduled monitors are not permitted on the playground.**

Students are never to leave the playground area without the permission of the playground monitor. In case of illness or accident, the student is to report to the school office.

Monitors are responsible for enforcing rules. When the bell rings to end recess the students will meet their homeroom teacher and be brought to their classrooms or to the cafeteria.

The following rules are to be observed on the playground:

- Listen to and respect Playground Monitors.
- Ask a Playground Monitor before leaving the playground to use the restroom or if you are hurt or if you need to retrieve a ball that goes beyond the orange cones or on the field.
- Stay within the playground boundaries. The boundaries on the parking lot are the orange cones and on the field the goal posts. Stay on the parking lot and away from the grass under the classroom windows. When using the fields, stay off of the football and soccer equipment, goal posts, the steps, the hillsides, and the bleachers.
- Only soft, nerf-type balls are permitted in addition to the school’s playground balls. Remember to use playground equipment properly and return it to the cart when finished with it.
- Play fairly and invite other classmates to join games. Play without pushing, shoving, or pulling on clothes. There is not to be any verbal or physical fighting. No tackle football is allowed.

If inclement weather makes it necessary to stay indoors for recess, classroom rules are to be observed:

- Stay in the gym or classroom based on alternating schedule.
- Engage in quiet, **seated** activities.

EMERGENCIES

Emergency Cards

At the beginning of each school year, parents are required to complete a Student Emergency Card. It is imperative that the school is able to reach you to inform you of illness or an emergency situation. It is also important to list your cell phone and the names of others who can be contacted should you be unavailable. Please keep the card updated by notifying the office of any changes occurring during the year.

Emergency Closings and Delays

If inclement weather or some other emergency requires that the school be delayed or closed, a phone call from our automated system will be made to the main phone number listed on your emergency contact card. This information will also be announced on **KDKA, WTAE, WPXI**. Because of the number of public districts represented in our school, it is important that you listen for an announcement that identifies Our Lady of Grace School. **PLEASE DO NOT CALL THE SCHOOL OR RECTORY FOR THIS INFORMATION.**

In the event of a two-hour delay, Our Lady of Grace School follows the same procedure as the local public school district, Chartiers Valley. When Our Lady of Grace is delayed **ALL** students are delayed. Parents are responsible for transportation to school if their home district is delayed and Our Lady of Grace is not and the reverse is also true. Children who ride buses from other districts who may or may not be delayed should follow their districts’ schedules for transportation. Children arriving before 10:15 for a two-hour delay will be admitted into the building and will be required to go to the Before School Program to wait for

the scheduled start

The modified schedule for pre-school:

11:00 – 12:45am session

1:15 – 3:00 pm session

PLEASE NOTE: Because our attendance registers are legal indicators of a child's presence at the times we are in session, children who arrive late or are absent because of busing when school is in session will be marked as Excused Tardy or Excused Absence.

Emergency Dismissals

In the event that we would be required to dismiss school early, a phone call will be placed through our automated system and, if possible, will also be announced on the same TV stations noted above. Children will be dismissed as parents are notified and transportation is arranged.

BEFORE AND AFTER SCHOOL PROGRAM

Our Lady of Grace School offers a Before and After School Program for parents who need child care. Before school is available from 7:00 a.m. to 8:30 a.m. and after school is available from 3:15 p.m. to 6:00 p.m. for a fee. This service is available on a daily, weekly, or yearly basis. Parents should contact the school office for the fee schedule and contact person if they plan to use the service. In an emergency, parents may call the office to make arrangements for before or after school care.

HOMEWORK

A reasonable amount of homework, according to grade level, is of great educational value and so is assigned every day. Assignments are not always written. Study and memory work are frequently assigned.

Homework is assigned on a regular basis to:

- enrich school experiences
- provide practice and review
- develop good study habits
- teach responsibility
- foster originality

Parents can assist students with home assignments in the following ways:

- Provide a quiet spot away from the television, telephone, or other distracting elements.
- Check to see what was accomplished during the designated study time regarding completeness, neatness, and correctness.
- Be willing to listen to reading, spelling, and math facts and to explain procedures, but never to do the assignment.
- Consult the teacher if the child uses the excuse "no homework" too often.

If for some reason the child cannot complete an assignment, the parent should inform the teacher by a written note stating the reason. Arrangements should be made as soon as possible to make up incomplete assignments, however may not receive the same credit as an assignment turned in on time.

The Diocese recommends the following time schedule for home study:

- Primary (levels 1-3) 30 minutes
- Intermediate (levels 4-5) 45 minutes
- Upper Elementary (levels 6-8) 1 – 1-1/2 hours

LIBRARY/MEDIA CENTER

Our Lady of Grace School maintains a complete library for student use. The school library (Media/Technology Center) exists primarily to support and enrich the curriculum. It is a service and teaching agency as well as a place of purposeful learning where the use of all resources correlate with the school curriculum to intensify and individualize a child's educational experiences. The Library (Media/Technology Center) is an integrated part of the total curriculum and is an essential element in the development of

lifelong learning skills for students.

Students use the library for research as well as checking out books. Our Lady of Grace has our collection online and is available on our website. Kindergarten and 1st grade students may check out one book for one week. Second grade students may sign out two books for one week. All other students may sign out two books for two weeks. Special projects may require more books and may be signed out. The current list price is charged for books lost or damaged. Students having overdue books at the end of the school year may have their report card held until the fine is paid.

LOST AND FOUND

If your child is missing an article, the lost and found is located outside the office.

PARTY INVITATIONS

Please do not send party invitations to school to be distributed for your child's birthday. This may cause hurt feelings among the students who are not invited. The only exception to this is if every boy or girl or all students in your child's class are invited.

TELEPHONE/CELL PHONES

No child is permitted to use the phone, including cell phones, except for emergencies. Forgotten homework, books, lunch, athletic equipment, musical instruments or changes in afternoon plans do not necessarily constitute emergencies and are not sufficient cause to call home. In all cases, the office will make the phone call home. Permission to use the office telephone must be obtained from the school secretary after the student has received permission from his/her teacher. The telephone in the classroom is for use by the teacher only.

All cell phones must be kept in a book bag or locker at all times. At no time during the day (including homeroom) should a cell phone be in a student's possession. Possession of cellular phones at inappropriate times warrants confiscation by teachers and/or administrators.

If a student is found with a cell phone:

- **First Time:** Cell phone will be turned into the office and the student may retrieve it from the principal at the end of the day.
- **Second Time:** Cell phone will be turned into the school office. A parent must come to the school office between 8:30 am and 3:30 pm to retrieve the phone. Parents will sign a form stating they understand if a child is caught with any phone, from this date forward, it will be kept until the last day of school.
- **Third Time:** If the student is in possession of any phone for the remainder of the school year, the cell phone will be turned into the school office and may be kept until the last day of school.

SCHOOL SUPPLIES

For the convenience of families, a supply list is sent home each year. Students provide their own school supplies, but are expected to comply with individual teacher requirements throughout the school year. Students are not permitted to carry their backpacks to and from class.

IV. TUITION

Parents who register a student in the school enter into a financial contractual obligation with the school. Parents are reminded that the operational budget of the school is dependent on timely fulfillment of this obligation. Parents whose tuition is past due will receive a notice indicating the amount. Registration for the next school year, final grades, and transfer of academic records will not be processed if there is an outstanding balance.

Our Lady of Grace School partners with FACTS Management Company for tuition collection. All families must enroll in the FACTS Management System for their registration to be accepted. Options for tuition payment include annual, biannual and monthly. The first monthly tuition payment is due in July of the upcoming academic year; subsequent payments are due by the due date each month, with the last payment due by April.

SCHOLARSHIP MONIES

Scholarship monies are available for eligible families such as the Scholastic Opportunities Scholarships (SOS) and Bishop's Education Fund (BEF) which are processed through the Diocese of Pittsburgh. Our Lady of Grace also has an endowed Angel Fund that was created to help families in need of tuition aide. Other sources of tuition assistance are also often available and are passed on to eligible families based upon need. **Families who wish to be considered for any tuition assistance must file the FACTS grant and aid application.** An independent evaluator assesses these applications. Application forms are available on

the FACTS website and should be filed by March 15th.

V. TRANSPORTATION

It is important that we know the standard method by which each child arrives and departs daily. A note is to be sent by the parent or guardian when a change is necessary. For reasons of safety and insurance, each child is to ride his/her assigned bus. **No one is to remove a child from a bus.** All persons, including parents, must report to or call the office if you need to have your child removed from the bus.

BUS

Students who live more than a 1.5 mile radius from Our Lady of Grace School are eligible to be bused to the school. Those who live along a route that has been declared “hazardous” are also eligible for busing. The Board of Education Transportation Division determines “hazardous route” claims. The student transportation policies and procedures of the local educational agencies responsible for busing students are applicable to all students in the Commonwealth of Pennsylvania.

Students may ride a bus (in the same district) home with a friend as long as a note from the parent or guardian is written to the office and bus driver that day. Students are expected to maintain appropriate behavior while en route on the bus. Students are expected to remain in their seats at all times. This insures their safety and the safety of others. If improper conduct occurs, the driver prepares a report that is sent to the principal then home to alert the parents to the problem. If the behavior persists, the bus company has the right to ask the school district to suspend the student’s privilege of riding the bus, temporarily or permanently. Video cameras are located on some of the buses and may be reviewed by the district and/or the principal.

The following bus responsibilities are to be obeyed:

- The driver is in charge. Any directives of the bus driver in addition to the above are to be followed.
- Remain seated at all times until the correct stop has been reached. If the driver has assigned seats, these seat assignments are to be honored.
- Do not put anything out the window of the bus. Head, hands, and feet must remain inside the bus.
- In vehicles where seat belts are available, use them properly.
- Do not ask to ride a bus other than the one to which you have been assigned or ask the driver to let you off at another stop.
- Observe the same conduct as in the classroom. Quiet talking is permitted.
- Be courteous; no profane language.
- Keep the bus clean. Do not eat, drink or chew gum on the bus.

CAR RIDERS/WALKERS

All students walking or riding home will be dismissed at the side door facing the church. Parents may not go to the child’s room nor wait at the front entrance of the school. Please send a note to the office in the morning to make your child a car rider for that day. If your child will always be a car rider, a note must be sent to the office. You may call the office **before 2:30 pm** to add your child’s name to the car rider list for that day. Only a parent or guardian may call for the child unless written permission is given to the office ahead of time.

If you are picking up a student, you **MUST** get out of your car and be visible to the teacher dismissing the students.

VI. STUDENT ACTIVITIES

ALTAR SERVERS

Students in grades 5 through 8 have the privilege of serving at the altar. Students who choose this privilege are expected to fulfill assigned responsibilities and be on time. Servers are expected to be in the sacristy 15 minutes before the Liturgical service.

ATHLETICS

Our Lady of Grace offers cross country, basketball, track, volleyball, and soccer. These begin with the instructional level in grade 1, while grades 5-6 make up the junior varsity and grades 7-8 the varsity. All sport programs are the responsibility of the Principal. The Athletic Director is accountable to the Principal. Coaches are selected by the Athletic Director, approved by the Principal, and serve on a volunteer basis. The Diocesan Guidelines for Elementary Catholic Schools Sports programs guides the policies. Fundraising is provided for all teams through admissions, refreshments sold at games and several activities throughout the year. Parent interest and willingness to serve on the Athletic Association are vital to the continued success of the program.

INSTRUMENTAL MUSIC

Band instruction is available for a fee for interested students in grades 4-8. The Diocesan Program or teacher dictates the monthly fee. The instruments are rented with the option to buy. Small group lessons and/or whole group practice are held at least once a week. The periods are rotated so the same classes are not missed too often. However, it remains the responsibility of the student to make up missed work. A meeting is held at the beginning of each school year to provide more information for interested parents.

CLUBS

A variety of clubs are held after school to peak your child's interest in wholesome activities. Examples include Forensics, Yearbook, STEM and PJAS, and Drama Club.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities **is a privilege, not a right**. In order to participate in any and all extracurricular activities, academic success must be the priority of the student. Students are reminded that participation in extracurricular activities can be affected by not following the discipline code.

GUARDIAN ANGELS

To help create a community of faith, Our Lady of Grace School has designed a program wherein students in grades 5-8 are Guardians to the Angels in grades K-4. Activities such as attending Mass, game days, making of cards or reading to one another occur monthly to promote growth and care for one another.

FIELD TRIPS

Field trips that enhance and/or augment the curriculum may be permitted during the year. Each student must have a signed permission slip before he/she is permitted to participate. Transportation, in accordance with Diocesan directives, is provided by bus, and a fee is charged to cover costs. Field trips are privileges for learning opportunities. If the cost of the field trip creates a hardship, parents or guardians may contact the principal for assistance. No 8th grade students may participate in the end-of-year field trip unless tuition is paid in full.

Guidelines for both students and chaperones are in effect for each field trip. The teacher will send a copy of the student guidelines home so that the parent may help reinforce the guidelines presented. All chaperones must be in compliance with the Diocesan Safe Environment policy.

LITURGIES

Students in grades K-8 attend Mass once a week on Wednesdays at 9:00 AM, and on Holy Days of Obligation with the parish whenever Mass is scheduled. Mass attendance and participation is an expectation of all students.

STUDENT GOVERNMENT

Student Government consists of students from grades 3-8. Elections for President, Vice-President, Secretary and Treasurer take place in the fall. Eighth grade students in good academic standing may choose to run for either the office of President or Vice President; 7th grade students in good academic standing may choose to run for either Secretary or Treasurer. To be selected as a homeroom representative, students who desire to be on student government must have a form signed by their homeroom teacher, a parent and the principal. Further they must complete an application that is reviewed by the newly elected Student Government Officers who are responsible for selecting homeroom students for participation.

VII. STUDENT SERVICES

TITLE I AND ACT 89 SERVICES

Allegheny Intermediate Unit personnel work with and provide support to students in remedial math and reading. These teachers, in collaboration with the classroom teacher, identify educational needs and design educational interventions and strategies to help a child succeed. This program is designed to provide additional assistance to students who are not demonstrating grade level proficiency in reading and/or math. Referrals of the program are based on teacher referrals, standardized test results, and parent approval. Alternate strategies are planned for students in accordance with individual instructional goals and in support of the classroom curriculum to help student develop mastery of basic skills.

SPEECH AND LANGUAGE

Speech and language services are also provided through Act 89 funding. This is a special service offered to students to enhance communication skills that directly impact social and academic interactions.

ACADEMIC SUPPORT PROGRAM

Our Academic Support team works with parents to determine if specific learning needs must be addressed. Through Diocesan-provided Growth Plans, accommodations and, if a specific diagnosis exists for a student, adaptations are documented and listed. The Academic Support team is made of up faculty and Intermediate Unit personnel. Parents are an integral part of this team.

SCHOOL COUNSELOR

A school counselor will be available for individual counseling, group counseling, and developmental classroom lessons. The counselor is also a resource for organizational skills, conflict resolution, and bullying issues. Written parent permission is required before a student can be seen by the counselor individually on an ongoing basis.

STUDENT ASSISTANCE PROGRAM

SAP is a mandated K-12 process in Pennsylvania using a team approach to identify students who may exhibit behaviors which pose a barrier to a student's learning and school success. SAP works in collaboration with other initiatives and student services in the school dealing with at-risk issues impacting school performance. Parents/guardians are vital members of the team and are the decision-makers for their child and are included in the process. SAP is voluntary for students and parents.

TESTING OPTIONS

Educational psychological testing is offered by the home school district and is available through parent request to determine if a student may have a learning disability. Results are formally reported to the parents, principal and at the parents' discretion to teachers along with a list of recommendations made by the psychologist. This information is kept confidential. Together with the faculty and administration, the Academic Support Program also exists to help students in need of academic assistance.

VIII. COMMUNICATION

MAIL DAY

Mail Day is our weekly distribution of informational documents for our school. Every Wednesday, you will receive an email with a link to our Mail Day page on our website. The weekly edition of Mail Day is posted on our website under 'Latest News' every Wednesday. Please take the time to read through Mail Day so that you stay informed with what is happening here at OLG!

Additionally, your youngest child will bring home a Mail Day envelope which will have any flyers or documents that need to be filled out and returned to school. The Mail Day envelope should be returned to the school by Friday. Please do not send in any correspondence through the Mail Day envelope. Mail Day envelopes are not checked for correspondence when they are returned. If you need to send something to the school, please send it in a separate marked envelope.

If you would prefer to receive a paper copy of Mail Day, please fill out the form included in this Mail Day and send it to the office on the first day of school.

All school chairpersons, coordinators, etc. who have information they would like to submit for Mail Day, please send all correspondence to mailday@olgscott.net by noon on Monday. Any items submitted after the noon deadline will be added to the following weeks Mail Day. Mrs. Brown must approve all materials for Mail Day.

CHURCH BULLETIN

The "School News" section of the Sunday bulletin also contains information for parents and parishioners.

WEBSITE

The school web-site, www.olgscott.net is our best means for parent-staff communication. Parents are informed of the student's progress and other school information as follows:

- Online Grades
- Announcements
- Weekly Test Folders
- Important Forms
- Faculty and Administrator e-mails
- Class Pages
- Organization meetings

RIGHTS OF NON-CUSTODIAL PARENTS

The Family Educational Rights and Privacy Act gives full rights to each parent, unless the school has been provided with evidence that there is a court order, state's statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Such an order is to be on file in the school and those persons responsible for the child(ren) are to be informed of the circumstances. Every effort is made to keep the non-custodial parent apprised of the progress of the child(ren) through reports, report cards and parent/teacher conferences.

TRANSFERS

When a student transfers to another school, parents should notify the school office in writing as soon as possible. A transfer of records form must be sent from the receiving school. Academic records will not be forwarded until all financial obligations to the school have been met.

IX. DISCIPLINE

INTRODUCTION

Our Lady of Grace School administration and faculty are committed to teach and model Gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe learning environment based on the Social Teachings of the Church. Discipline is considered an element of moral guidance, not as a form of punishment.

Every teacher and staff member shares the responsibility to model appropriate behavior and to support the structure necessary for learning self-discipline. Students are encouraged to assume responsibility for their actions, develop self-control, and accept responsibility and consequences for inappropriate behavior.

A Christ-centered school environment fosters the following behaviors:

- Recognizing and fostering the uniqueness and dignity of each individual.
- Nurturing respect in all relationships involving school and parish community.
- Developing a sense of rights and responsibilities and commitment to the entire school and parish community.

Social skills, both interpersonal and intrapersonal, are taught, modeled, practiced, and infused into the daily life and experience of the school family.

Guiding Principles

The following seven principles are the basis of Catholic Social Teachings and are the principles that guide us in all of our interactions.

- We believe in the life and dignity of the human person. Each person is sacred.
- We believe we are called to family, community, and participation. It is our duty to support each other by our actions.
- We believe that we have rights and responsibilities. Every person has the fundamental right to life and responsibility to and for one another.
- We believe that we have an obligation to the poor and vulnerable. We are called to put the rights of others before our own.
- We believe that we are called to care for God's creation. We are all stewards of the earth.
- We believe that solidarity is our call. We are one family regardless of our differences.
- We believe that workers have rights and that work has dignity. Work is a form of participating in God's creation.

Expectations

As a matter of safety, students are expected to behave in the following manner:

Before school:

- to go directly to homeroom or assigned area upon arrival

In school:

- to walk quietly through the halls
- to use proper language at all times
- to follow the dress code for school days and dress up/down days
- to respect school property and the property of other students
- to have a note from their parent/guardian if they change their mode of school transportation
- to not chew gum

In the classroom:

- to follow the classroom rules of each teacher
- to be responsible for submitting homework on time and making up assignments missed within a reasonable amount of time
- to have a respectful attitude toward teachers and one another
- to be responsible for appropriate supplies
- to be honest in all communications
- to use computers and school equipment appropriately
- not to remain in or enter a classroom at any time without a teacher or designated adult present

During recess:

- not to reenter the building unless for an emergency
- to display good sportsmanship and exercise self-control
- to play in assigned areas only
- to stay on school grounds at all times
- to obey the directives of playground monitors, courteously and promptly
- to stop playing and walk quietly to their designated line when the bell rings

During lunch:

- to remain seated until finished eating and dismissed
- to clean up, pick up all papers, scraps of food, etc., and dispose of them properly
- to obey supervisors at all times

After school:

- to follow dismissal procedures

At athletic events and assemblies:

- to practice good sportsmanship as spectators and participants
- to show respect towards coaches, referees, and visiting teams
- to maintain an appropriate silence during special performances

Outside school:

- to behave responsibly off school property (If the principal is made aware of misconduct off school property of a child recognized to be a student in Our Lady of Grace School, administration withholds the right to reprimand students whose activities are determined to negatively reflect upon Our Lady of Grace School. Parents may be contacted; however, it is important to note that the school is not responsible for student's actions that occur off school property)
- Principals will forward disciplinary notices given by public school bus drivers to parents to support the disciplinary report of the bus driver.

Consequences

Please be aware that any disrespect, destructive act, or inappropriate behavior will be dealt with accordingly. If an individual student does not meet his/her personal responsibility for good conduct, the school may discipline the student.

The severity or repetitive nature of non-compliance to the above expectations will determine the appropriate consequences. To remediate unacceptable behavior, the following actions may be taken:

- Teacher/student conference to develop a plan for remediation
- Notification to parents
- Administrative referral
- Referral to the SAP Team
- School service required
- Loss of recess, Lunch/Recess Detention
- Detention before or after school
- Denial of participation in school activities, including sports
- School probation
- Suspension

The following behaviors will result in immediate administrative referrals and can result in referrals to law enforcement or other government agencies:

- Violations of weapons policy
- Violations of the drug/alcohol policy
- Any purposeful action that results in bodily harm to another

Plagiarism: Plagiarism is defined as the intentional or unintentional use of words and/or ideas of another person or group without the appropriate citation or credit given to that person or group. If a student's work includes an idea from another source and the student has rewritten that idea in his/her own words, the source must be cited at the end of the paragraph containing that idea. If three or more words are taken directly from another source, they must be put in quotation marks and accurately cited at the end of the quotation marks. Consequences for plagiarism are determined according to the significance of the assignment and the severity of the plagiarism.

- Failure of the assignment
- Parent notification
- Referral to administration

SUSPENSION OF STUDENT (Article 603.1 in Diocesan Policy Handbook)

A student may be temporarily suspended by the principal for a serious infraction of school regulations or for repeated detentions. The length of suspensions should be from one to ten days. All suspensions become effective only after the principal meets with the parents and the parents receive a Notice of Suspension. However, no prior notice is needed if health, safety or welfare of the school community is threatened. The original Notice of Suspension is kept on file in the principal's office and a copy is given to the parents. This document will not only explain why the student was suspended but will also contain an agreement between the student, parents and the principal describing the student's future cooperation in a program designed to resolve the student's problems. Student may be given in-school suspension as a warning. If infractions continue out-of-school suspension will be enforced.

EXPULSION OF STUDENT (Article 603.1 in Diocesan Policy Handbook)

An expulsion may be necessary for persistent and willful disregard of school rules and regulations. The following examples are illustrative but not exhaustive: chronic undesirable conduct detrimental to the physical and/or moral well-being of self or other students, continued malicious disobedience or disrespect for school authority, continued refusal by parents and/or student to comply with school policies. An expulsion may also be necessary for a single serious incident, event or situation involving disregard for, or a clear violation of school rule, or regulation. The following examples are illustrative but not exhaustive:

- Selling or using drugs or alcohol
- Violation of the weapons policy
- Physical abuse of other students or staff
- Indecent behavior
- Arson
- Theft

NON-VIOLENCE POLICY

Verbal abuse of another student can lead to physical altercations such as pushing or hitting. This behavior, whether it is physical or verbal abuse, is contrary to the Mission of Our Lady of Grace School. Horseplay or pretend fighting is a potential for someone

to get hurt. There are no degrees for this type of behavior due to the potential for harm. It is the responsibility of the administration to provide a safe environment for all students. Therefore the following directives will be enforced in the school:

- If a child experiences continual harassment or bullying and is attacked, verbally or physically by another student, it is the responsibility of the attacked student to seek adult help and not to engage in the fight.
- The moment the attacked student reacts, it becomes a fight, and it is against school policy. At this point all parties will be penalized.

• All threats will be taken seriously and may result in detention, loss of privileges, suspension, and/or expulsion.

NO BULLYING POLICY

Bullying by a member of Our Lady of Grace will **not** be tolerated. Bullying shall include but is not limited to: an intentional electronic, written, verbal, or physical act, or a series of acts. Each bullying episode will be dealt with on an individual basis by teachers and administration. Parents will be notified and actions will follow. The Pastor may also become involved.

Cyber Bullying

Act 26 of 2015 of Pennsylvania makes “Cyberharassment” a criminal offense. Cyber harassment includes, but is not limited to disparaging statements about a child using electronic means either directly or indirectly through social media. These statements are intended to harass, annoy, or alarm a child. Cyberbullying complaints should be directed to law enforcement in the area in which the child lives.

WEAPONS POLICY (Diocesan Policy Handbook)

Any person carrying a weapon onto school property, including, but not limited to, the school building, outdoor facilities, vehicle used to transport students, or to any school related activities poses a clear and present danger to other students and staff. For the purpose of this policy, a weapon is defined as a gun, knife or any other article, which could be used to cause injury. Such a person in possession of a weapon violates state criminal statutes and school regulations, and shall be subject to the following discipline and penalty:

- Parents will be immediately notified
- The local police will be called
- The student will be expelled

ELECTRONIC DEVICES POLICY

Our Lady of Grace is reviewing the electronic devices policy for the possible inclusion of personal devices for educational purposes. In the event that personal devices are permitted, it is understood that bringing any device poses a risk of loss, damage and/or theft for which the school is not responsible. No electronic devices may be visible before, after, or during the school day without the *explicit* permission of the teacher, staff, or volunteer in charge. Without permission, the following consequences would be given if the item is confiscated:

- **First time:** The item will be held in the school office and the student may pick it up at the end of the day.
- **Second time:** A parent will need to come to the school to pick it up between 8:30 am and 3:30 pm.
- **Third time:** The electronic device is confiscated and it will be kept in the school office until the last day of school.

ELASTIC CLAUSE

Because it is impossible to foresee all problems that arise, this clause empowers the administration and faculty to take disciplinary action for any behavior that violates the spirit and philosophy of the school even though it is not specified in the Discipline Policy. The principal is the final recourse in all disciplinary situations and may waive any regulation for just cause, at his or her discretion.

X. DRESS CODE

Our Lady of Grace School recognizes that proper school attire and good grooming are conducive to a student’s education and social development. A Uniform Dress Code is developed to:

- To promote a Christian atmosphere.
- To free children for academic concentration.
- To de-emphasize competition among children regarding clothing.
- To allow more economical dress for school, and
- To provide some choice to accommodate individual differences.

Boys and Girls Uniforms, Grades K-8

Pants – Docker style or elastic-waist dress pants in either navy or khaki

No over sized pants (legs and length), capris, or cargo pants

Pants are to be worn with waistband around the waist

Belts – Solid navy, white, black or brown belts may be worn with all pants and shorts.

Shirts – White or navy polo shirts; long or short sleeved

OLG approved banded-bottom polos

No insignias except OLG approved apparel

Socks – Solid navy, white, or tan; no insignias

Socks must be worn at all times

Sweaters, Sweatshirts and Fleece – Plain navy blue cardigan or crew neck only

No insignias except OLG approved apparel.

Shoes – Tennis shoes or dress shoes only; shoes must have a solid sole

No sandals, boots, fur lining, heels of any kind, flip-flops, or opened-back shoes

Additions for girls:

Skorts – Navy or khaki (appropriate length)

No skirts, jumpers or dresses will be permitted.

Boys and Girls Summer Uniform

Shorts - Navy or khaki walking shorts (length to knee)

May be worn the first day of school to October 31 and from April 1 to the last day of school

General Information

- Students should be neat and well-groomed and their dress should reflect our Catholic School values.
- Hair length or style should not interfere with the educational process of the student or others.
- All undershirts and camis are to be solid white and should be tucked into pants or skirts.
- On non-uniform days, students should be neat and well-groomed. **Unless otherwise specified, all dress down days are Spiritwear dress down days.** Dress should be appropriate and modest. Any shorts, skirts, or dresses on dress down days must also be knee -length.

Violations of this dress code policy will be addressed by a phone call. Excessive violations will become a discipline issue.

XI. HEALTH AND SAFETY

ILLNESS

It is often difficult to decide if your child should stay home from school when complaining of illness. An objective sign is an elevated temperature. It is recommended that a child be kept home from school until the temperature has remained normal (below 100 degrees) for 24 hours. If a child has a temperature of 100 degrees or more, skin rash, diarrhea/vomiting, strep throat, or evidence of lice, the child will be sent home. Please inform the school office if your child becomes sick with a contagious illness. When necessary, notes will be sent home with the other children to warn parents of contact and incubation of communicable diseases.

ACCIDENT AND INJURY

In the case of accident or illness at school, parents are contacted to take the child home, to the doctor, or hospital. It is important for your child's safety and comfort, as well as the effective operation of the office that emergency information needed to locate parents is available for each child, and that this information is kept up-to-date by parents. Parents of children who have any type of physical disorder, including allergies, should contact the principal, school nurse, or teachers to make them aware of the problem. All cases of head lice should be reported immediately.

MEDICATION

Medication should be given at home, and physicians should be asked to change the schedule for the administration of medication so that it can be given before and after school hours.

All medications shall be administered by a registered nurse, a licensed practical nurse, or by the parent or their designee (excluding non-medical school personnel). Our Lady of Grace does not have a school nurse on staff.

The only exception would be emergency medication which can be self-administered, such as an epi-pen or asthma inhaler. However, when medication must be administered during school hours in an emergency situation, a written procedure for student self-administration and storage of medication is required to ensure student safety and to mitigate any liability of the school and school personnel. NOTE: The Pennsylvania Department of Health states that medication should be given by school nurses only as prescribed by a physician. A legal opinion of the Pennsylvania Department of Justice states, "Except in truly emergency situations, teachers may not administer individually prescribed medications."

Students requiring a fast-acting inhaler, such as albuterol for asthma or epinephrine for life-threatening allergies may be self-administered. Students may carry their own medication and administer it during the school day as ordered by their licensed prescriber and authorized by their parent and school. An order from a licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration, is required before the student may carry the medication on his/her person. A student needing to self-carry emergency medications should have an emergency care plan or a similar form completed by their healthcare provider. Before allowing a student to self-carry medication, the nurse assigned to the school (Chartiers Valley School District provides a nurse assigned to OLG) will ensure that the student is competent in self-care through demonstration of administration skills and responsible behavior. The student must notify administration immediately following each use.

- When possible, school personnel should supervise the student's self-administration of medication.
- Stored medications administered by a RN, LPN or parent must be in a secure locked location. Students should never be given access to this location.
- The medication should be delivered to the school by the parent, guardian or other responsible adult along with the treating physician's written documentation relative to the diagnosis, prescribed medication, dosage and instructions for the student's self-administration of the medication.
- Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.
- If the student is not carrying the epi-pen or inhaler, a specific staff member should be given the responsibility of distributing medication to students for self-medication.
- A record book must be maintained indicating the student's name, the name of the medication, the date and time of distribution to the student for self-medication, and the identity of the person distributing medication to the student for self-medication. This record must be marked every time medication is dispensed.

DRILLS

Evacuation, weather emergency, and lockdown drills are held monthly according to Diocesan policy. Students are to remain in absolute silence during all drills. Misconduct of any nature is to be reported to the principal. This is a very serious offense and will be dealt with immediately. The staff will assist students in need of help.

VISITORS

For security reasons, anyone entering Our Lady of Grace School is to report to the office immediately regardless of the purpose of the visit and sign in/out. For the safety of all students, a visitor's badge must be worn. Communication with teachers and students will be handled by the school office and will be done in a manner that does not disrupt the educational process in the school. Any articles or items to be left for a student will be left in the school office.

Visitation to classrooms, the cafeteria, or the playground to personally visit students and/or teachers is not permitted. This includes walking children to their classrooms in the morning. This is to ensure the safety of all students. Staff and volunteers are the only people permitted to be in these areas. This allows school personnel to know who is in the school building and/or on the grounds at all times. Any personal visitors detract from the students listening to the supervisor in the area and could make securing the area difficult as staff and volunteers may not know the visitor(s).

SECURITY

All doors to the school will be closed and locked at all times. The Main Entrances are monitored by the office by an outdoor camera. Our Lady of Grace School will continually update our security according to our local and Diocese of Pittsburgh School Safety Plan. We also will continue to work with local authorities.

XII. PARENT INVOLVEMENT

PARENTS AS PARTNERS

As partners in the educational process at Our Lady of Grace School, we ask parents:

- To set rules, times, and limits for your child
- To get the child to bed early on school nights
- To make sure the child arrives at school on time and is picked up on time at the end of the end of the day
- To make sure the child is dressed according to the school dress code
- To help the child to complete assignments on time
- To make sure the child has lunch money or lunch at the start of the school day
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To actively participate in school activities such as Parent-Teacher Conferences
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- To notify the school with a written note when the student has been absent or tardy
- To notify the school of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To treat teachers with respect and courtesy in discussing students problems
- To set a good example for your child(ren)

VOLUNTEERS

The help of volunteers is always needed in the school and at school-sponsored events. Please consider some of your time and talent to help enhance our quality programs. This partnership is invaluable to the success of our school. Parents fill out a volunteer survey at the beginning of every year indicating their areas of interest. **All volunteers who work directly with students or chaperone trips must be in compliance with the Diocesan Safe Environment Policy which begins an application on the Diocesan database. This application generates the state police criminal clearance and a signed Pastoral Code of Conduct and Child Protective Services Lay. Volunteers also must have on file in the school office current Department of Child Welfare child abuse clearance, either FBI fingerprint clearance or a signed waiver if the volunteer has lived in Pennsylvania for the past ten years, and proof of attendance at both of Protecting God's Children Workshop and Mandated Reporting Training. These courses are also available online at www.diopitt.org.**

FUNDRAISING

The Diocesan policy for funding elementary Catholic schools calls for each school to have fundraising activities to generate a minimum of 10-15% of its total operating budget. School parents are expected to participate in these fundraising activities to the best of their ability through monetary donations, purchases and/or volunteer work. It is requested that every family volunteer at a minimum of two fundraising events per year. Additionally, a profit of approximately **\$1000 per child** in the school would be necessary to meet the minimum fundraising requirement. **Families that do not wish to participate in fundraising are encouraged to discuss alternatives with the principal.**

SCHOOL ADVISORY COUNCIL

Our Lady of Grace School has a School Advisory Council which is an advisory body to the pastor and principal. The council provides guidance in area of Spirituality and Ministry, Finance and Development, Curriculum Enrichment, Extracurricular Programming, Cultural Connections, Grounds and Buildings, and Alumni Relations. Parents and/or members of the parish committed to helping Our Lady of Grace continue its tradition of excellence are invited to serve on the SAC.

PARENT TEACHER GUILD (PTG)

The Parent Teacher Guild is intended to provide opportunities for parents to fulfill their God given role as educators and to give mutual support through collaboration with the school. The membership of the PTG consists of the parents/guardians, pastor, principal, and the faculty of the school. It is not intended to replace the Education Committee of the Parish Council, nor the School Advisory Council. The main purpose of the PTG is to facilitate communication between the parents and the school and to provide support and staffing for all fundraising and special events. Additionally, the PTG may offer opportunities for parents to understand the Catholic Philosophy of education and the Diocesan School Program.

Social Activities

The PTG sponsors social activities for special occasions during the school year. No other instructional time should be used for these events without the principal's permission. All parents are encouraged to participate and support the PTG events as much as possible.

ATHLETIC ASSOCIATION (OLGAA)

The Athletic Association promotes and facilitates athletics at the school. Fundraising is done to benefit the children playing individual sports and to fund the teams and to support the general fundraising of the school.

XIII. RIGHT TO AMEND

Our Lady of Grace School reserves the right to amend the Parent-Student Handbook at any time. Parents will be given prompt notice of any amendment.