

# Parent Student Handbook 2018-2019



Our Lady of Grace Catholic School  
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## **Our Lady of Grace Parish Mission**

Our Lady of Grace Catholic Parish is a community centered on Jesus Christ present in the celebration of the Eucharist. We are guided by the Holy Spirit and the apostolic teaching authority and traditions of the universal Catholic Church. We are committed to lifelong Catholic formation for every parishioner and to a parish school. We worship and glorify God through prayer, Scripture, participation in the sacraments, devotion to the Blessed Virgin Mary, active charity and justice, and the advancement of the common good.

## **School Mission Statement**

Our Lady of Grace Catholic School is a Catholic Community of parents, educators and students whose greatest commitment is to spiritual and academic growth. As members of God's faith community, we proclaim and celebrate God's love. As parents, we acknowledge our role as teachers of our children. As educators, we center our teaching on Gospel values, assess the individual needs of each child and encourage the pursuit of academic excellence. As students, we accept the responsibility to learn to our greatest potential and to be life-long learners. This growth occurs within a mutually supportive environment that fosters in each of us a love for God, love for one another and a desire to serve the greater community.

## **School Philosophy**

As a Christ-centered, Catholic community of parents, students, and faculty, we gather in faith to proclaim and teach the beliefs of our Church. Together we celebrate God's love through worship, reflection and response to God's word through service. As a learning community, we share our talents to help each other succeed both within our community and universal community. We strive for academic excellence. By working to maximize the gifts of all, we recognize and respond to the call to work for the common good. As an inclusive community, we welcome and discern the gifts and needs of each parent, student, and faculty member. With Jesus as our role model, we promote growth, both spiritual and academic, with attention to the individual.

## **School Goals**

1. We will create and model a community that worships God and supports the faith formation of our students through weekly celebration of the Eucharist, prayerful reflection on God's word, shared knowledge of Catholic doctrine, and the practice of Gospel values.
2. We will fulfill Christ's commandment to love through service projects that benefit our local community and the global community. Our commitment to love others will be nurtured through stewardship by every member of our community.
3. We will work in partnership to enhance the educational opportunities, experiences, and academic success of each member of the community through student enrichment programs, faculty development, peer-cooperation, parent education and community involvement.
4. We will develop, implement, and continuously evaluate curricular and extracurricular programs and practices based on the needs of the students, faculty expertise, parent input, current educational research and technological developments.
5. We will provide and maintain an atmosphere conducive to learning where the diverse needs and styles of students are respected and accommodated and where individual achievement is valued and recognized.
6. We will promote academic excellence by maintaining high expectations, setting high standards and rewarding outstanding effort and accomplishments.
7. We will participate as students, families, parishioners and faculty members in the community building events that support the students and the financial, physical, technological and educational needs of the school.
8. We will utilize various means of communication and technology to encourage the sharing of information and knowledge among our faculty, students and parents and to maximize the connection of every member of our community.
9. We will provide a variety of resources for intellectual, interpersonal, physical, emotional, and spiritual growth because we value the uniqueness of each member in the community.
10. With Jesus as our role model, we will celebrate diversity, strive for inclusiveness, and encourage an ongoing welcoming spirit in all that we do from the classroom, to the sports field, to outside our immediate community, so that people of all backgrounds feel valued.

## **Acceptable Use Policy for Technology Assets and Services**

In order to expand and facilitate teaching and learning, Our Lady of Grace Catholic School (OLG) supports the use of school-provided technology assets and services, including but not limited to computers, mobile labs, laptops as well as access to the Internet and other electronic information, programs, textbooks, services, and networks (collectively, the “OLG Technology Assets and Services”). OLG’s goals in providing the OLG Technology Assets and Services to students are to stimulate creativity and innovation; encourage communication and collaboration; promote research and information fluency; support critical thinking, problem solving and decision-making; and teach digital citizenship.

Access to the OLG Technology Assets and Services is a privilege and not a right. In making decisions regarding student access to the OLG Technology Assets and Services, OLG will consider its educational mission, goals and objectives. Any inappropriate, unauthorized or illegal use of the OLG Technology Assets and Services may result in cancellation of some or all privileges and will result in appropriate disciplinary action, up to and including expulsion and possible referral to law enforcement.

### **Access to OLG Technology Assets and Services**

At school, students utilizing OLG Technology Assets and Services must first have the permission of and be supervised by OLG’s professional staff. Students utilizing OLG Technology Assets and Services are responsible for appropriate behavior, just as they are in a classroom or any other area of the school. The same general rules for behavior and communications apply.

The following uses of OLG Technology Assets and Services are not permitted. This list is not exclusive and should be used as a guideline for appropriate use.

- To access, upload, download or distribute pornographic, obscene or sexual explicit material;
- To transmit obscene, abusive, sexually explicit or threatening language;
- To violate any local, state or federal statute;
- To vandalize, damage or disable the property of another individual or organization, including OLG’s networks and systems;
- To access another individual’s materials, information or files without permission;
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- To attempt to gain access to server information not open to the public;
- To use private or free e-mail services, except for approved use as directed by the Middle School faculty or administration;
- To use chat rooms or instant messaging, except for approved use as directed by the Middle School faculty or administration;
- To use access for political or commercial purposes;
- To allow any person other than the account holder to use the student’s OLG account;
- To reveal identifying information (name, age, address, phone #, photo, parents’ names) for yourself or another without your teacher’s permission;
- To engage in any use that disrupts the educational or administrative goals of OLG.

OLG makes no warranties of any kind, neither expressed nor implied, for the OLG Technology Assets and Services it is providing. OLG will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in services. OLG also will not be responsible for the accuracy, nature or quality of information gathered through school-provided Internet access. Further, OLG will not be responsible for personal property used to access school computers or networks or for school-provided Internet access. Finally, OLG will not be responsible for unauthorized financial obligations resulting from students’ use of OLG Technology Assets and Services.

## **Accreditation**

The Catholic identity and faith formation programs of Our Lady of Grace Catholic School are reviewed periodically by staff from the Archdiocese of St. Paul and Minneapolis. In addition, Our Lady of Grace Catholic School’s educational program is accredited by the Minnesota Nonpublic School Accrediting Association (MNSAA). OLG

files reports with MNSAA yearly, and a team from MNSAA visits the school every seven years. Teams from both the Archdiocese and MNSAA visited the school during the 2008-2009 school year, and the results of those reviews are available from the school office. In addition, the school's 2009-2014 strategic plan, which was created as a part of the accreditation process, can be found on the school's home page.

## **Administrative Interpretation of Handbook**

The administration of the school reserves the right to interpret rules and policies of this handbook as individual situations and needs arise. Such interpretations will take into consideration the following two principles: all questionable and enabling behavior must be addressed and confronted for the good of the individual and, when there is a conflict of interest, the common good shall prevail.

## **Admissions Policy**

### **General**

Our Lady of Grace, mindful of their mission to be witnesses to the love of Christ for all, admits students of any race, color, national and /or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the school. OLG does not discriminate on the basis of race, color, national or ethnic origin, age, sex, or disability in administration of their educational policies, scholarship programs, and athletic and other school administered programs.

While OLG does not discriminate against students with special needs, a full range of services may not always be available to them.

Priority given to enrollment in Kindergarten through Grade 8 is as follows:

- Families with children in school at Our Lady of Grace who qualify for the Parish Investment Rate. *This category includes siblings of graduates of OLG.*
- Families of children already enrolled in school.
- Families without children already in school who qualify for the Parish Investment Rate.
- Families without children already in school who are parishioners but who do not qualify for the Parish Investment Rate.
- Families who are registered parishioners at Most Holy Trinity Parish.
- Other Catholic families.
- All other applicants.

Once a child is accepted in the school community, he/she will not be asked to leave because of enrollment considerations.

When the class is full, those seeking admittance will be placed on a waiting list according to the above enrollment priorities. Priorities involving OLG parishioners will be determined by the seniority as a registered OLG parishioner. Priorities for siblings of OLG graduates will be determined by seniority of sibling enrollment in OLG.

Once placed on the waiting list, the prospective student's position will be maintained until a position is offered to the student.

- If a family declines an offer for placement before the first day of school, the student's position on the waiting list will be lost.
- If a position in the school becomes available and is offered after the last day of August registration, and the family declines enrollment, the student's waiting list position will be maintained the following year at the family's request.

If a position in the school becomes available after August registration, it is within the discretion of the school administration whether or not to offer a position to students on the waiting list. In making this determination, the administration may consider, among other things, the interests of the students on the waiting list and the time of year a position becomes available.

### **Yearly Supplemental Review for Middle School**

We view our Middle School students as the leaders of our school and expect them to be role models for our

elementary students. In addition to the above general admission policies, there is a supplemental admissions review conducted for admission to our Middle School. This is a yearly review and applies to all current and newly enrolling students and is explained below.

At the end of the third quarter of the fifth grade, the school administration will review the academic performance as well as the behavior of each current 5<sup>th</sup> grade student and new students registering to attend our Middle School program. Should the school administration have concerns regarding behavior or academics, the administration will meet with the student's parents. This meeting could result in a probationary period or non-admittance to our Middle School. The probationary period also may include non-participation in grade level field trips.

At the end of the third quarter of each year, the school administration also will review the academic performance as well as the behavior of current Middle School students. Should the school administration have concerns regarding behavior or academics, the administration will meet with the student's parents. A result of this meeting could be a required probationary period by school administration in order for the student to continue our Middle School program. The probationary period may also include non-participation in grade level field trips.

## **Alcohol & School Events**

Our Lady of Grace Catholic School is a community of families and children. Therefore, school events such as but not limited to, the Fall Marathon and Spring Carnival shall remain alcohol free. OLG School administration will not seek to purchase license(s) to serve, nor distribute, nor repackage alcohol; nor shall alcohol be transported onto school premises or consumed in conjunction with school events that involve children, students, or minors as the primary intended participants.

## **Attendance/Absence/Truancy**

### **Purpose**

Our Lady of Grace School believes full-time attendance to be an essential element in our students' educational development and faith formation. Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teachers and administrators. This policy will assist students in attending class.

Regular attendance fosters a climate conducive to learning, empowers effective teaching, protects the integrity of the school day and ensures quality education. Regular attendance helps the student learn responsibility and good habits that will help them be successful at school and throughout life. Student absenteeism often impedes social and spiritual development as well as academic achievement.

### **General Statement of Policy**

In accordance with the Minnesota Department of Education and Minn. Stat. §120A.22 ("Compulsory Instruction Law"), the students of Our Lady of Grace are required to attend all assigned classes every day school is in session, unless the student has been excused.

## **I. Responsibilities**

### **A. Student**

Students have the right to attend classes at OLG. Students have the responsibility to maintain punctual, regular attendance.

### **B. Parent/Guardian**

It is the responsibility of the student's parent/guardian to ensure the student attends school, to ensure the student (s) arrive on time, to inform the school in the event of a student's absence, and to address work missed as a result of excused or unexcused absences. It also expected that parents work cooperatively with the school and the student to

develop acceptable attendance pattern and enable the ability for the student to maximize his/her educational and spiritual potential.

### **C. Teachers**

Teachers will record and report accurate attendance for each student to the office. Teachers will do their best to assist students, upon request, in their attempts to complete work missed as a result of excused and unexcused absences.

### **D. Administrators**

It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures, as well as State Law, governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each absence. The school administration reserves the right to determine if an absence is excusable. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

## **II. Attendance Procedure**

If a student is absent, will arrive late to school, or will be dismissed early the student's parent or guardian must notify the school office prior to the beginning of the school day. Notifications can be made through a phone call, email or by a handwritten note. The OLG attendance line and reporting link: 952.929.5463 ext. 236; [ellieharristhal@olgschool.net](mailto:ellieharristhal@olgschool.net).

Absences not reported by parents may be counted as unexcused. Office personnel will attempt to contact parents of unexcused students after the school day has begun to ensure their location; however, the student's absent status may still be considered unexcused.

## **III. Classification of Absences**

Tardiness is late arrival to school that does not exceed 15 minutes.

Absence is defined as being missing from school beyond the definition of tardy.

- A half day of absence will be based on missing a portion of the day that exceeds 15 minutes but is less than three hours.
- A full day of absence will be based on a student missing more than three hours of the school day.

### **A. Excused Absence**

An excused absence indicates an acceptable absence from school or class with parental/guardian and school permission. Full credit is given for all make-up work. The school recommends two days to make up for each one day absent; however, teachers may extend the make-up time as they see fit. The following absences are considered excused:

1. Illness of the student. A doctor's excuse may be required after three days.
2. Outside Academic support that has been approved by administration.
3. Medical appointment of the student to support physical or mental health. All efforts should be made to schedule routine preventative care appointments outside of school days to limit absence. Recurring medical appointments for a diagnosed condition may require a doctor's note
4. Death or near end of life illness experienced with the student's immediate family member, a close relative, or a close friend
5. Court appearance occasioned by family or personal action
6. Regularly-scheduled religious instruction, not to exceed three hours in any week
7. Religious holiday or observance
8. Physical emergency conditions such as fire or flood
9. Official school field trip or other school-sponsored outing
10. Participation in school-sponsored activities
11. Removal of a student pursuant to a suspension. Suspensions will be handled as excused absences and a student will be permitted to complete make-up work.

12. An extraordinary educational opportunity for the student. Whenever possible, the opportunity must be submitted and approved by the Principal with at least two weeks advanced notice of the absent dates. The experience must have a learning objective, must not be ordinarily available to the student, must be grade and developmentally appropriate, and the content must be relevant to the student.

### **B. Unexcused Absence**

An unexcused absence indicates that the student is absent from school or class with or without the consent of the parent/guardian, but for a reason which is not acceptable to the school as listed in Section III. A above. Make-up work is required and full credit will be given.

### **C. Continuing Truant**

A continuing truant is a student who is subject to compulsory instruction requirements and is absent from instruction in a school without a valid excuse within a single school year for three days. When a student is determined to be a continuing truant, the school administration or designee will notify the student's parent/guardian in accordance with state law.

### **D. Suspension from School**

Make-up work is required and will receive full credit.

### **E. Tardiness**

Tardiness is late arrival to school that does not exceed 15 minutes. Tardiness is classified as excused or unexcused. Examples include:

1. Excused: Illness, medical/dental appointment, family emergency, pass from school personnel, weather/road conditions.
2. Unexcused: Oversleeping, walking from home or restaurants, loitering in the hallways

### **F. Monitoring Absenteeism and Tardiness**

A staff attendance/tardiness review team (Administration, Learning Specialists, Counselor and Classroom Teacher) will meet on a regular basis to monitor both excused and unexcused student absenteeism/tardiness. When a student reaches six (6) days of excused or unexcused absences/tardies in a trimester, the team will review the student's attendance pattern and, if appropriate, begin an intervention process with the student and family to improve student attendance and academic progress.

The involvement of an attendance case manager will be considered to assist in the monitoring of a student's attendance and to provide necessary support and programming coordination for the student.

### **G. Excessive Absences**

Students with excessive absences (20 or more days), having failed to satisfactorily complete 70 percent or more of their work and having not successfully participated in the student's attendance intervention may be recommended for retention to the same grade the following academic year.

## **Band**

Our Lady of Grace offers band instruction (\$13.00 per week) and participation for those students in grades 4-8 who show musical interest and aptitude. Contact Jeff Jensen, Band Director.

## **Birthday Parties**

If a student wishes to bring a birthday treat, we ask that he/she refrain from bringing a food treat on his/her birthday. Other options could include pencils, stickers or a book donated to the classroom or the library in your child's name, commemorating their special day. Because we are a small school and wish to maintain an inclusive environment, we ask that birthday invitations and gift giving take place outside of school.

## **Bullying/Cyber Bullying: Incident Reporting and Resolution Process**

Because of the fast-paced nature of electronic postings, concerned individuals are encouraged to immediately report any offensive posting that does not comply with the Our Lady of Grace Catholic School (*see:*) *Social Media Policy*.

- **Contact Principal, Maureen Trenary at (952) 929-5463 ext. 121. Also, email notification should be sent to [Maurentrenary@olgschool.net](mailto:Maurentrenary@olgschool.net) with a simultaneous cc: to OLG students' homeroom teacher (when applicable), stating concerns and expectation for resolution.**



- The Our Lady of Catholic School administration considers abusive behavior, bullying, and cyber-bullying to be a serious matter and will investigate all filed grievances.
- Any concerned individual may also initiate any grievance by filling out forms **Parent/Student Cyber-Bullying, Bullying/Incident Report and Grievance Local Conciliation** (*located on-line in the Parent Student Handbook – Appendix*). Completed documents must be submitted to the OLG Principal so that the stated concern can be dealt with in a timely manner.
- (*See: Discipline – Middle School – Section 1. Bullying 1-7*)
- (*See: Grievance Policy – Stages 1-3*)

## **Busing**

Any communication regarding bus service (e.g., routes, pickup and drop-off times, discipline or driver issues) should be directed to the Assistant Principal of Our Lady of Grace.

### **City of Edina Busing**

The City of Edina will provide bus service to Our Lady of Grace students within the Edina Public School district boundary. The following guidelines have been set by the Edina Public Schools Transportation Department:

- **Efficiency Reserved Seating**  
Based on a recommendation from The Transportation Safety Advisory Committee, school bus drivers, and the Principals of Edina Schools, the Edina Transportation Department has initiated a new system called Efficiency Reserved Seating (ERS). Efficiency Reserved Seating will allow faster loading and unloading and eliminate seat shopping; in addition, it will eliminate pushing and shoving to find a seat on the bus and at the bus stop. Additionally, the bus driver will be able to quickly learn students’ names and it will assist substitute drivers. Students may select their own seating the first two or three weeks. Following this time, the driver will notify the students that reserved seating will begin and ask the students for their preferred reserved seat. The bus driver will have final determination of the reserved seating. At this time a seating chart will be made. The driver, like the captain, can be flexible and make changes as situations occur. We encourage students to work together with the bus driver to resolve any issues with their reserved seat assignment. Questions regarding Efficiency Reserved Seating should be referred to the Transportation Department.
- **Bus Rider Transfer Request**  
Due to the high ridership on most buses, it has become necessary to eliminate rider transfers/students which are not regularly scheduled to ride that bus. State law mandates that ridership on a bus not exceed its capacity on the bus. The Transportation Advisory Committee has made this recommendation for the safety of each student and to ensure each student has a seat on the bus.

### **Out-of-District (non-Edina) Busing**

There is no busing provided for out-of-district (non-Edina) students, except for those students residing in the mandatory busing zone designated below.

- **Mandatory Busing Zone**  
Families who live within the following boundaries are part of the Our Lady of Grace mandatory busing zone:
  - South of 494
  - West of 169
  - North of the Minnesota River
  - East of Flying Cloud Drive

All families residing in the mandatory busing zone will be required to pay an annual fee, whether or not they use the provided bus service. The bus fee is payable to Our Lady of Grace and will be billed via SmartTuition in August, before the start of each school year. Installment billing is available upon request.

Families in the mandatory busing zone who participate in the Our Lady of Grace Extended Care Program, in both the morning and afternoon, will be exempt, and waived from paying the annual fee. Families participating in either the morning or the afternoon OLG Extended Care Program will be waived one half of the annual fee. Teachers or staff of Our Lady of Grace will also have the annual fee waived.

Our Lady of Grace will take the following action with regard to delinquent bus payments:

1. SmartTuition will assess late fees for bus fees not paid by the required date(s).
2. Students will not be allowed to register for the following academic year if bus payments are not current.
3. No 8<sup>th</sup> grader will be allowed to participate in graduation activities unless all bus payments are current.
4. Our Lady of Grace will not release any academic records unless all bus payments are current.

All that reside in the mandatory busing zone will also be asked to read and complete an Out-of-District Busing Code of Conduct. This form will be handed to the students the first week of school and should be returned by the end of the first week. All families are asked to complete and return the Code of Conduct, even if the students do not ride the bus.

Currently, there are no other mandatory out-of-district busing zones or school-provided busing. Families may arrange their own busing, and if so, are encouraged to inform OLG's Assistant Principal.

All out-of-district families are eligible for a transportation reimbursement, in part, from their city/school district. (Note: this is NOT a complete reimbursement and is not guaranteed.) Transportation reimbursement, of any amount, which varies annually, is dependent upon the number of days your child(ren) attend school. Families must complete and return the Transportation Reimbursement form(s) to the school office during the first week of school.

## **Bus Rules**

The following bus rules, provided by the Edina Public Schools Transportation Department, apply to Edina and the out-of-district mandatory busing routes.

### **Going to the Bus Stop**

- Use sidewalks where provided.
- If there are no sidewalks, walk on the left shoulder of the street or roadway facing traffic, single file or no more than two abreast.
- Cross streets at corners.
- Use a direct route, but avoid crossing yards or empty lots to get to the bus stop or school.
- Arrive no more than 5 minutes before the bus is scheduled to stop.
- Be aware of suspicious individuals (young, old, male, female) on foot or in motor vehicles. Report such persons to your bus driver or school principal.
- **Even if you miss the bus, do not accept rides from strangers.**

### **Waiting at the Bus Stop**

- Wait away from traffic. Stay at least five feet off the road or street.
- Respect the property around the bus stop. Do not pick flowers or shrubs; throw stones, snowballs, litter, etc.
- Use appropriate language at all times.
- Respect other students by not pushing, shoving, or fighting.
- Stay back until the bus is actually stopped. **A push at the middle or end of the line can send the front person into the bus or under its wheels.**
- Older students can be helpful to the younger ones.

### **Boarding the Bus**

- Wait until the bus has stopped and the door is opened before starting to board.
- Board the bus single file.
- Continue to show respect for others by not pushing or shoving.
- Use the handrail to keep from slipping, falling or tripping.
- Greet the driver!
- Move directly to your seat and sit down.
- Put large items (musical instruments, packages, etc.) in seat area or under the seat but not in the aisle.

### **Riding on the Bus**

- Follow the driver's instructions.
- Remain in your seat until the bus arrives at your stop.
- Speak in a quiet voice. Your voice should not be heard above others.
- Keep hands, feet, and objects inside the bus.
- Do not throw objects inside the bus or out the window.
- Do not use profanity, including words or gestures.
- **Do not tease or harass others.**
- Do not spit.
- Do not eat, drink, or chew gum.
- Do not vandalize the bus.

### **Consequences for students who choose not to behave:**

- Students may be given a warning.
- Students may be assigned a new seat.
- Drivers may write a conduct report. A copy of the conduct report will be given to the Assistant Principal and student.
- **NOTE:** Students endangering persons and/or property may lose bus riding privileges immediately, and for an indefinite period of time. In addition, students may be administered consequences consistent with school discipline procedures.

### **In cases of severe or persistent misbehavior, the following consequences may be incurred (grades K-8):**

- **Severe Offense:** Warning by bus driver or principal. School Bus Incident Report distributed, signed by parent, and returned to school.
- **More Severe or Previous Offense:** Consultation with involved parties. Rider may lose riding privileges for 3-5 days or until a satisfactory resolution can be achieved among parent/guardian, driver, rider and principal. School Bus Incident Report distributed, signed by parent, and returned to school.
- **Most Severe or Previous Offense:** Consultation with involved parties. Rider may lose riding privileges for up to 10 days or until a satisfactory resolution can be achieved among parent/guardian, driver, rider and principal, including loss of riding privileges for the remainder of the year. School Bus Incident Report distributed, signed by parent, and returned to school.

Please discuss these regulations with your children. Failure to observe these regulations may mean loss of the privilege of riding the bus. If you encounter any bus problems, please call the Edina bus garage (for Edina students), 952-848-4979, Adams Bus Service (for out-of-district mandatory busing zone), 952-544-7273, or the Our Lady of Grace Assistant Principal, 952-929-5463.

### **Non-Bus School Days**

In the event that Our Lady of Grace School is in session on a day that the Edina School District is not also in session, therefore making Edina School District busing unavailable, the Our Lady of Grace administration will provide several communications to parents/guardians regarding necessary transportation arrangements when the upcoming academic year calendar is released.

### **Bus Accident Procedure**

In the event of a major bus accident, the bus driver will adhere to the standards set forth in the *Minnesota School Bus Driver's Handbook: A Guide to Safe School Bus Transportation in Minnesota* and transportation department policies regarding emergency situations.

In the event of a minor bus accident, the following protocol will be followed:

#### Before/During School Hours

- The bus service will transport students, post-accident to school.
- Upon arrival, students will be asked to contact their parent/guardian by phone directly. In addition, school administration and the school nurse will assess each student individually.
- Once assessed, if necessary, the student will then be permitted to leave the school with their parent/guardian.

### After School Hours

Our Lady of Grace administration will work directly with the City of Edina and/or Adams Transportation to communicate details pertinent to the accident with parents/guardians.

## **Camps**

### **Camp Foley**

Camp Foley is an enrichment course to our Sixth Grade Science Program. OLG 6th graders spend three days in the spring at this environmental camp in Minnesota. Chaperones include teachers and parents. The approximate fee for this camp is \$155. No child will be turned away due to cost.

### **Concordia Spanish Camp**

Concordia Spanish Camp is a continuation of our Eighth Grade Spanish Program. OLG 8<sup>th</sup> graders spend a weekend in the fall at this language camp in northern Minnesota. The camp is chaperoned by counselors and teachers at the camp. The approximate fee for this camp is \$215. No child will be turned away due to cost.

## **Carpool Line and Other Pick Up**

**NOTE TO EDINA FAMILIES:** The increase of carpoolers and our campus configuration has made this a challenge not only for us but also for our surrounding community. We ask that all Edina families who are provided bus service seriously review your use of morning and afternoon carpool. On the days that you do not have commitments for your children after school or your children do not have scheduled morning meetings with our teachers, we ask that you have your children ride the bus even though it adds a few more minutes to get to school or home.

Safety and efficiency are the main goals of the carpool line. To maximize these goals, please respect the following rules:

- Please follow the carpool diagram in the handbook Appendix.
  - **Use Auxiliary Parking Lot for Afternoon Carpool Line:** As a part of our afternoon carpool line, we are now using the auxiliary parking space across from our basketball courts as a drive through to prevent incoming cars from being stranded on Eden Avenue resulting in a huge congestion and safety concern. When using our afternoon carpool lines, we ask that the first person drive up to the last handicap sign and those in the drive through stay closest to the grass to maximize the number of cars that we can have in these spaces.
- In the morning, students should have their backpacks and other school things ready so they can exit the car quickly. If you have things that must be signed, need to talk to your child, or just need more time to get organized, please park your car in the lower lot and walk your child in. Parents who are using the carpool line should not need to get out of their car.
- Children should always exit from the sidewalk side of the car, as the other side is a lane of traffic.
- **Do not drop off or pick up your child/children at the church door. This is not respectful of parishioners using the chapel and is not an entrance to the school.**
- Do not drop or pick up your child/children at the Middle School doors off the Administration driveway. This is a pedestrian route for walkers during carpool time.
- If parking in the lower lot to pick up your child/children, please use the side door near the reception desk. Please do not use the church entrance.
- Do not come from the administration driveway and cut in line. This is unfair and frustrating to those who are correctly using the carpool system.
- Do not use the exit to the service road that is near the athletic field during afternoon dismissal time.
- At no time should parents or students walk between cars or buses.
- After school, please place the name sign provided on the front right dashboard. This helps the teachers identify which students will be picked up next so the students may get ready to enter the car. This allows for more efficient loading of all students.

## **Morning Traffic Congestion**

We encourage all families to enter our school campus coming from the west on Eden Avenue, therefore, making a right hand turn into our campus. This will help alleviate some of the congestion for our entire Edina community.

Also, remember you must park your car in the lot and then walk your student in any time you arrive at school during the school day. **Do not park by the sidewalk near the front entrance.** Buses and vans deliver students there during the day and often have to back up as a car is parked in front of the entrance.

### **Cell Phone Registration and Policy**

- All students who wish to have a cell phone on Our Lady of Grace premises must register the cell phone by submitting a copy of the Cell Phone Policy Acknowledgment and Registration, signed by the student and at least one parent (see Appendix). It is a violation of this policy to possess an unregistered cell phone on OLG premises.
- **Students in grades K-5 are not permitted to have cell phones on OLG's campus (even if it is powered off). This is not a new policy, but compliance has started to slip. Any cell phones brought on campus in violation of the policy will be confiscated in accordance with the policy.**
- Students in grades 6-8 may bring phones to school but they must remain powered off in their lockers during the school day.
- No cell phones are allowed outside of a student's locker during school hours.
- No picture phone or other photographic device may be used at any time without the consent of the teacher or other adult supervising the student's activity.
- The first violation of this cell phone policy will result in confiscation of the cell phone, which must be picked up by a parent. (See Section 5 of the Middle School Code of Conduct.)
- A second violation of this policy may result in the confiscation of the electronic device for the entire school year. (See Section 5 of the Middle School Code of Conduct.)
- If a student uses a cell phone, picture phone or other photographic device in a manner compromising, embarrassing or hurtful to another, the school may declare this a violation of the Severe Clause (Section 6 of the Middle School Code of Conduct). This may result in loss of privileges, removal from class, or an immediate meeting with the parents and/or suspension and/or expulsion.

### **Change in Family Information**

Please notify the school, as soon as possible, of any changes to: address, phone/cell number, email address or emergency contact information.

### **Chemical Abuse and Dependency**

Our Lady of Grace has a chemical awareness program that includes information on use, abuse and prevention.

### **Child Abuse and Neglect**

Please see both the section on Volunteering (Ministry and Boundaries Training) and the OLG Prohibitive Behaviors Policy in the Appendix.

### **Classroom Placement**

Our Lady of Grace Faculty and Administration will determine classroom placement for students. The needs of our students will be carefully considered. Each class will be carefully formulated to include a heterogeneous grouping respecting the wide diversity of talents, gifts and abilities of students. Optimal learning, both socially and academically, will be ensured. Please fill out a Learner Profile to help share any insights about your student with the administration by May 15<sup>th</sup> to help guide classroom placement. No information related to classroom placement requests can be made after May 15<sup>th</sup> of the year preceding that classroom placement request.

### **Parent Request for Same Room Placement for Multiples**

A parent request of placing multiples (twins, triplets) within one classroom is reviewed in conjunction with the parent, classroom teacher and principal. Parents are asked to request in writing by May 15<sup>th</sup>, yearly if necessary, the reason for their request. The principal is responsible for final decisions regarding student placement.

### **Closing Due To Inclement Weather**

**School will be closed when Edina Public Schools close.** The announcement of school closing will be made by WCCO 830 AM radio beginning at 6:30 a.m. The information is also submitted to television stations on channels 4, 5, and 9. The closing information will also be posted on the website.

### **Collection of Monies**

No fundraising or collection of money is to be carried on in the school without explicit permission from the principal. This would include monies collected for teacher parties and/or gifts.

### **Communications**

#### **OUR LADY OF GRACE SCHOOL COMMUNICATIONS**

Our Lady of Grace Catholic School has established a wide array of modern methods to disseminate important information to students, parents, teachers, employees, volunteers and community members.

Individuals or organizations that wish to distribute information by utilizing OLG media channels must contact the appropriate coordinator(s). *A current list of media coordinators can be found in the Appendix section of the Our Lady of Grace Catholic School Parent Student Handbook located on the OLG School website.*

- Media Coordinators working in conjunction with the school Principal have the authority to accept, edit, redirect, or reject submitted materials prior to publication.
- Request for any exception should be made to the school Principal.
- The Principal has final authority on all school communications.

#### **Communication Distribution**

To determine the most efficient method of communication please use the following list of guidelines:

- Teachers have an obligation to distribute only OLG school related materials, or materials specifically intended for their class or grade level, with the exception of school-wide health related outbreaks.
- All other announcements such as school-wide, multi grade level, extracurricular activities, group, organizational or recruitment announcements should utilize the OLG Weekender, school website, SignUpGenius or HALO (the video announcement system), as primary communication vehicles.

**Backpack Flyers** – This communication vehicle is used on a very limited basis to provide information that cannot be sent electronically. Individuals or groups should provide OLG personnel with completed flyers ready for distribution.

- OLG does not encourage communications via backpack flyers.
- Exceptions will be made on a restricted basis (Example: Scholastic book orders).
- Anything sent home via backpack flyers must be approved by office personnel prior to being distributed to the classrooms.

**Email** – This Internet based vehicle is used to communicate with individuals, groups, or large masses, in a timely manner. OLG teachers check their email in-box throughout the day and will return email as time permits. Email addresses for OLG employees, students and parents may be located in the Our Lady of Grace Catholic School Directory. Any information obtained through the OLG School Directory must conform to the Acceptable Use Guidelines found inside the front cover of the Directory booklet.

**Email Blasts** – This communication vehicle is used to electronically disseminate, via email, extremely time sensitive messages to a large distribution list. An email blast will be sent out at most 48 hours prior to an event or

deadline. It is a final reminder or immediate message that cannot wait until the next Weekender is sent.

- Blasts are not sent on Fridays. Messages on a Friday would be communicated in the Weekender. The only exception is a school emergency.
- No more than one blast is sent in a given day.
- OLG reserves the right to approve what can be sent as a blast, based on content and/or amount of blasts scheduled for that week.

**Emergency Alert System** - Our Lady of Grace uses Blackboard Connect to contact parents in case of an emergency (i.e. school closings). Parents are asked to provide cell phone numbers, a home telephone number, and one email address. Tests of the emergency system will be conducted during the school year. In case of emergency, parents should adhere to the directions/communications provided by the alert system, email, or the OLG school website.

**Facebook** – (See: *Social Media Policy*) This Internet accessed communication vehicle is used to publicize and share school events, photos and other general information that is deemed interesting and appropriate for enhancing and promoting the values of OLG School and community. Before submitting material for publication, individuals must be familiar with the Our Lady of Grace School *Social Media Policy* listed in the Parent Student Handbook and must sign a Letter of Acknowledgement stating they have read, understand and will comply with the OLG *Social Media Policy*.

**HALO - Video Announcement System** – This in-house video communication system is a series of networked wall mounted video monitors and input terminals placed throughout OLG School and parish facilities. Its purpose is to greet, inform and enlighten visitors, parents, students and all who enter the buildings of timely newsworthy events related to Our Lady of Grace School and parish community.

**Inter-Office Mailings** – This communication vehicle is used by the principal to disseminate important information. No one, including staff, parents or students, shall use inter-office mail of Our Lady of Grace Catholic School for the distribution of any literature or information unless the principal has approved the materials.

**Post & Banner Signage (P&B)** – These displays are located along the OLG school driveway between the church entry and the outdoor basketball courts and additionally at the southeast entrance of the main school parking lot. They are primarily visible to passing motorists entering the upper school/church parking lot. The banners are designed for temporary use. They are utilized to promote important events and accomplishments at Our Lady of Grace School.

- The school Principal must approve all content and dates for display prior to any production or usage.
- Sign size format is 3' x 8'.
- The OLG School logo must appear on the banner design with school colors.
- Individuals/groups/organizations posting banners are responsible for related expenses.

For further printing production guidance see: OLG Handbook - Appendix – Media Coordinator list – Banners and Post Signage

**School Directory** – This paperback booklet contains the names, addresses, email addresses and phone numbers of OLG administrators, teachers, staff, employees, School Advisor Council members, PSO members, Our Lady of Grace students and their parents. It is published once a year in the fall. Terms of Acceptable Use are located inside the front cover of the School Directory booklet. This directory is produced with the assistance of coordinators from the PSO.

**School Yearbook** - This paperbound book is published once a year. It contains photographs of Our Lady of Grace School employees and students. Materials to be included in this publication must be submitted to the yearbook coordinator by the designated deadlines. Students who place an order for a yearbook will receive their copy upon distribution at the end of the school year.

**SignUpGenius** - This communication vehicle is used to provide a means of inviting participation at OLG school related events and securing a response. Invitations intended for large distributions (60 people or more) or the entire

OLG School community must be approved and distributed by the SignUpGenius Coordinator.

**Use of OLG Telephones** - To speak with a teacher, please call the school main phone number and enter the teacher's extension. The teacher will return your call as soon as possible. Likewise, your child's teacher will call you if there is a problem that they would like to discuss with you. Unless specifically stated, please do not call teachers at their homes.

- Teachers and students are not usually called to the telephone during class hours unless there is an emergency.
- If at all possible, do not call near dismissal time since we cannot assure you of the message being conveyed at that time.
- Students are discouraged from calling home for forgotten items such as but not limited to homework or sports equipment.
- Students are allowed to use the telephone only after receiving permission from their teacher.

**Website** – (*See: Social Media Policy*) This communication vehicle is used to provide families and guests a central place to obtain important or interesting newsworthy information related to Our Lady of Grace School or associated events.

- Allow 48 hours for submissions to be added to the website.
- OLG reserves the right to edit information for space and content.
- All content must be suitable for the OLG School community.
- Before submitting material for publication, individuals must be familiar with the Our Lady of Grace School *Social Media Policy* listed in the Parent Student Handbook and must sign a Letter of Acknowledgement stating they have read and understand and will comply with the OLG *Social Media Policy*.

**Weekender** – This communication vehicle is used to provide an on-line weekly update on school/parish/local events and announcements that directly relate to the OLG school community.

- The Weekender is sent via email every Friday (or the last day of the week on shortened weeks) throughout the school year.
- Submissions are due by noon on Thursday (or the day before the last day of the week on shortened weeks).
- Submissions run 2-3 times maximum to ensure timeliness.
- Submissions are for information that needs to be sent to a large audience at the school (i.e. a submission that only includes Kindergarteners would be sent via the Kindergarten teachers).
- Posting information regarding community events will be allowed if space is available and the message is deemed appropriate.
- OLG reserves the right to edit information for space and content.

**Yard Signs** – These small signs are created and designed by classes, groups or organizations within Our Lady of Grace Catholic School to promote an upcoming event. Placement is allowed along the OLG driveway leading to the upper parking lot.

- Signs must be approved by office administration prior to placement.
- Signs may be used for a period of one week
- Signs must not jeopardize safety or interfere with traffic or the routine maintenance of school grounds.
- Signs must be removed immediately following the event

## **OLG CHURCH/PARISH COMMUNICATION**

Our Lady of Catholic Church/Parish utilizes numerous communication vehicles and makes them available to Our Lady of Grace Catholic School and its organizations for worthy promotional purposes. All OLG organizations must comply with Parish rules and deadlines. OLG Parish coordinators have the right to edit, alter, or refuse all submitted material. **The Pastor, Father Kevin Finnegan, has final authority on all OLG Parish related communications.**

**Our Lady of Grace Catholic Church Bulletin** – This OLG Parish communication vehicle is published once a week. The deadline for submission is a minimum 10 days prior to publication date and is based on available space



and content.

**Facebook & Website/Parish Website** – This Internet accessed communication vehicle is used to publicize and parish events, photos and other general information that is deemed interesting and appropriate for enhancing and promoting the values of OLG Parish community. Before submitting material for publication, individuals must be familiar with the Our Lady of Grace Parish Social Media governance policies.

**Outdoor Electronic Signage** - This permanent outdoor communication display is located on the parish property along Eden Avenue and Highway 100 Service Road. This sign displays important information concerning parish/church events including Mass times. It is intended to convey information to people within viewing distance of the sign.

**Pulpit/Priest/Mass Announcements** – These announcements are presented from the church pulpit by the residing priest at the conclusion of weekend Masses.

*A current list of media coordinators can be found in the Appendix section of the Our Lady of Grace Catholic School Parent Student Handbook located on the OLG School website.*

### **Conferences (Parent-Teacher)**

Parents may arrange for a conference at any time if they have questions about their child’s progress.

- Parents are asked to complete a Learner Profile prior to registration.
- A parent/teacher conference is scheduled during the first quarter.
- An optional parent/teacher conference is scheduled during the third quarter.

Conference Protocol-In order to be respectful of all members of our community, we ask that you use this conference time to talk about the progress of your child this year. Please refrain from comments about other children or other teachers. Also, please be prompt and take note of the limited conference time. Thank you.

### **Conflict Resolution**

If a parent or student has a question concerning classroom procedure, the teacher is to be contacted. If further discussion is needed, then the principal should be called to confer with the parent, student, and teacher. (*See Grievance Policy*).

### **Counseling Services**

Confidentiality and trust are basic to counseling relationships between Our Lady of Grace students and school personnel. Parents/guardians are usually informed when a student seeks counseling or is referred for counseling by school personnel; there may be instances when school personnel think it advisable to involve parents/guardians.

Our school psychologist/counseling services are available to meet with parents at school to discuss anything pertaining to children, families and school or family life. Anyone using this service should know that they are utilizing OLG’s school psychologist, rather than a psychologist in private practice. For the most part, this difference is not significant. However, there are a few situations which may require the school psychologist to share information with the school principal. An example where this may apply is a child protection matter (e.g. neglect, physical or sexual abuse). In addition, if there is a concern for the safety of the school community, the school psychologist is obligated to share information with the school principal. These serious matters may also require a report to be filed with county personnel, as required by state law. Anyone using this service is encouraged to address issues regarding confidentiality before beginning to share personal information

### **Curriculum**

Curriculum is defined as “everything that takes place during the school day.” All areas of curriculum basic to a child’s education are taught. Our curriculum includes Religion, Language Arts (Reading, Literature, Writing, Spelling, and Grammar), Math, Handwriting, Social Studies, Science, Technology, Music, Art, Spanish and Physical Education. No independent study or other curriculum can be substituted fully or in part for the school’s curriculum, with the exception of the University of Minnesota Talented Youth Mathematics Program (“UMTYMP”). If a

student has been accepted into and wishes to participate in UMTYMP, then s/he must notify the Principal in writing prior to each school year in which such participation begins. Further, the student must commit to continue with UMTYMP a minimum of one semester, as no mid-semester changes to the student's schedule will be made.

Our Lady of Grace curriculum maps and learner outcomes are based on a careful and thorough review of state, national, and archdiocesan standards. Learner Outcomes have been established for each area in each grade level and can be found on the school's website, [www.olgschool.net](http://www.olgschool.net).

## **Custodial and Guardianship Issues**

Parents/Guardians will be asked to supply custodial and guardianship information at the time of registration. In the case of divorced parents, it will be presumed that both parents have full custodial rights and equal rights to custody of the student unless a judicial decree stating otherwise is supplied to the office. Written notification should be provided regarding to whom, besides the parents/guardians, the child would be allowed to be released to during the school day.

## **Discipline**

The faculty and administration of Our Lady of Grace Catholic School believes that each student is responsible and accountable for his/her behavior. In the classrooms, our goal is a climate of cooperation, enthusiasm, mutual respect, and purposeful learning. Teachers help the students understand clearly what is expected, and positive reinforcement is used to recognize and reward constructive behavior. We recognize that common expectations, consistent enforcement, and logical consequences for behavior help students grow in becoming accountable for their actions. The following are behavior expectations for students at Our Lady of Grace Catholic School:

**Bullying Definition:**

A person is bullied when he or she is exposed, repeatedly and over time, to negative action on the part of one or more other persons, and he or she has difficulty defending him or herself.

## **Kindergarten to 5<sup>th</sup> Grade Code of Conduct**

### **Be Prompt and Prepared**

- Be on time.
- Come to class prepared.
- If student is consistently tardy, inform administration.

### **Respect Authority**

- Listen to adults.
- Use respectful language and gestures towards adults.
- Follow directions promptly.
- Display ownership of behavior. (including accepting consequences)

### **Respect Rights of Others**

- Use appropriate voice and language.
- Listen to speaker.
- Respect the opinion and point of view of others.
- Respect the rights and privacy of others.

### **Display a Concern for Learning**

- Remain on task.
- Allow others to remain on task.
- Display kindness and empathy.

### **Display Appropriate Social Skills**

- Solve problems appropriately.
- Include others.

### **Display Positive and Productive Character**

- Do your best.
- Be honest.

- Give and accept forgiveness.

### **Respect Property**

- Take care of supplies.
- Take care of school property.

### **Consequences**

- **K-2**
    - Verbal Warning
    - Classroom take a break.
    - TAB out (form will be sent home).
- Possible Consequences**
- Lunch with supervisor.
  - Loss of lunch recess.
  - Loss of privilege.
  - Call parents.
  - Meet with Assistant Principal or Principal.
  - Conference with teacher or Assistant Principal or Principal.

### **Consequences**

- **3-5**
  - Tab Out. Fill out form to be signed by parents. However, there will be circumstances when time out in the support room will be necessary.
  - Lose lunch recess.
  - Call parents with witness present and fill out form to be signed by parents.
  - Meet with assistant principal.
  - Meet with principal, parents and teacher.
  - Gum chewing will result in immediate loss of lunch recess.
  - Severe Clause - see below.
- **3-5**
  - Take a break.
  - Support room. Fill out reflection form to be signed by parents. Three reflections constitute a loss of lunch recess.
  - Call parents with witness present.
  - Meet with principal.
  - Meet with principal, parents and teacher.
  - Severe Clause - see below.

### **Lunchroom Behavior Expectations**

- Walk. Stay in line.
- Keep hands and feet to self.
- Use appropriate voice level.
- Sit and raise hand for assistance and dismissal permission.
- Eat appropriately. No throwing food. No sharing food.

#### **Consequences**

- Cleaning lunchroom.
- Non-compliance with lunch etiquette will result in lunch in the office.

### **Hallway Behavior Expectations**

- Walk.
- Keep voices at a low volume.

#### **Consequences**

- Loss of recess.
- Three infractions: students will fill out a reflection form.

### **Playground Behavior Expectations**

- Include others in playground games.

- Respect self, others, environment.
- No pushing, shoving, bullying, tackling or aggressive behavior.

### **Severe Clause**

There are certain circumstances when classroom management consequences and detention are not appropriate and may result in loss of privileges, removal from classroom, or an immediate meeting with parents and/or suspension, and/or expulsion. Some of these circumstances are:

- Fighting
- Blatant disrespect of authority
- Use of alcohol or drugs on school property
- Abusive behavior to authority or peer (verbal or physical)
- Theft or vandalism
- Habitual truancy (See Attendance/Absence/Truancy Policy)
- Absence from any portion of the school day without permission of the student's parent or guardian
- Disregard for classroom management
- Sexual harassment
- Possession of dangerous objects (for example of pocket knife, matches, toy guns, slingshots, guns)
- Repetitive infractions/detentions
- When and where applicable the matter may be referred to law enforcement agencies.

In case of gross misconduct (which can include all of the above) the principal has the authority to suspend or expel a student. Gross misconduct is defined, but not limited to, conduct which creates a substantial and unjustifiable risk of harm to another person or serious damage to the property of the school or another person or conduct which substantially impairs the discipline and order of the school environment.

### **School Response to Bullying Behavior and Aggressive Behavior that Can Lead to Bullying**

**NOTE:** The guidelines that the school has established to address aggressive behavior and bullying are very important and are taken very seriously. However, not all situations are clear-cut and in those instances we will rely upon teacher and administrative discretion.

**“Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.” This may include:**

#### **Level One K-2**

Teasing/making faces/eye rolling  
 Name calling  
 Spreading or starting rumors  
 Purposely embarrassing another  
 Mean spirited holding or chasing  
 Leaving people out  
 Taking something that does not belong to you

#### **Level One Consequences K-2**

##### **First Time**

- Report to the homeroom teacher to discuss what occurred.
- Warning
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

##### **Second Time**

- Report to the homeroom teacher to discuss what occurred.
- Warning – remind student of first warning
- Contact parents.
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

**Third Time**

- Report to the homeroom teacher to discuss what occurred.
- Homeroom teacher meets with student, and student fills out a reflection sheet to be signed by parent.
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

**Fourth Time**

- Report to the homeroom teacher to discuss what occurred.
- Conference with parent, student, and homeroom teacher.
- Student signs a contract to stop this behavior.
- Student eats lunch with supervisor.
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

**Fifth Time**

- Report to the homeroom teacher to discuss what occurred.
- Conference with parent, student, assistant principal and homeroom teacher.
- Loss of recess.
- Student contract to stop this behavior is reviewed.
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

**Sixth Time**

- Report to the homeroom teacher to discuss what occurred.
- Contact parents.
- Conference with parent, student, homeroom teacher and principal.
- Loss of recess.
- Principal presents future consequences.
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

**Level Two K-2**

Pushing/shoving  
Kicking  
Hair pulling  
Inappropriate hand signs  
Verbal cruelty  
Hurtful body language

**Level Two K-2 Consequences****First Time**

- Report to the homeroom teacher to discuss what occurred.
- Contact parents.
- Lunch with supervisor.
- Student delivers a verbal apology to the student who was affected by bullying the behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

**Second Time**

- Report to the homeroom teacher to discuss what occurred.
- Conference with parent, student, homeroom teacher.
- Behavior contract
- Loss of recess.
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

**Third Time**

- Report to the homeroom teacher to discuss what occurred.
- Conference with parent, student, homeroom teacher, and assistant principal.
- Review of contract
- Loss of recess and/or privilege.
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

#### **Fourth Time**

- Report to the homeroom teacher to discuss what has occurred.
- Contact parents.
- Conference with parent, student, homeroom teacher, and principal.
- Loss of recess and/or privilege.
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- Principal presents future consequences.
- \*\*Check back with both parties to make certain that the behavior has stopped.

#### **Level Three K-2**

Biting

Choking

Purposely hitting with hands/objects

Pulling others clothes up or down/inappropriate bathroom behavior

Spitting at another student

Touching private areas

Racial, religious, disability, gender insults

Verbal threats

Physical fighting

Breaking something on purpose

Punching anywhere on body

Cyber bullying

#### **Level Three K-2 Consequences**

##### **First Time**

- Report to the homeroom teacher and teacher to discuss what occurred.
- Contact parents
- Meet with assistant principal.
- Student eats lunch with a supervisor
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

##### **Second Time**

- Report to the homeroom teacher to discuss what occurred.
- Conference with parent, student, homeroom teacher, and assistant principal.
- Loss of recess and/or classroom privilege.
- Student signs a contract to stop this behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

##### **Third Time**

- Report to the homeroom teacher to discuss what occurred.
- Conference with parent, student, homeroom teacher, and principal.
- Loss of recess and/or privilege.
- Principal presents future Severe Clause consequences.
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

**Fourth Time:** Continuation of Severe Clause Consequences.

### **Level One 3-5**

Teasing/making faces/eye rolling  
Name calling  
Spreading or starting rumors  
Purposely embarrassing another  
Holding or chasing  
Leaving people out  
Taking something that does not belong to you

### **Level One 3-5 Consequences**

#### **First Time**

- Report to the homeroom teacher to discuss what occurred.
- Warning.
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

#### **Second Time**

- Report to the homeroom teacher to discuss what occurred.
- Homeroom teacher meets with student and student fills out a reflection sheet to be signed by parent.
  - Student eats lunch with a supervisor.
  - Student delivers a verbal apology to the student who was affected by bullying behavior.
  - \*\*Check back with both parties to make certain that the behavior has stopped.

#### **Third Time**

- Report to the homeroom teacher to discuss what occurred.
- Conference with parent, student, assistant principal, and homeroom teacher.
- Loss of recess and/or classroom privilege.
- Student signs a contract to stop this behavior.
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

#### **Fourth Time**

- Report to the homeroom teacher to discuss what occurred.
- Contact parents.
- Conference with parent, student, homeroom teacher and principal.
- Loss of recess and/or classroom privilege.
- Principal presents future Severe Clause consequences.
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

### **Level Two 3-5**

Pushing/shoving  
Kicking  
Hair pulling  
Name calling/swearing  
Inappropriate hand signs  
Verbal cruelty  
Hurtful body language

### **Level Two Consequences 3-5**

#### **First Time**

- Report to the homeroom teacher to discuss what occurred.
- Contact parents.
- Student eats lunch with a supervisor.
- Student delivers a verbal apology to the student who was affected by bullying the behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

### **Second Time**

- Report to the homeroom teacher to discuss what occurred.
- Conference with parent, student, homeroom teacher.
- Behavior contract
- Loss of recess and/or classroom privileges.
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

### **Third Time**

- Report to the homeroom teacher to discuss what occurred.
- Conference with parent, student, homeroom teacher, and assistant principal.
- Review of contract.
- Loss of recess and/or classroom privilege.
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

### **Fourth Time**

- Report to the homeroom teacher and teacher/staff member to discuss what occurred.
- Contact parents.
- Conference with parent, student, homeroom teacher, and principal.
- Loss of recess and/or classroom privilege.
- Student delivers a verbal apology to the student who was affected by bullying behavior.
- Principal presents future consequences.
- \*\*Check back with both parties to make certain that the behavior has stopped.

### **Level Three 3-5**

Biting

Choking

Purposely hitting with hands/objects

Pulling others clothes up or down

Spitting at another student

Touching private areas

Racial, religious, disability insults

Verbal threats

Physical fighting

Breaking something on purpose

Punching anywhere on body

Cyber bullying

### **Level Three Consequences 3-5**

#### **First Time**

- Report to the homeroom teacher and assistant principal to discuss what occurred.
- Assistant Principal contacts parents.
- Student eats lunch with a supervisor.
  
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

#### **Second Time**

- Report to the homeroom teacher and assistant principal to discuss what occurred.
- Conference with parent, student, homeroom teacher, and assistant principal.
- Loss of recess and/or classroom privilege.
- Student signs a contract to stop this behavior.
- Student delivers a verbal apology to the student who was affected by the bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.



### **Third Time**

- Report to the homeroom teacher and teacher. and assistant principal to discuss what occurred.
- Conference with parent, student, homeroom teacher, and principal.
- Loss of recess and/or classroom privilege.
- Principal presents future Severe Clause Consequences.
- Student delivers a verbal apology to the student who was affected by bullying behavior.
- \*\*Check back with both parties to make certain that the behavior has stopped.

**Fourth Time:** Continuation of Severe Clause Consequences.

\*\*Check back with both parties to make certain that the behavior has stopped.

## **Middle School Code of Conduct**

Students should have the opportunity to attend school in a safe environment that is free from disruptive behavior from others. Students are responsible to behave in such a manner that does not pose a potential or actual danger to themselves or others and that is not disruptive to the learning process of others. Discipline is a learning experience and promotes student accountability.

Discipline

- Helps the student learn a lesson that will positively affect his or her present and future behavior
- Is designed to help the student control and change his or her behavior, thereby guiding the student into adulthood
- Helps the student to grow intellectually and emotionally
- Enhances the student's self-confidence, self-worth, and self-image

We have divided our Middle School Code of Conduct with stated consequences in the following areas:

1. Bullying
2. Classroom Discipline/Behavior and Academic Dishonesty
3. Detention for Specific Behavior
4. Lunchroom Behavior Expectations
5. Other (food, electronic devices, tardies, gum chewing, inappropriate uniform, cheating)
6. Severe Clause

### **1. Bullying**

“Bullying is when someone repeatedly and on purpose says or does mean things or hurtful things to another person who has a hard time defending himself or herself.” This may include:

1. Physically harming a student (e.g., hitting, kicking, spitting, pushing, and invading one's personal space in an aggressive manner).
2. Damaging or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, intimidation, and ridicule.
5. \*Cyber-bullying: forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile web sites such as Facebook.
6. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
7. Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

**Those who engage in and persist in bullying behavior will be subject to the following consequences:**

- First Offense: Detention (see detention process and steps for detention)
- Second Offense: Detention followed by a meeting with issuing teacher, homeroom teacher, asst. principal and parents.
- Third Offense: Detention followed by a meeting with the principal, teacher(s), parents and student.
- Fourth Offense: Immediate removal from class and re admittance only after a meeting with the principal, parents and students. Severe Clause consequences are presented to parents.

\*We will address cyber bullying with school consequences if cyber bullying happens during school hours or

using school equipment. Parents will be contacted if we become aware of cyber bullying happening outside of our school environment. We will hold students accountable if outside cyber bullying affects the learning environment of OLG.

PLEASE NOTE: Severe Clause can be an immediate consequence for bullying depending upon the severity of the situation.

## 2. Classroom Discipline/Behavior and Academic Dishonesty

In the classrooms, our goal is to promote a climate of cooperation, enthusiasm, mutual respect, purposeful learning and student accountability.

**Disruptive behavior**-acts that disrupt or threaten to disrupt the educational process and negatively affects the classroom climate. Examples are (but are not limited to):

- Conduct that interrupts learning
- Talking out of turn
- Adding unsolicited comments during the lesson, directed at the teacher or another student
- Whistling or singing
- Throwing paper/airplanes/spitballs
- Yelling, shouting
- Making a “grand entrance” when entering while class is in session
- Disrespectful responses (inappropriate language, swearing, rolling eyes, sighing, answering “whatever”, etc.)

### Consequences for classroom disturbances:

- **First infraction:** Verbal warning.
- **Second infraction:** Student is sent to reflection area where a “Reflection Form” is filled out and sent home to be signed by parent.

Repeated support room consequences will result in formulation of an action plan in conjunction with administration, the school psychologist, parents and student.

**Academic Dishonesty**-Any student who is caught cheating on an assignment, quiz, or test, either by copying, allowing another to copy, or engaging in plagiarism will receive a 0 and will complete a written reflection. If a second incident should occur, a meeting will be set up to discuss the occurrences and to create a positive plan for the future. Included in the meeting will be a member of the administration, the school psychologist, the teacher, the student, and his or her parents.

## 3. Detention for Specific Behavior

Students are responsible to treat other students and OLG employees in a nondiscriminatory manner. Students are responsible to treat others, including other students and staff, in a respectful manner. Students are also expected to treat the property of others and OLG responsibly.

### Automatic detention occurs for the following:

- Physical behaviors and/or harm to others:
  - Pushing/shoving/scuffling
  - Physical contact that could harm others but is not considered fighting or an assaultExamples are (but are not limited to):
  - Slaps on the back (handprints)/touching others inappropriately
  - Tripping someone
  - Knocking books out of someone’s arms
  - Pushing someone up/down the stairs
  - Pushing while standing in line with the class, going into or coming out of a room
  - Purposely bumping into someone
  - Kicking/hitting someone to be “funny” or as a “joke”
  - Hitting a person with books, laptop, or a pencil bag
- Offensive behaviors

- Hitting
- Kicking
- Snowball fight
- Spitting
- Offensive language
- Vandalism. Examples are (but are not limited to):  
Destruction or abuse to school property such as lockers, desks, laptops, classrooms, school walls, lunchroom, carpet, commons, classroom decorations, restrooms, and/or church areas
- Disrespectfulness
- Inappropriate behavior on special occasions
  - “Skipping out” on the activity
  - Talking during a performance or while a speaker is presenting
  - Hiding in restrooms or other areas on a field trip
  - Disruptive behavior and verbal interruptions
  - Elevator abuse
- Verbal Behaviors
  - Taunting
  - Name-calling
  - Imbalance of power to intentionally emotionally hurt another person
  - Intention to hurt another person’s feelings
  - Put-downs
- Offensive Language-the use of language that is offensive and/or hurtful to another person
  - Obscenities (swearing)
  - Threatening
  - Intimidating
  - Disrespectful (a student sassing an OLG staff member or other adult)
  - Degrading to other people
  - Verbal abuse that is sexual, religious, or racial is also not acceptable and can be viewed as harassment
- Offensive Behavior
  - Taunting
  - Name-calling
  - Imbalance of power to intentionally emotionally hurt another person
  - Intention to hurt another person’s feelings
  - Put-downs
- Disrespectfulness to staff member/adult  
Examples are (but are not limited to):  
When a staff member gives a direction, students are expected to follow that direction. Examples of blatant disrespect are:
  - ⊖ Walking away from the teacher without doing what was asked
  - ⊖ Ignoring the staff member/adult/pretending not to hear the direction

### **Purpose of Detention**

To reflect upon student behavior and develop a positive plan of action.

- **Detention Process**  
When a student is in detention, he/she will meet with an OLG staff member to fill out a reflection form to cite the incident and brainstorm alternatives to having a recurrence of the incident. The staff member and student work together to help change the negative behavior.
- **Steps for Detention**
  1. The student and staff member will fill out a triplicate form.
  2. Completed forms will go to administration, parents, and homeroom teacher.
  3. Form must then be signed by parent and returned the following day. Form is to be returned to the teacher who issued the detention.
  4. If the student does not bring back the signed form, he/she will not be admitted to class until the parent signs the form.

5. If detention is not honored, a parent meeting with the school principal will be scheduled. When a student has a record of repeated detentions, a meeting will be scheduled to include the school administration, parents, student and school psychologist.

- **Scheduling Detention**

Detention will be scheduled the following night after the incident occurred. Parents and/or students should realize that a doctor appointment, piano recital, Boy Scout meeting or the like might be forfeited due to Detention.

#### 4. Lunchroom Behavior Expectations

- All students need to remain seated during the lunchroom period.
- All students are responsible for discarding all of their own garbage.
- All students are responsible for cleaning their table area and the floor in their area.
- No throwing food
- All students must use an appropriate voice level.
- Students who have table duty must be there or arrange a substitute.
- Students on table duty must cooperate with the supervisor.
- Detention will be given for students who display disruptive behavior in the lunchroom, or fail to meet their table duty obligation or assigned table duty.

#### 5. Other

- **Infraction:** Eating food or drinking outside of the Cassidy Hall.  
**Consequence:**
  - **First Offense:** Confiscate food or drink and throw it away.
  - **Second Offense:** Clean tables, hallway, or commons at teacher's discretion
- **Infraction:** Using banned electronic devices (cell phones, video games, ipod/CD/MP3/radio devices with headphones) during the school day – devices should be secured in desk or locker during school hours.  
**Consequence:**
  - **First Offense:** Electronic device confiscated and brought to office. In order to get it back, parent must pick it up from the school office
  - **Second Offense:** Electronic device is kept in office until the end of the school year.
- **Infraction:** Morning Homeroom Tardy Policy  
**Consequence:**
  - **Five Tardies in One Quarter:** Reflection form is filled out by student and must be signed by a parent.
  - **Ten Tardies in One Quarter:** Detention and Loss of CAR award.
  - **Increments of Five Tardies over Ten (15, 20, 25...) in One Quarter:** Detention

A student is considered tardy in the morning if they are not in homeroom by the 8:30am bell. Exceptions would include a note from a parent (used to check in at the reception desk) or if a student had previous teacher permission to arrive after the 8:30 am bell. Morning tardies will be tallied by the homeroom teacher. Morning tardies will go back to zero at the start of each quarter.

- **Infraction:** Afternoon Homeroom Tardy Policy  
**Consequence:**
  - **Five Tardies in One Quarter:** Reflection form is filled out by student and must be signed by a parent.
  - **Ten Tardies in One Quarter:** Detention and Loss of CAR award.
  - **Increments of Five Tardies over Ten (15, 20, 25...) in One Quarter:** Detention

A student is considered tardy in the afternoon if they are not in homeroom by the 3:10 pm bell. Exceptions would include a note from a parent (used to check out at the reception desk) or if a student had previous teacher permission to arrive after the 3:10 pm bell. Afternoon tardies will be tallied by the

homeroom teacher. Afternoon tardies will go back to zero at the start of each quarter.

- **Infraction:** Tardies for Individual Classes  
**Consequence:** For each student's individual class:
  - **Five Tardies in One Quarter:** Reflection form is filled out by student and must be signed by a parent.
  - **Ten Tardies in One Quarter:** Detention and Loss of CAR award.
  - **Increments of Five Tardies over Five (10, 15, 20...) in One Quarter:** Detention.

A student is considered tardy for class if they are not in the classroom by the starting bell of that particular class. Exceptions would include a note from a parent (used to check out at the reception desk) or if a student had previous teacher permission to arrive after the starting bell of that class. Tardies will be tallied by each classroom teacher separately for their particular subject. Tardies will go back to zero at the start of each quarter.

- **Infraction:** No Laptop/Laptop Not Charged  
**Consequence:**
  - **Each Offense:** No laptop for day
  - **Fifth Offense:** Laptop will be left at school overnight to charge at the OLG Help Desk for one month.
- **Infraction:** Laptop is left in a public area, such as the Church Commons, Cassidy Hall, Gym or other areas of the school with public access.  
**Consequence:**
  - **Each Offense:** No laptop for day/remainder of the day
  - **Each Offense:** Student must pay \$5.00 at the end of the day or beginning of next day to get computer back.
  - **Each Offense:** This will be included in the number of "No Computer" offenses listed above.  
Note: If the laptop is lost or stolen, then payment of the fee set forth in the Middle School Laptop Parent Agreement is required before the student will be loaned or permitted to use another MacBook.
- **Infraction:** Laptop Vandalism/Excessive Abuse of Laptop/Inappropriate Use of Laptop  
**Consequence:** Will be handled by the Severe Clause of the Middle School Code of Conduct
- **Infraction:** Gum Chewing  
**Consequence:**
  - **Three Gum Violations in One Quarter:** Reflection form is filled out by the student and must be signed by parent.
  - **Increments of Three Gum Violations over Three (6, 9, 12...) in One Quarter:** Detention.
- **Infraction:** Not adhering to the uniform policy (Wrong socks, undershirt, inappropriate N.U.D. clothes, etc.)  
**Consequence:**
  - **Each Offense:** Student must immediately fix the infraction or leave class, homeroom, or school function and report to the office. There the student will call parents for a change of clothes.
  - **Five Infractions in One Quarter:** Reflection form is filled out by student and must be signed by a parent.
  - **Ten Infractions in One Quarter:** Detention.
  - **Increments Of Five Infractions Over Ten (15, 20, 25...) In One Quarter:** Detention.

## 6. Severe Clause

There are certain circumstances when classroom management consequences and detention are not appropriate and may result in loss of privileges, removal from classroom, or an immediate meeting with parents and/or suspension,

and/or expulsion. Some of these circumstances are:

- Fighting
- Blatant disrespect of authority
- Use of alcohol or drugs on school property
- Abusive behavior to authority or peer (verbal or physical)
- Theft or vandalism
- Habitual truancy (See Attendance/Absence/Truancy Policy)
- Absence from any portion of the school day without permission of the student's parent or guardian
- Disregard for classroom management
- Sexual harassment
- Possession of dangerous objects (for example of pocket knife, matches, toy guns, slingshots, guns)
- Repetitive infractions/detentions
- When and where applicable the matter may be referred to law enforcement agencies.

In case of gross misconduct (which can include any of the above), the principal has the authority to suspend or expel a student. Gross misconduct is defined but not limited to conduct which creates a substantial and unjustifiable risk of harm to another person or serious damage to the property of the school or another person or conduct which substantially impairs the discipline and order of the school environment.

### **Dismissal**

All students are expected to go directly home since the school grounds are not supervised. The school will not assume the responsibility of a student getting hurt on school grounds after school hours. No student should be in the school after 3:30 p.m. without supervision of a teacher, parent or coach appointed by the school.

### **Donations of Technology and Equipment**

In order to provide consistency within our school environment and technology resources network, Our Lady of Grace Catholic School will not accept donations of previously used technology or office-related equipment (e.g., computers, laptops, printers, fax machines, electronic programs/textbooks).

### **Early Admittance to Kindergarten**

If a parent requests early admittance to kindergarten to Our Lady of Grace Catholic School, after consultation with the principal, the child will be tested by a child psychologist to determine readiness for kindergarten. Arrangements and payment for testing will be made by the child's parents. If the testing shows that the child is ready for kindergarten, consideration for the request will be given.

### **Emergency Alert System**

Our Lady of Grace uses Blackboard Connect to contact parents in case of an emergency. All information and phone numbers are collected on Registration Day in late August. Parents are asked to provide cell phone numbers, a home telephone number, and one e-mail address. Tests of the emergency system will be conducted during the school year. In case of emergency, parents should adhere to the directions/communications provided by the Alert system, email, or the website.

### **Enrichment Programs**

Special programs are available through parent volunteer help in the school. Such programs as Junior Great Books, Art Masterpiece, Continental Math 3-4, Math Masters 5-6, Math League 7-8, and after school enrichment classes are offered.

### **Extended Child Care**

Child care is offered to our students when school is in session and during school vacation days.  
FEE SCHEDULE 2015-2016

Registration Fee (Non-Refundable & Due Bi-Annually)	\$30.00
-----------------------------------------------------	---------

Before School Care (7:15 - 8:15am)	\$8.50/day
After School Care (3:15 - 6:00pm)	\$17.50/day
Before and After School Care	\$20.50/day
Release Days and Summer Program	\$48.00/day
Late Start/Early Release Days	\$26.00/day

Please contact Sharon Hierlmaier, Extended Care Coordinator at sharonhierlmaier@olgschool.net or cell 612-240-3514.

## **Field Trips**

Field trips add valuable dimension to the educational process. Teachers look for field trips that will broaden concepts taught in the classroom. Permission slips for each trip are to be signed by a parent/guardian and returned to school. Students are to wear their school uniform on all field trips unless otherwise designated. Most field trips include a nominal fee to pay for transportation and/or admission. No child will be turned away due to cost.

## **Final Grades**

A child must complete the work at one grade level before moving on to the next grade level. Please see Retention Policy.

- Grades K-5 students who receive an unsatisfactory final grade in a core subject should attend summer school or be tutored in the subject.
- Grades 6-7 students who do not pass 3 of 4 quarters in one or more subject areas are required to take summer school.
- Grade 8 students who do not pass required subjects may not be eligible for a diploma. Many high schools will require these students to complete summer programs before entering Grade 9.

## **Forgotten Items/Lost and Found**

Please leave lunches and forgotten items that your child is expecting at the reception desk with your child's name and homeroom number on it. Please do not go to the classroom.

A Lost and Found is located in the hallway across from the gym. Please check for any lost uniforms/items on a regular basis. Any uniforms/clothing/items left at the end of the year will be donated to an appropriate organization.

## **Grievance Policy**

Anytime people are working together disputes and problems are going to arise. Our hope is that as a community of faith we are able to work out our differences in a caring and cooperative way. Any complaints to the School Board concerning personnel or curriculum should be referred to the principal for resolution. Forms are in the Appendix.

### **Stage 1:**

**If at all possible, complaints, disputes or disagreements should be resolved on a person to person level. If this cannot be accomplished, the following steps should be taken by the person seeking relief:**

- Contact the respondent's immediate supervisor. If there is no relief, then:
- Discuss the problem with the next level of administration.

Example:

- Parent to Teacher, If no resolution....
- Parent to Principal, If no resolution....
- Parent to Pastor, If no resolution....
- Parents request in writing to begin local conciliation.

Example:

- Teacher to Teacher, If no resolution....
- Teacher to Principal, If no resolution....
- Teacher to Pastor, If no resolution....
- Teacher requests in writing to begin local conciliation.

Example:

- Teacher/School Staff Person to Principal, If no resolution....
- Teacher/School Staff Person to Pastor, If no resolution....
- Teacher/School Staff Person requests in writing for local conciliation.

Example:

- Principal to Pastor, If no resolution....
- Principal requests in writing for local conciliation.

If all of the above persons have not relieved the problem, the person seeking relief is entitled to begin the next stage of the local conciliating procedure.

### **Stage 2:**

- The request to begin the next stage of local conciliation procedure must be made in writing to the principal by the person seeking relief within 10 working days after conferring with the last level of administration (Pastor).
- The local conciliation committee will be made up of three persons: one designated by the Pastor, one designated by the respondent, and one designated by the person seeking resolution.
- The local conciliation committee will meet in a time period not to exceed 15 working days of being formed to receive evidence and make recommendations. The committee shall have the discretion to determine whether evidence shall be written, oral, or both.
- At the conclusion of the meeting, and upon due consideration (discussion, thought, prayer) the committee will write a summary of the meeting and make its recommendations in writing to the principal or pastor who in turn will determine that no parish and/or school policies have been altered or amended. The recommendations will then be forwarded to all concerned parties.
- The local conciliation procedure should be completed within 30 working days. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the local conciliation committee.

### **Stage 3:**

If the complaint, dispute or disagreement is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedure.

## **Health Services**

Our Lady of Grace receives “Health Services” through a contract with the Edina Public Schools. The Health Office is staffed by a first aid/CPR-trained Health Services Associate. The Health Services Associate (HSA) provides first aid, administers medications, assists with vision and hearing screening programs, and processes immunization forms.

A Licensed School Nurse (LSN), who is a RN with a Bachelor’s Degree and has a Public Health Nurse license, is available to consult with parents upon request. The LSN will assess individual student health needs, plan for students with disabilities and chronic health conditions, and participate in health education programs.

### **First Aid and Illness**

- If a student requires more than basic first aid, 911 will be called.
- If a student has a Do Not Resuscitate Order, the parents should be aware of the school district’s written procedure.
- If your child is absent due to illness, please call the “Absence Line” number at 952-929-5463 ext 236. ALL COMMUNICABLE CONDITIONS should be reported to the school, and notices of the symptoms will be sent to all students in that classroom. (e.g. chickenpox, strep throat, etc.)
- For a fever of 100 degrees or higher, keep the child home for 24 hours after the temperature returns to normal.
- For vomiting or diarrhea, keep the child at home for 24 hours after the last episode.
- For a rash, check with your physician before sending the child to school.
- When students become ill or are injured at school, the parents are contacted first. If neither parent can be reached, a call is made to others listed on the student’s emergency card. If no one listed is reached, an adult



named by the student will be called. Students will not be sent home unless accompanied by a responsible adult.

### **Stay-in Requests for Recess/Permission to be Excused From Gym**

The school's position is that children well enough to attend school are well enough to take part in gym and outdoor recess. A stay-in request or permission to be excused from gym will be honored if made by the child's parent or physician in writing.

### **Medication**

All medication must be kept in the Health Office unless special arrangements are made with the Licensed School Nurse. This includes all over the counter medications, such as Tylenol, (acetaminophen) and Advil/Motrin (ibuprofen). Students with inhalers or EpiPens may carry them if the parent gives written permission, the inhaler or EpiPen is properly labeled for that student, and the student demonstrates appropriate use of the medication.

When the student requires any medication at school, the student must bring:

- Medication in the original container with directions.
- Written permission from the parent.
- A written order from the physician for both prescription and over the counter meds, i.e., Motrin, Tylenol, etc.

The parents of the student shall assume responsibility for informing the HSA of any change in the student's health or change in medication. A copy of this regulation shall be provided upon request for administration of medication in the school.

### **Screening**

Students will be screened in the following grades:

- Vision: 1, 2, 3, 4, 5 & 7.
- Hearing: K, 1, 2, & 3.
- Color deficit: 1 (boys only)

### **Immunizations**

It is important that the parents of all students understand the immunization requirements. Minnesota Statute, Section 121A.15 states that "...no person over two months old may be allowed to enroll or remain enrolled in any elementary or secondary school..." without a statement that he/she has received the immunizations appropriate for their age.

**Immunizations that are required may be found at: [www.health.state.mn.us/immunize](http://www.health.state.mn.us/immunize).**

Parent records are sufficient but must include month, day and year of immunization. Exceptions include:

- A statement signed by a physician that the child should not receive the vaccine.
- A statement signed by the parent and notarized that the child has not been immunized as prescribed because of the conscientiously held beliefs of the parent.

Questions about any other exceptions should be directed to Edina School District Health Services Coordinator at (952) 848-4890 or the OLG Health Services Associate, at (952) 929-0218.

### **Medical Appointments**

Parents are encouraged to make medical and dental appointments *after* school whenever possible. The student will be required to bring a written note from the parents the day before or on the morning of the appointment requesting that the student be excused. The student will give the note to the office staff who will give the student any early dismissal note. The student will check out at the reception desk before leaving and upon returning.

### **Physical Examinations**

Physical Examinations are recommended for students entering kindergarten and seventh grade.

### **Records**

The Health Services Associate also maintains a health record for each student which is updated yearly when parents return the annual health and emergency cards. Immunizations are reviewed on a yearly basis to be sure that each

student is compliant with Minnesota law.

### **Child Abuse**

Please see both the section on Volunteering (Ministry and Boundaries Training) and the OLG Prohibitive Behaviors Policy in the Appendix.

## **Holiday Celebrations**

Classroom parties will be limited to Halloween, and Valentine's Day. The parties are not more than 40 minutes long. The students participate in an all school Christmas prayer service and lunch.

## **Homework Policy**

Home study is also helpful to keep parents in touch with the school's program and with their child's progress. Homework provides students with specific opportunities to practice and extend the application of skills, knowledge, and content taught in class and to develop independence and responsibility. Parents of children in grades 3-8 may view their child's grades on PowerSchool through the link on the OLG website, [www.olgschool.net](http://www.olgschool.net).

- **Kindergarten**  
Kindergarten homework includes bringing offerings from home such as supplies, favorite books, news events from the paper, etc.
- **Grade 1**  
Expected time: 10-15 minutes.
- **Grade 2**  
Second graders are expected to:
  - Read.
  - Study math facts.
  - Finish any work not completed in class.
  - Do family activities for religion as assigned.
  - Bring a news article weekly as assigned.Expected time: 20-30 minutes
- **Grade 3**  
Third graders are expected to:
  - Read.
  - Study math facts.
  - Finish any unfinished class work.
  - Bring in news articles as assigned.
  - Responsible for recording assignments in assignment notebooks daily.Expected time: 30-45 minutes
- **Grades 4 & 5**  
All students are expected to record assignments each day in an assignment notebook. Homework which may be 45-60 minutes daily is normally the completion of work started in school and the completion of projects as well as study and review.
- **Middle School Students**  
Reasonableness shall characterize all homework assignments in Grades 6, 7, & 8, with the type, frequency and quantity determined by the needs of the student(s) involved. Homework is a proportional part of a student's grade.

## **Laptop Learning Program: Middle School**

OLG offers a MacBook 1:1 program for Grades 6-8. The common laptop platform of 1:1 learning engages all students in curriculum content by meeting their individual styles and abilities. With 1:1 learning, our Middle School students have access to a teacher's course material—along with the wealth of information on the Internet—virtually anywhere. Integrating teaching, technology, and curriculum makes learning more effective in the classroom and enables the process to continue when they arrive home.

Students in grades 6-8 will be loaned a MacBook to use at school and home provided they abide by the Acceptable Use Policy for Technology Assets and Services. In addition, a 1:1 fee must be paid at registration, and Parent and

Student Agreements must be signed. These agreements are available on the school's website under the "Technology" tab. Finally, many tips and instructions on how to use the MacBook in an effective and ethical manner can be found in the Student Laptop Handbook (also on the school's website under "Technology"). For all 6<sup>th</sup> graders and other students new to Middle School, the laptop training and information night is held in September and is mandatory for students to attend with a parent.

## **Length of Day**

The length of a student day will be at least as long as the current state guidelines. The beginning and ending of the school day will be determined by bus routes scheduled through the Edina Public Schools. For the 2015-16 school year, school will be in session from 8:30 a.m. until 3:15 p.m.

## **Lunch Program**

Our Lady of Grace provides lunch through the Edina Public Schools. **While we welcome parent involvement in the classroom, we do not have the space to accommodate parents coming to school to have lunch with their children during the day.** If parents have any questions or concerns regarding the lunch program, please contact the school office.

Our Lady of Grace Catholic School participates in the National School Lunch Program offering "Combo Meals". Combo Meals are required to meet specific nutritional guidelines established by the Federal Government. Several different entrees and sides are offered each day. One entrée selection ("Main Event" -special for the day) changes each day as reflected by the menu. The menu also indicates side items offered each day. The lunch menu is available online at <https://www.sodexhoeducation.com/>

A combo meal is defined as:

- Entrée
- Fruits and Vegetables  
May choose two: Fresh Fruit, Side Salad, Fresh Vegetable, Cooked Vegetable, Canned Fruit
- Bread (if on menu)  
May choose one: Sliced Bread, Roll
- Milk  
May choose one: Skim, 1%, Low Fat Chocolate. Lactaid upon request.

**To qualify as a "Combo Meal" a meal must include one entrée, plus a minimum of two side dishes.** However, up to three side items and milk may be chosen, in addition to the entrée. If this combination of food is not selected by the student, we cannot charge it as a Combo Meal by Federal Government regulations, and therefore each item will be charged separately, at ala carte prices. While we can encourage students to take Combo Meals, we can not require them to do so under the Federal "Offer vs. Serve" Program. The exception to this is where a parent has restricted an account to a "Combo Meal Only".

**Restricting Lunch Accounts:** Parents may limit lunch account spending to a dollar amount per day (the child may purchase what they want up to that dollar amount) or to Combo Meals only (no ala carte purchasing is allowed on the account).

**Prices** (NOTE: Prices are subject to change periodically per the Edina Public School contract.)

- **All Elementary Combo Meals are \$2.55**
- **Milk is \$.60**
- Ala Carte items are available at additional charges beyond the price of a meal.
- An Ala Carte price list is available from the Food Service Office or OLG website.

Although we recommend students use the lunch debit account (decreases long lunch lines) all schools can accommodate cash to purchase meals and Ala Carte items at any time. However, the Food Service does not recommend sending large amounts of cash with students to school. We specifically ask that small bills or exact change be used at the Elementary level.

- Lunch Accounts

The School now uses an Individual Lunch Accounting System where each student has their own individual Account. **Lunch Accounts are debit accounts; therefore there must be money in the account in order for the student to use it.** The Food Service recommends keeping a positive account balance to accommodate your children's particular spending habits. The amount you choose to maintain in your account is a personal choice based on how much monitoring of the account you choose to do, how often you want to be writing checks, and your child's spending habits.

- Deposits

Deposits into accounts may now be done online though "PayPams". You can print instruction and access the PayPams Lunchroom site by going to the OLG Schools Website at: [www.olgschool.net](http://www.olgschool.net). You will find directions and a link to the PayPams site.

Checks written for a single account may be deposited several ways:

- A student may bring a check through the lunch line and give it to the cashier;
  - It may be dropped off at the school office in the basket specifically designated for lunch money;
  - It may be handed directly to the Kitchen Manager at the School;
  - It may be mailed to the District Food Service Office at the address below. Make all checks payable to: ISD 273 Food Service.
  - **NEGATIVE BALANCES: If an Account is below zero, students are offered a bag lunch in place of purchasing a lunch on the account, or they are welcome to use cash. Once the balance is corrected, the child will be able to resume purchasing items on the account.**
- **LOW BALANCE NOTIFICATION:** You may sign up for email notification of low balances on the PayPams site. Any questions about an account balance/activity, please call (952) 929-5463, ext. 242.

### Free and Reduced Program

Only a Combo Meal qualifies as a Free or Reduced purchase under the Federal Guidelines. You may contact the District Food Service Office at any time during the school year for an application. A new application must be completed each school year.

- **Confidentiality:** The computer terminals on the serving lines are connected to a computer that knows which students receive free or reduced meals, and thus charges the student the appropriate amount. This provides the best confidentiality.

Feel free to call with questions: 952/848-3811. Please direct all correspondence to:

Edina High School  
Attn: Food Service  
6754 Valley View Road  
Edina, MN 55439

Visit us on our Website at: [www.edina.k12.mn.us](http://www.edina.k12.mn.us). Click on "Parents" and then "Lunch Program."

### Organics Recycling Program

As a Catholic school community, we try to practice good stewardship of the environment. Organics Recycling is a system of sorting waste in order to recover all recyclable materials, including food, which is used for compost.

Within the school building, we employ a system of color-coded bins:

**GREEN** = anything compostable, including food and food-soiled paper.

**BLUE** = cans, bottles and office paper

**RED** = trash (anything that can't go in the green or blue bins, including plastic)

The green, blue and red bins are located throughout the school campus and all members of the OLG community are asked to sort their waste appropriately during the school day and at all school events.

At lunchtime, the colored bins are arranged into stations, and the students take their trays to these stations and sort their waste when they are finished eating. All hot lunch items are compostable, including packaging if any, so students with hot lunch can dispose of all their waste in the green bins.

Students with lunch from home may have items to go in the blue or red bins. We encourage families to reduce

waste at lunchtime by packing an appropriate amount of food, and not more than the child will eat. We also encourage families to pack food in reusable containers to cut down on disposable packaging.

At lunchtime and at aftercare, we also collect several other items: Ziploc bags, juice pouches (not juice boxes), and chip bags. A small blue recycling bin is provided for each type of item. These items, which otherwise would be trash, are sold to a company that recycles them into construction material and other products.

## **Marathon for Non-Public Education**

Our Lady of Grace participates in the annual Archdiocesan Marathon for Non-Public Education, which occurs in early fall of each year. This is our school's major fund-raising event. All students and their families are encouraged to participate. The total dollar goal is determined each year by the OLG School Administration and the School Board. All the money collected by the students is used for designated educational needs of the school and for any purpose deemed appropriate by the Administration. The OLG School Administration and the PSO will evaluate all activities of the Marathon each year and will make suggestions for the next Marathon.

## **Offensive Behavior/Sexual Harassment**

Our Lady of Grace will maintain a working environment free from offensive behavior in the nature of degrading or discriminatory remarks or conduct. Such behavior includes inappropriate remarks or conduct related to an employee's race, color, creed, religion, national origin, sex, sexual preference, marital status, disability, or age.

Offensive behavior also includes:

- making a request of an employee to engage in illegal, immoral or unethical conduct;
- Any act of retaliation against any person complaining of a violation of this policy or cooperating in an investigation of a claimed violation of this policy;
- The making of any false or fraudulent claim of a violation of this policy.

One specific kind of offensive behavior prohibited by this policy is sexual harassment. Sexual harassment, which can consist of a wide range of unwanted sexually directed behavior between or among members of opposite sexes or the same sex, is defined as: unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual;
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

It is not necessary for any employee who feels that he or she is the subject of offensive behavior or sexual harassment to handle it alone. Any employee who feels harassed or offended by another employee, by a supervisory or management person, or any other person encountered in the course of employment, and prefers not to deal with the problem directly, should take the issue directly to their immediate supervisor, the school principal, the assistant principal, or the pastor. Any supervisor who receives an offensive behavior complaint or who has reason to believe offensive behavior is occurring shall report these concerns to the school principal, assistant principal, or the pastor. All allegations of offensive behavior will be investigated promptly, fairly, and completely. The facts shall determine the appropriate response to each complaint. Employees should understand that this policy applies to each and every employee, including management. No retaliation or intimidation directed towards anyone who makes a complaint will be tolerated.

## **Official Records**

### **Dissemination of Official Records**

Parents or legal guardian may ask to review the contents of any records or data collected on or for their child. This may include any or all of the following:

- Identifying data.
- Academic work completed.
- Level of academic achievement test scores and grades.
- Attendance data.
- Scores on standardized intelligence, aptitude, and psychological tests.

- Interest inventory results.
- Health data.
- Family background information.
- Teacher or counselor ratings and observations.
- Verified reports of serious recurrent behavior problems.

The administrator is provided a reasonable amount of time to reply to a request but not to exceed 45 days.

**The administrator (or delegate) will not release a student’s records without written consent of the parents and a copy of those records to the parents, if they desire.** To request records for application to high school or application as a transfer before graduation, a release slip signed by the parents is required. All records will then be sent directly to the new school upon request of that school; OLG will not release any academic records unless all payments are current.

Middle School:

If a student is (1) entering Sixth, Seventh or Eighth Grade; and (2) the student’s family has asked OLG to send out documents pursuant to consideration of a request for transfer of that student to another school, then 50% of the students’ tuition for the following school year must be received by OLG on or before May 1 of that year. This tuition is non-refundable. If this payment is not made, the student will not be considered as registered for the following school year. In such case, any waiting list may be opened to ensure appropriate enrollment for the following school year.

**Parent Communication Network (PCN)**

Edina Parent Communication Network is an organization with a stated mission to serve the community by providing forums that address parent education and topics of interest specific to personal, social, and transitional development of students in kindergarten through 12th grade.

PCN’s goals are:

- To provide an array of information and opportunities for parents to dialogue in a non-threatening environment.
- To support families through education in order to build long-term assets.
- To deliver compelling content that addresses issues relevant to the community.

PCN is comprised of parent volunteers from each school in the Edina School District, including Our Lady of Grace. The group sponsors regular speaker forums throughout the year, hosting one national speaker annually. More information is available at [www.edinapcn.com](http://www.edinapcn.com).

**Picture Day**

School pictures will be taken in September. Students are not required to wear their uniforms on that day but are allowed to follow the NUD policy as usual. Pictures must be prepaid. Even if you do not wish to purchase a picture package, your child’s photo will be taken for the yearbook. Picture retake day will be in October.

**Power School**

Power School is a web-based grading and attendance program. Starting in third grade, when letter grades are given, all of the assignments and grades will be entered on Power School. Attendance will also be tracked by the homeroom teacher on Power School. The parents of each student will be given a user name and password to access their child’s account when they enroll at OLG. Students will be given a separate user name and password to access their account. The user name and password will remain the same each year.

Parents will be able to view attendance and grade reporting. Email links with teachers are available as well. Parents may also set up direct email reports to be sent to their home email address. Access to PowerSchool is through the link on the OLG website, [www.olgschool.net](http://www.olgschool.net).

**Protection of Children and Youth Initiative Curriculum**

In response to the mandate of the United States Conference of Catholic Bishops (USCCB), the Archdiocese of St. Paul and Minneapolis has implemented the Protection of Children and Youth Initiative safe environment-training program. This program will be interwoven within our religion classes during March and April. You will receive a letter from your child's teacher prior to the teaching of the 3-4 lessons.

- The Archdiocese of St. Paul and Minneapolis has granted OLG permission to use the "Formation in Christian Chastity Program" developed by the diocese of Harrisburg, PA and supplemented by the diocese of Arlington, VA. This program has been approved for both the school and the faith formation classes.
- "Formation in Christian Chastity" has received full approval and praise of the USCCB auditing commission. The program is fully in-line with Catholic teachings about human dignity, safety and chastity. It teaches safety in a positive, non-threatening way. Many of the lessons that are taught in the FCC program are already a part of our current religion curriculum.
- All parents are welcome to view a copy of the program at the following website:  
[www.arlingtondiocese.org/offices/protect/](http://www.arlingtondiocese.org/offices/protect/)
- We also will be supplementing this program with Netsmartz videos reviewed by the administration and staff. Our teachers will be explaining in their parent letters the content of any video that will be shown. We have also added videos addressing respectful behavior for Grades 3-8.

We have diligently reviewed the curriculum that we are offering. Based upon parent input, we believe what we will be teaching is the desired curriculum of our parent community.

## **Parent School Organization (PSO)**

The PSO exists to support and enhance the education and community at Our Lady of Grace Catholic School. The PSO is the catalyst for the major school fundraising events.

- Membership in the PSO is open to all parents and guardians of students who are enrolled at Our Lady of Grace Catholic School and all faculty members of OLG School.
- PSO dues are \$30.00 per family annually, payable at registration day.
- PSO meetings generally take place the second Tuesday of every month in the school library. PSO meetings are open to everyone in the OLG School Community.

Visit the OLG website, at [www.olgschool.net](http://www.olgschool.net), for more information about the PSO, including: meeting dates; board members and committees; and meeting minutes.

## **Reception Desk**

The reception desk is located just inside the main school entry by the Cassidy Hall. We ask that all parents and visitors sign in at the reception desk. We also ask that all parents and visitors wear a "Visitor" name badge while in the building. Please remember to sign out when exiting the school as well. Students who are leaving during the day due to appointments or illness are asked to sign out at the reception desk. Parents who are picking up a child should meet them at the reception desk.

## **Report Cards/Mid-Term Reports**

Report cards are issued quarterly, that is, approximately every 9-11 weeks. Mid-term reports are also sent to parents of those students who are not doing satisfactory work, specifying areas in which additional help is needed. At other times, parents may receive a notice from the teacher if a child is having significant academic or social issues. Teachers also send notices home if a student is doing outstanding work or showing exceptional improvement.

### **2015-2016 Mid-term reports:**

- *To be published at a later date*

## **CAR Award**

A "CAR Award" (Conduct Achievement Reward) is given to any middle school student who receives an OLG Honor Achievement for that particular quarter. This award entitles the student to a NUD pass.

## **OLG Honor Achievement**

An “OLG Honor Achievement” recognizes students who receive a net amount of 8 pluses (+) on their report card standards summary sheet. Any minus (-) cancels out a plus, and students who receive two minuses or more are automatically not considered for this Achievement. In addition, if a student has two or more reflections or TAB outs and/or one or more detentions for the quarter they are automatically not considered for this award.

## **Retention**

Our Lady of Grace Catholic School is dedicated to the social, intellectual, physical and moral developmental needs of children. We strive to educate the whole child, helping him or her to become a well adjusted, emotionally stable person with a solid set of values and a strong academic background. Students will usually progress from level to level on an annual basis. Exceptions may be made, however, when they are in the best educational interest of the student. Such exceptions will be made only after consultation with the student’s parents or legal guardians. The final decision will rest with the school’s professional staff.

## **Sacramental Programs**

Students are prepared to receive Sacraments of Eucharist and Reconciliation in second grade. The instruction for the Sacraments is within the normal course of the school day, while the preparation for the ceremony is done with the Faith Formation Department of the parish in conjunction with the parents. It is the parent’s right to decide if a child is ready to receive the Sacraments.

## **Safety, Security and Crisis Management Handbook**

The purpose of the Safety, Security and Crisis Management Handbook is to act as a guide for administrators, employees, students, board members, parents, and community members as to how to address a wide range of potential crisis situations in Our Lady of Grace Parish and School. The step-by-step procedures in this Handbook will provide guidance to coordinate protective actions prior to, during, and after any type of emergency or potential crises situation in the building. Teachers and staff are trained on the procedures in this Handbook, and you may review a copy of this Handbook in the school office.

## **School Advisory Council (SAC)**

The School Advisory Council (SAC) of Our Lady of Grace Catholic School is established to assist the pastor and the principal in the governance of the school. The SAC is consultative in that the members cannot act apart from the Pastor and Principal and cannot make decisions binding on the school without the approval of the Pastor. Consultation also means that decisions will not be made in major matters until and unless the SAC has been consulted.

The SAC has responsibilities in the following areas in accordance with the Archbishop and the Diocese and the Archdiocesan Board of Education: Education, Finance, Marketing, Policy, Social Justice, Strategic Planning, Technology and Selection of the Principal.

The SAC is comprised of nine appointed members. Each appointed member serves a term of three years, July through June. Any registered parishioner of Our Lady of Grace eighteen years or older shall be eligible to serve on the SAC; however, salaried parish employees or spouses, or anyone currently holding elected parish office, are ineligible to be an appointed member of the SAC. In addition to the appointed members, the principal and the pastor serve on the SAC, as well as the Vice President of the Parent School Organization.

Furthermore, SAC members may elect additional ad hoc committee members to better meet the needs of their committee, once a year, at the time of the SAC appointments each year.

All meetings of the SAC are open unless designated as an executive meeting. SAC meetings are generally held the first Tuesday of each month. Visitors wishing to make a presentation at a SAC meeting must request a place on the



meeting agenda by contacting the principal or SAC Chair 48 hours in advance. Such a presentation shall be no longer than 10 minutes in length.

#### **School Advisory Council 2018-2019**

Chris Bourne  
Lori Commerford  
Chad Cornell  
Jeff Fix  
Tom King (SAC Chair)  
Elizabeth Nientimp  
Rocky Novak  
Kate Ostlund  
Matthew Pepper  
Sarah Schumacher

#### **Ex-Officio members**

Fr. Kevin Finnegan – 952-929-3317 ext. 102  
Principal Maureen Trenary – 952-929-5463 ext. 121

### **Service Hours Requirement (Middle School)**

It is a policy of Our Lady of Grace Catholic School to foster a spirit of volunteerism and service in its students. In furtherance of this policy, each student in Grades 6 through 8 will be required to perform and report a minimum of four hours of service for each school trimester. This requirement will be administered as part of the Middle School religious education curriculum.

### **Smoke Free Environment**

Our Lady of Grace Catholic School is a smoke free environment.

### **Social Media**

#### **Communicating through Social Media and Related Technologies**

Our Lady of Grace (OLG) Catholic School continues to be at the academic forefront by integrating progressive technology retaining highly accredited educators and implementing a modern and rigorous curriculum.

In today's fast paced society, providing safe, open and effective methods of communication becomes essential for students as they prepare themselves in an academic environment for real world applications. The OLG administration understands the timely benefits and efficiency that social media offers and embraces the new methods of communication in today's academic and social communities.

Our Lady of Grace Catholic School supports its employees', students', parents', use of social media by providing this policy and the following acceptable use guidelines. OLG participants (students, parents, teachers, employees, visitors) who engage in social media must do so in a manner that is safe, responsible, and civil.

Several examples of social media sites include, but are not limited to, Facebook, Twitter, and LinkedIn. Examples of other social multimedia sites include YouTube, Instagram, Vimeo, SnapChat, Flickr, and Shutterfly.

Examples of other electronic communication tools that are not considered social media networks include; computers, laptops, smartphones, tablets, mobile phones, email, text/instant messaging.

#### **Guiding Principles**

Safety, integrity and responsibility are the guiding principles of this policy.

#### **General Guidelines**

#### **Consult the Parent Student Handbook**

Be aware that all existing policies and behavior guidelines extend to OLG School related activities in the online environment, as well as on school premises. OLG participants should become well-versed with the following social media guidelines and with additional related OLG policies, but not limited to:

- *Discipline - Code of Conduct; and Grievance (Procedures)*
- *Acceptable Use for Technology Assets: Middle School Laptop Parent Agreement*
- *Cell Phone Registration and (Acceptable Use) Policy Acknowledgement*
- *Middle School Acceptable use Policy for E-Book Reader Devices*
- *Communications*

## **Posting Photos, Videos and Audio Files**

For the protection and safety of all participants in the OLG community, those using OLG social media sites should not identify pictures using a student's name. Students' identity must be protected and identification by face recognition should be avoided (Group activity pictures are acceptable). Pictures of children, who are recognizable by face, require a written authorization *Permission for Publication* form to be signed by the child's parent, or legal guardian. Forms are located on-line in the OLG Parent Student Handbook Appendix.

Photos, videos and audio files that may defame, damage, degrade, or harm any individual, group, or entity, or including, but not limited to, the presence or mention of alcohol, drugs, smoking, illegal behavior or any content deemed inappropriate for the OLG school community are a violation of these guidelines and will be removed.

If a student, parent, employee, or visitor chooses to post and label or "tag" a child's name in association with a photo, video or audio file, that information will be available to the public and is, therefore, subject to misuse. This is a violation of this policy and persons may be liable for harm caused.

### **OLG Athletic Teams/Clubs/Organizations**

Volunteer photographers (including parents) of OLG students, who are acting in an OLG school capacity, as photographer at school event must have *Permission for Publication* forms signed prior to publishing any photos or video. Photos must not be labeled or tagged with any personal information.

## **Social Media Policy - All Participants (Students, Teachers, Parents, and Visitors)**

In posting material on Our Lady of Grace School sponsored sites, participants agree **not** to:

- Post phone numbers, email addresses or other confidential information of students, employees, parent, volunteers, or any other person other than yourself. (If an OLG employee or parent chooses to post their individual, private contact information for any reason, be aware that the information will be available to the public and is therefore subject to misuse.)
- Post material that OLG Administration or site administrators determine is threatening, illegal, harassing, obscene, defamatory, slanderous or hostile towards any OLG individual or entity.
- Post material that infringes on the rights of OLG or any individual or entity.
- Post material that violates the privacy of an individual participant and/or their intellectual property without prior approval.
- Post material that promotes or advertises a commercial product, solicits business or membership or seeks financial gain or other support for any business group or organization, except those which are officially sponsored by OLG, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the OLG sponsored sites or by use of OLG technology.
- Allow any other individual or group/organization to use participants identification for posting or viewing comments.
- Post comments under multiple names, alias or false identity.

OLG reserves the right to undertake any or all of the following:

- Ban future posts from any participant who violates this Social Media Policy. OLG may enforce such bans by refusing posts from individuals, specific email or IP addresses, or through other means, as necessary.
- Remove or edit, postings, photos, videos, audio, data files or comments at any time, whether or not they violate this Policy.

Any abusive behavior involving OLG social media or OLG participants should be reported to OLG Catholic School Principal, Maureen Trenary (952) 929-5463, or, email [Maurentrenary@OLGSchool.net](mailto:Maurentrenary@OLGSchool.net)

## **Social Media Policy – Site Administrators**

### **Creating and Maintaining Our Lady of Grace School Social Networking Sites**

All official OLG School and Parent Service Organization (PSO) social networking sites must be approved by the school Principal and contents should adhere to the governing rules set forth by the PSO and the following Social Media policy guidelines:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the school.
- Sites that accept comments or posting shall be monitored by more than one site administrator to ensure that information displayed fits within OLG guidelines and is appropriate to the subject matter of the page. The site administrators must have the capability to immediately delete or remove any posting or publication that may be inappropriate, or offensive to OLG school and the community.
- Posting of photos, video, audio files, and comments must conform to the general guidelines of this policy.

## **Social Media Policy – Employees/Educators**

Our Lady of Grace Catholic School considers social networks as significant new forms of public communication. OLG employees who engage in social networking will be held to the same publication and professional standards as for all official school endeavors.

The nature of all social media communication and settings used by employees with students must be strictly professional and educational in manner.

- When using a social media site, an OLG employee should not include current OLG students or OLG alumni as “friends” or “followers” (or any other similar terminology used by various sites) for personal networking or associating, until the alum reaches the age of 18 years.
- Employees are not permitted to “chat” or contact students by means of text message or instant message. (This rule does not apply to employees and students within the same family when contacting one another.)
- Use of the Our Lady of Grace School logo on any social media is strictly prohibited without written permission from a member of the school's administration. This prohibition includes the use of OLG logos on an individual's or group's social media account(s), as well as publications or products originating outside of OLG. Additionally, the school's full name, “Our Lady of Grace”, should not be used within the name or title of any informal social media groups.

Only a select group of employees are authorized to publicly speak on behalf of OLG, therefore, employees must have prior authorization to be a spokesperson. When approached by members of the media, OLG employees must refer media to Our Lady of Grace Catholic School Principal, Maureen Trenary (952) 929-5463, or, email [Maurentrenary@OLGSchool.net](mailto:Maurentrenary@OLGSchool.net).

As an OLG employee, make it clear when posting beyond OLG sponsored social media sites that you are representing yourself and not speaking on behalf of the school.

- Write in first person.
- Employees agree to adhere to all general guidelines listed within the OLG Social Media Policy.
- Employees will treat all school records, including student grades, as confidential records and will not post them on social media sites.
- Social media must not be the only or primary method to communicate academic assignments to students.
- Parental permission to utilize social media sites may not be granted. Where no policy or written guidelines exist, employees should use professional judgment and act appropriately.
- Employees will seek the guidance of their supervisor when uncertain as to acceptable practices.
- Any statement regarding OLG school or its participants, or members of the greater OLG community is subject to scrutiny that, depending upon the circumstance, may lead to discipline up to and including termination.

Teachers should not expect students to utilize social media sites as a source of important/needed educational information for the following reasons:

- Student access to social networking sites is restricted on the OLG campus network.
- Parental permission to utilize social media sites may not be granted.
- Some families may have limited or no access to the Internet.

If an employee maintains or participates in any online community that extends to persons who are parents, alumni, colleagues or other constituents, he/she must exercise good judgment about any content that is shared. Assume there is a high probability it will be shared with others.

Additionally, employees should adhere to the following guidelines, which to the social media environment and are consistent with the Our Lady of Grace workplace standards (*see The Church of Our Lady of Grace – Prohibited Behaviors Policy – located in the Appendix of the Our Lady of Grace School Handbook*) on harassment, student relationships, employee conduct, professional communication and confidentiality:

- An employee should not make statements that would violate any of the school’s policies, including its policies concerning discrimination or harassment.
- The employee must uphold the school’s value of respect for the individual and avoid making defamatory statements about Our Lady of Grace Catholic School, its employees, its students or their families, or members of the OLG community.
- An employee may not disclose any confidential information of the school or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.
- An employee may not participate in spreading false or unsubstantiated rumors or false information.
- Employees working with students/minors/youth are to use only organizational email rather than personal email accounts.
- Employees who are aware of abuses or social media abuses associated with OLG participants have an obligation to report the matter to their supervisor.
- If the school believes that an employee’s activity on a social networking site, blog or personal website violates the school’s policies, the school may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action including possible loss of employment.

## **Social Media Policy – Students**

First and foremost, students with parental permission to utilize social media are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the OLG community and beyond.

- Students are prohibited from accessing social media sites by using personal devices during the school day.

- Students may be granted limited access to social media sites deemed acceptable for academic purposes by utilizing OLG school Technology and Assets, only with prior authorization from parents (*See: Acceptable Use Policy for Technology*) and while under the direct supervision of an OLG educator.

Away from the OLG campus, students who participate in online interactions must remember that their social media conduct and posts reflect on the entire OLG community and, as such, are subject to the same behavioral standards set forth in the *Discipline – Code of Conduct Policy* – listed in the Parent Student Handbook.

- To protect the privacy of OLG students and employees, students may not, under any circumstances, create digital still photos, digital video or audio recordings of OLG community members either on-campus or at off-campus OLG events for online publications or distribution without the knowledge and consent of those being recorded or photographed.
- Students must be aware of what is posted online. Social media venues are public. What is contributed leaves a digital footprint for all to see. Students should not post anything they do not want fellow students, friends, parents, teachers or future employers to see.
- Students must be safe online. Personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates and pictures should not be provided. Passwords or access codes should not be shared with anyone except parents.
- Students must not use other people's ideas, thoughts, property or work without their permission. This is a violation of copyright law to copy and paste others' work.
- It is good practice to hyperlink written sources.
- Students must be aware that pictures, videos, songs and audio clips may also be protected under copyright laws. Permission to use the images, videos, songs or other clips is often required (Example: Buying a song on iTunes may not give the authority to copy it and distribute it to others or to place it on YouTube)
- Students should understand that how they represent themselves online is an extension of oneself. Students should not misrepresent themselves by using someone else's name or picture
- Blogs and postings should be well-written. Follow writing conventions including proper grammar, capitalization and punctuation.
- Students may not use social media sites to publish disparaging or harassing remarks about OLG community members, athletic or academic contest rivals or any individual or group.
- Use of the Our Lady of Grace School logo on any social media is strictly prohibited without written permission from a member of the school's administration. This prohibition includes the use of OLG logos on an individual's or group's social media account(s), as well as publications or products originating outside of OLG. Additionally, the school's full name, "Our Lady of Grace", should not be used within the name or title of any informal social media groups.
- Students must become well versed in this *Social Media Policy* as well as related policies listed in the OLG Parent Student Handbook including but not limited to:
  - *Discipline - Code of Conduct; and Grievance (Procedures)*
  - *Acceptable Use for Technology Assets: Middle School Laptop Parent Agreement*
  - *Cell Phone Registration and (Acceptable Use) Policy*
  - *Acknowledgement of Middle School Acceptable use Policy for E-Book Reader Devices*

Students who do not abide by these terms and conditions may lose their opportunity to access online sites and use school technology while attending Our Lady of Grace Catholic School.

Failure to abide by these OLG policies may result in disciplinary action as described in the Student/Parent Handbook (*see Disciplinary Action*) or as determined by the school administration - including suspension or expulsion.

## **Social Media Policy - Parental Guidance**

As partners in the education of our children, the OLG administration is asking parents to take an active role in monitoring their child's social media use. If your child refuses to grant you access to their accounts, the OLG administration strongly recommends that you have them deactivate the account. The following guidelines should be

followed:

- Be aware of what devices your child is using to access the Internet (smartphone, laptop, tablet, game console, etc.).
- Be aware of any passcodes needed to gain access to your child's technology devices and/or accounts.
- Emphasize the public nature of social media sites.
- Discuss the permanence behind posting comments, pictures and video. Even if a posting is removed, a digital footprint will be left in its place.
- Talk with your child about his/her privacy settings and work together to adjust them appropriately.
- Review your child's "friends" list.

The OLG administration also asks parents to use social media constructively and in a way that is aligned to the school's mission and values. The following guidelines should be followed:

- Any informal social media groups based on an OLG affiliation (e.g. "OLG First Grade Moms") may not use the OLG logo or full name ("Our Lady of Grace"), in order to avoid the appearance of officially speaking for the school. These groups are also asked to state in the group description that the group is run by parents, and that the group does not speak for the school.
- Social media can be a wonderful tool for communication and evangelization, and parents are encouraged to use social media to share the positive things occurring within our school and parish. To raise issues of material concern, parents are requested to use the official pathways described within this Handbook (Grievance Policy). When related to OLG, parents should always use social media in a way that aligns with our Catholic communities' mission and values.
- Parents should not use social media groups or similar mediums to publish hurtful, disparaging or harassing remarks about any OLG community member or athletic/academic contest rival.

## **Social Media Policy - Parental Actions**

Parents should exhibit responsible, respectful, safe and civil use of social media.

- Parents have the right to request any personal information on the Internet about their child be removed.
- Parents must respect directives initiated by the OLG administration to remove any photo, document, comments, data file, or link.
- Failure to comply with a request or demand from Our Lady of Grace Catholic School Administrators may, depending on the circumstances, require law enforcement intervention.

## **Process for Reporting Abuse – Cyber Bullying, Bullying or Incident**

Because of the fast-paced nature of postings, participants are encouraged to immediately report any posts they deem inappropriate. Please call Principal, Maureen Trenary (952) 929-5463 and/or, email at [Maurentrenary@OLGSchool.net](mailto:Maurentrenary@OLGSchool.net) additionally cc: an email copy to your student's homeroom teacher with any concerns, so that the issue may be dealt with in a timely fashion. Please provide a description of the post's location and nature of the offense.

The Our Lady of Grace Catholic School administration considers abusive behavior, bullying and cyber-bullying to be serious matters and will investigate all grievances.

A grievance may be initiated by any participant and must be filed with the school Principal. The report form(s) to be submitted *The Our Lady of Grace Catholic School Student/Parent Grievance or Cyber-Bullying, Bullying, or Incident* are located on the OLG school website, in the Our Lady of Grace Parent Student Handbook - Appendix.

Parents must cooperate with the request of the school Principal. Failure to comply with the Principal's request, depending on the circumstances, may necessitate the intervention of law enforcement, and/or include, student suspension or expulsion.

## **Special Education Programs**

Our Lady of Grace is furnished with Special Education Services through the Edina Public School District. If a

student needs special help, referrals are made by the parent, teacher, or administrator. Questions about these programs can be answered by the school learning specialist. Edina Transportation provides busing for students from OLG to the school where the child receives services.

## **Spirit Days for Middle School**

Spirit Days are the 3<sup>rd</sup> Friday of each month and promote school spirit among the leaders of the school and middle school students. Normal NUD policy applies and students are encouraged to get as festive as possible in OLG attire and colors (purple and white). If students wear clothing with extra logos (Edina sweatpants, etc), the logos must be covered up. If a student does not participate in Spirit Day, they are expected to wear their school uniform as usual.

## **Sports**

South Side Youth Organization (sponsored by the Bloomington Knights of Columbus) includes Catholic schools that compete in various team sports at different grade levels. Currently, OLG has girls' volleyball at the 4<sup>th</sup> to 8<sup>th</sup> grade levels and girls' soccer, basketball, and softball at the 5<sup>th</sup> to 8<sup>th</sup> grade levels. OLG boys' soccer, basketball, and baseball at the 5<sup>th</sup> to 8<sup>th</sup> grade levels. Participants will be charged \$110 for fall and spring sports and \$120 for winter sports. Contact Jeff Solsten, Athletic Director, 952-929-5463 ext. 157.

## **Student Council**

An organized group of students meet regularly to share in the life of our school. The Student Council members, officers, committees, and advisors work with students, classes, teachers, parents, and administrators providing for leadership in the areas of school spirit and service. With the permission of the administration, students may stand for election to the student council and are elected by students in grades 3-7 in the spring of the year.

### **2018-2019 Officers:**

Presidents: Leo Ogle and Annie Juckniess  
Vice Presidents: Liam Harvey and Izzy Garvin  
Secretaries: Charlie Pankratz and Kate Cornell  
Treasurers: Jackson Kirchner and Chloe Kruse  
Tech/Promo: Ryan Mielke and Megan Cornell

## **Student Instruction Regarding AIDS**

Instruction on AIDS will be included in the 8<sup>th</sup> Grade Family Life Program at Our Lady of Grace Catholic School. This instruction will include current and accurate medical information about AIDS as well as emphasizing the Church's teaching on sexuality within the context of marriage.

## **Students per Class**

Our Lady of Grace Catholic School will follow these guidelines to determine the number of students per class:

- Kindergarten 23-27
- Grades 1-3 24-27
- Grades 4-5 26-29
- Grades 6-8 27-30

*In the event that an entire grade nears a class size number, an increase in size may occur.*

## **Testing Program**

Students in grades 3, 5, and 7 take the Minnesota Comprehensive Assessment (MCA). Parents will receive the results of their student's tests.

Students in all grade levels will take the MAP (Measures of Academic Progress Assessment) in the fall and spring of each year.

## **Toys and Electronics**

Students are not to bring games or toys to school. Students who bring iPods, headphones or other electronics should secure them in their desk or locker. Students are not permitted to use them during the school day but may use them

after school and in our Extended Care program. The school is not responsible for the loss of any electronics, headphones, or other items that students may bring.

## **Transfers**

Parents are asked to inform the school office as soon as possible when transferring a child to another school. All records will be sent directly to the new school on request of that school, but only after parents have signed a release slip for this information to be forwarded. Please see Official Records.

## **Tuition Policy**

### **Student Tuition 2018-2019:**

**Parish Investment Rate:**  
Grades K-8 \$5,175

**Standard Tuition Rate:**  
Grades K-8 \$6,775

In accordance with its mission, Our Lady of Grace Parish offers a Catholic education option for K-8 students. The parish demonstrates its commitment to this school ministry by paying all of the school's overhead costs (heat, lights, maintenance, cleaning, etc.); making capital improvements; providing certain administration services (e.g., bookkeeping); and paying a yearly financial subsidy. This parish support allows OLG School to provide a discounted tuition rate for qualifying families.

After careful consideration, Our Lady of Grace Parish has determined that families who actively support the Parish's stewardship model qualify for the Parish Investment Rate. Specifically, these families:

- are registered members at Our Lady of Grace Parish;
- have committed to actively share in the faith life of the parish by attending liturgies;
- volunteer time and talent in parish ministries or activities; and
- financially support the work of the parish and invest in the parish through envelope giving or other unrestricted, traceable financial contributions to the parish.

Families who do not qualify for the Parish Investment Rate pay the Standard Tuition Rate. Please see "Billing Procedure" section below for additional information about tuition rate determinations.

All payments are due prior to the start of the school period (e.g. month, semester, year) for which the payment is made. No child will be permitted to begin a school year unless the family's first payment is received by the school on or before September 1. In the event tuition and bus fees are not paid according to the required payment schedule, the school reserves the right to take action required to enforce its policy, including suspension of the student until payment is received.

**IMPORTANT NOTE REGARDING DEPARTURES: The school's budget and plans are based on the enrollment numbers from registrations. We are very prudent in our planning process, including all tuition increases, and as such, run a very tight budget. If you disenroll your child/children during the school year for any reason, you are still responsible for tuition for the full year. In other words, all tuition is due and payable on the first day of the school year although in its discretion the school may offer alternative payment options.**

### **Registration Fee/Tuition Deposits**

A non-refundable fee of **\$150 for Grades K-8** is due at the time of registration.

#### **Additional Deposit for All Kindergarten Students:**

In addition to this registration fee, a payment of \$900 toward the annual tuition must be made for each registered kindergartner by February 1 of the school year prior to the school year in which they will be entering kindergarten.

#### **Additional Deposit for Certain Middle School Students:**

If a student is (1) entering Sixth, Seventh or Eighth Grade; and (2) the student's family has asked OLG to send out documents pursuant to consideration of a request for transfer of that student to another school, then 50% of the student's tuition for the following school year must be received by OLG on or before May



1 of that year.

These additional deposits of tuition are non-refundable. If a deposit is not made for a student in one of the above categories, the student will not be considered as registered for the following school year. In such case, any waiting list may be opened to ensure appropriate enrollment for the following school year.

### **Payment Options**

Our Lady of Grace Catholic School will offer four (4) forms of tuition payment:

- Annually:
  - Full payment on or before August 15.
- Semi-annually:
  - 1st installment due August 15.
  - 2nd installment due January 15.
- Tri-Annually:
  - 1st installment due August 15.
  - 2nd installment due October 15.
  - 3rd installment due January 15.
- Monthly:
  - Monthly payments:
  - 1st withdrawal will be August 15
  - Following withdrawals will be September 15 through March 15.

### **Payment procedures**

OLG partners with Smart Tuition for the processing and collection of tuition and a variety of fees throughout the school year. **Enrollment in this program is required for all OLG families.**

With Smart Tuition you will be able to:

- **Select a payment type that works best for you.**
  - Smart Tuition can send you an invoice monthly allowing you the option to mail in a payment, make a payment over the phone, make a payment over the web, or through a mobile app.
  - Smart Tuition can automatically debit your checking account, savings account or credit card on a monthly basis.
- **Manage your Smart Tuition account online.**
  - You can edit your own profile, including your contact information, payment options and much more.
  - You can review and print your monthly and yearly billing details and payment history.
  - You can make payments through Smart Tuition's secure website.
- **Receive payment and follow up reminders.**
  - If you setup to pay automatically, Smart Tuition will e-mail you a reminder of your upcoming payment 7-10 days before your due date.
  - If you happen to miss a payment or have an outstanding balance, they will kindly remind you by e-mail and phone.
- **Speak to a customer service representative.**
  - Smart Tuition has a helpful and experienced customer service staff available to assist you 24 hours a day, 7 days a week, 365 days a year.
  - Their customer service team can help answer questions about your account and also take a payment over the phone.

### **Smart Tuition FAQ: Whom should I contact if I have questions regarding my bill?**

You can call our parent call center at [\(888\) 868-8828](tel:8888688828) and a Smart Tuition Representative will be happy to assist in answering your questions. *We are available 24 hours a day, 7 days a week, 365 days a year!* Our team of specialists are able to:

- Provide you with balance & account information
- Take a payment
- Review your payment history
- Update your payment information
- Update your personal & contact information
- Provide or change your online username and password
- Address concerns regarding your account **What credit cards does Smart Tuition accept?** Depending upon your school's policy, Smart tuition accepts *Visa, MasterCard, American Express* and *Discover* credit and debit cards. Please note that a 2.65% convenience fee will apply. If you would like to use your checking account to pay, you can do this by mailing a check, making a one-time payment online, over the phone or by setting up automatic monthly payments directly from your checking or savings account. **Why is my monthly amount different?** Your total due may change month to month due to fees, discounts and adjustments that have been made by your school. **What if I think an amount on my bill is incorrect?** If you disagree with any of the amounts on your bill, you can contact our Parent Help Center. We will contact the school on your behalf to clarify the amount due. **Smart Tuition** is not authorized to modify the amount of tuition due or to arrange for alternative payment plans without your school's approval. **I just realized my tuition is due in less than two days. What is the quickest way to make a payment?** Smart tuition offers two immediate payment options including: Pay online at [www.parent.smarttuition.com](http://www.parent.smarttuition.com) Pay over the phone 24/7, 365 days a week, by calling [\(888\) 868-8828](tel:8888688828) Note: Payments made by phone and web are posted the same day they are received.

#### **Can I pay using my bank's online bill pay service?**

Yes, you can utilize your bank's online bill pay service to send payments to Smart Tuition. However, there are a few things to note regarding online bill pay. Online bill pay might not electronically transfer funds to Smart Tuition. Your bank may mail a paper check to us. We advise you to set up your online bill pay to occur at least 7 days prior to your due date to ensure the check is received and processed by your scheduled due date.

#### **What is my school's late payment policy?**

Payments are due on or before your due date. There is a 7 day grace period. If your payment is not made by your due date, or you are carrying an outstanding balance, a \$50 Follow Up Fee may apply. Smart Tuition will remind you of your upcoming payment to help you pay on time. We will also advise you when you have missed a payment to help you avoid any future fees.

#### **Are there bank fees associated with payments that are not successful?**

A fee of \$30 will be applied to your account for any failed payment processed via auto-debit, phone, web or failed check payments. Your bank may also impose additional fees.

#### **I am currently set up to pay automatically each month, but I need to setup new banking information.**

**How can I do that?** Changes to banking information MUST be made at least three business days before your next scheduled debit. You can update your banking or recurring credit/debit card information by logging in to your account at [www.parent.smarttuition.com](http://www.parent.smarttuition.com) or you can call us directly at [\(888\) 868-8828](tel:8888688828).

#### **What can I do once I have logged into my Smart Tuition account online?**

On our parent website you can do the following:

- Make a payment
- Review payment history
- Change/edit your payment information
- Update your personal information
- View and print invoices (if you are not on automatic debit)
- See an itemized breakdown of tuition, fees and discounts billed to your account **Is there a way I can update my username and password?** You can update your password directly from your Smart Tuition account at [www.parent.smarttuition.com](http://www.parent.smarttuition.com). Or you can call us at [\(888\) 868-8828](tel:8888688828) and a representative will be able to update your user name and password. **Thanks for being a Smart**

**Tuition Customer! If you have any questions or concerns, contact us at [info@smarttuition.com](mailto:info@smarttuition.com).**

### **Financial Aid**

OLG strongly encourages scholarship applications based on financial need. OLG has funds available for scholarships. Interested families should contact the principal for details about the confidential application process.

### **Billing Procedure**

Each year, tuition invoices are prepared in July for the upcoming school year. Families will qualify for the Parish Investment Rate if they have financially supported the parish through envelope offerings or other unrestricted, traceable contributions to the parish during the preceding fiscal year (ending June 30<sup>th</sup>). Families who do not qualify for the Parish Investment Rate will be billed at the Standard Tuition Rate. Families who receive financial aid to attend OLG are not required, but are encouraged, to make financial contributions to the parish.

### **Delinquent Payments Procedure**

Our Lady of Grace has scholarships available. The school encourages families having difficulty meeting their tuition obligations to apply for tuition assistance.

OLG will take the following action with regard to delinquent tuition payments.

- If a payment is not received within 30 days of its due date, the family will receive a letter from the school reminding them of their obligation.
- If a payment is 60 days overdue, the family will receive an additional letter, return receipt requested, reminding them of their obligation.
- The second letter will be followed by a telephone call from someone other than the school principal, requesting immediate payment of the obligation.
- As of Christmas break, all tuition payment(s) must be current as determined by your elected payment plan. Any family not current on their payments as of Christmas break will not be allowed to return to school after Christmas break and will have to re-enroll. Such action does not alleviate the family's obligation to pay. All such accounts will be forwarded for action as appropriate to enforce the rights of the school.
- As of spring break, all families must be paid in full for the current school year. Any family not paid in full or not current on their payments as of spring break, will not be allowed to return to school after spring break and will have to re-enroll. Such action does not alleviate the family's obligation to pay. All such accounts will be forwarded for action as appropriate to enforce the rights of the school.
- Class assignments will be mailed only after 1<sup>st</sup> tuition payment is received by August 15<sup>th</sup> of the applicable year.
- OLG will not release any academic records unless all payments are current.
- No 8<sup>th</sup> grader will participate in graduation activities unless all payments are current.

### **Tutoring for Students**

Tutoring is available. Please submit requests for tutoring through Our Lady of Grace Catholic School Administration. If teachers tutor at OLG, the \$35 student/parent cost per hour tutoring fee will be processed through the school. Taxes and FICA will be deducted from the fee and payment will be forwarded to the OLG teacher. Teachers tutoring through OLG School will be covered under the Archdiocesan insurance plan. If a teacher chooses to tutor privately outside of school, this would be considered a private business. This private business would not have insurance coverage by Our Lady of Grace Catholic School or the Archdiocese. According to the NCEA Code of Ethics, teachers are asked to refuse remuneration for tutoring students assigned to their classroom.

### **Uniforms**

Uniform regulations are to be observed by all students on all school days unless permission is given for non-uniform dress. Please reference the Appendix for a diagram and description of Our Lady of Grace Catholic School's Uniform Policy.

OLG uniforms can be purchased at:

- Educational Outfitters (6002 Excelsior Blvd., St. Louis Park, [www.minnesota.educationaloutfitters.com](http://www.minnesota.educationaloutfitters.com))
- Used uniform sales. OLG PSO sponsors two used-uniform sales per year. One at Registration in August, the other in February/March. Outgrown uniforms can also be exchanged at the sale.

### **GENERAL UNIFORM POLICY FOR K-8**

**Shirts:** Short or long sleeve polo shirt with OLG insignia. For Grades K-5, dark green polo shirts are required. For Grades 6-8, dark blue polo shirts are required. Shirts may be tucked in or worn out. Shirts should be sized to fit, not oversized.

**Jumpers:** For Grades K-3, a Watch Plaid Jumper is required.

**Skirts:** For Grades 4-5, a Watch Plaid Skirt is required. Skirts must not be shorter than 2 inches above the top of the knee cap. For Grades 6-8, a Khaki Skirt is required. Skirts must not be shorter than 3 inches above the knee cap.

**Pants:** For Grades K-5, navy blue cotton or synthetic blend twill/chino fabric straight leg slacks ONLY are required. No denim, corduroy or elastic hems. For Grades 6-8, Khaki slacks are required.

**Shorts:** For Grades K-5, Navy blue shorts purchased from Educational Outfitters only. For Grades 6-8, Khaki shorts purchased from Educational Outfitters only. Uniform shorts may be worn during August, September, May, and June **but uniform pants (or jumper/skirts) are always required on Mass days.**

**Belts:** Optional, but if worn, must be navy blue for Grades K-5.

**Sweatshirts:** All uniform approved sweatshirts are sold through the OLG Spirit Shop. Order forms can be found online at <http://www.olgschool.net/school-store>. Drop off completed form to the office with a check make out to OLG PSO. Orders will be sent in monthly. Non OLG sweatshirts can be worn during recess, but not in the classroom.

**Leggings:** Black leggings, straight or slightly flared, may be worn by K-8 female students under their respective uniform jumper or skirt during cold months.

**Blazers:** Navy blazers for Middle School students 6-8 grade: Blazers can be purchased from Educational Outfitters, along with the OLG insignia patch. The Middle School students are required to wear a blazer to school on the first day of school, and blazers also must be worn on Mass days and special event days in school. It is suggested that the blazer be kept at school, hung in the locker, for ease of use. Polo shirt should not hang below the hem of the blazer.

**Socks:** White crew socks only. No ankle socks, low cut footie socks, no-show socks or pom-poms. No stripes, logos, or insignias visible when wearing shorts or skirt.

**Shoes:** Any neat, clean-soled shoes. No boots, high-tops, sandals, or wheeled shoes.

**Optional Layering:** A plain white t-shirt can be worn under the uniform shirt. No lace or embellishments may be worn. No t-shirts or camisoles may be visible below the sleeves or hem or the polo shirt.

No hair extensions, head scarves, face/body paint or glitter, body piercing other than ears, unusual hair dyes. No makeup for Grades K-5. No inappropriate or excessive makeup for Grades 6-8.

### **UNIFORM COMPLIANCE**

All students' uniforms will be evaluated on the first day of school for uniform compliance. All uniform changes identified need be to be resolved by the second week of school. Students, who are non-compliant with the policy at

any time thereafter, will be sent to the school office until correct uniform attire is addressed by school administration.

### **Consequences for uniform noncompliance**

1. School infraction note sent to parent/guardian noting the issue.
2. The student will be sent to the office to call their parents and will remain in the office until the proper attire is worn. In addition, a **School infraction form** will be sent home and signed after the parent and student review the Parent/Student handbook together.

### **DRESS POLICY FOR NO UNIFORM DAYS (NUDs)**

Throughout the school year there are a number of “No Uniform Days” (NUDs). A NUD is a special privilege that the students have earned. It is expected that students come to school dressed in a neat, modest, and appropriate manner conducive to learning.

**Pants:** The NUD policy includes slacks, jeans, cargo pants, wind pants or sweatpants, or capris in good condition. Examples of some restrictions include: no jeans, yoga pants or pants with excessive tears/ripping, pants with writing on them or low rider pants which display undergarments. No tights or leggings unless worn with a longer tunic top that extends over the hips.

**Shorts:** During August, September, May and June, if weather permits, both boy and girl students in grade K-8 may wear uniform shorts or spirit wear shorts. Middle School students in grades 6-8 may wear OLG gym shorts as part of a NUD during August, September, May, and June as well. *Other non-uniform shorts are not appropriate NUD apparel.*

**Shirts:** The NUD policy includes shirts with sleeves, blouses, sweaters, sweatshirts, turtlenecks, knit shirts, or T-shirts. Examples of some restrictions include tank or halter tops, tight fitting tops in which the stomach and lower back show, and T-shirts with indecent or inappropriate language, pictures, or ads.

**Skirts and dresses:** Grades K-5 may wear skirts and dresses with shorts or leggings under them on NUD days. No skirts or dresses for grades 6-8 on NUD days to eliminate hemline issues.

As parents of children in a Catholic school, please use your best judgment in regard to any examples not listed. As with the regular uniform policy, students and parents are asked to comply with this policy, so it doesn't interfere with the education of our students. Students who do not adhere to the dress code will remain in the office until their parents can be reached to bring suitable clothing.

## **Visitors**

**Parents are welcome to visit during school hours but everyone is asked to report and sign in at the reception desk so your presence in the building is known. We also ask that all visitors wear a “Visitor” name badge while in the building. Please remember to sign out when exiting the school as well.**

This is essential for our children's safety. Parents are especially asked not to go to classrooms between 8:30 a.m. and 3:15 p.m. when classes are in session. We encourage parents to attend PSO meetings, conferences, open houses, special programs, and Catholic School's Week activities. These give you an opportunity to see what your child is doing. Your participation in our school programs is welcomed.

- **Pet Visits**  
Due to the needs of all of our students, we ask that pets not be brought into the classroom.
- **Students from other schools**  
Visits to our classrooms by students from other schools are not ordinarily permitted during school time.

Permission for such visits that do occur is secured from the teachers involved and the principal.

### **Volunteering at OLG**

Volunteer sign-ups are coordinated by the PSO and primarily done through SignUp Genius online. Archdiocesan policy requires background checks, VIRTUS Training, and a signed Archdiocesan Volunteer Code of Conduct for all volunteers at Our Lady of Grace Catholic School. This includes any parent/community member who reads to a class, who assists students one-on-one or who assists in any classroom/school activity, party or event. Background checks and training are also required for any parents driving students to school-related activities or chairing a committee that handles money. Please contact the school office to receive background check forms and information on training session schedules. The Volunteer Code of Conduct is in the Appendix.

### **Weather - Outdoor Recess/Cold weather**

**Outdoor Recess** – Students and faculty should plan and dress appropriately for outdoor recess on a daily basis.

**Severe Winter Weather Conditions** – Students will remain inside when the actual air temperature reaches zero degrees (Fahrenheit) or colder.

When the air temperature is above zero and the windchill temperature is below zero: outdoor recess will be shortened to approximately 20 minutes for kindergarten through 5<sup>th</sup> grade students, and approximately 10 minutes for 6<sup>th</sup> through 8<sup>th</sup> grade students.

When the windchill temperature reaches 10 degrees below zero (Fahrenheit) students will remain inside.

The administration may relocate or shorten outdoor recess when school grounds are unsuitable for use or conditions jeopardize safety.

Exemptions from outdoor play should refer to – **The Health Services - Stay-In Requests** - section of the OLG Parent Student Handbook.

Handbook Revised March 2019