

Our Lady of Grace School
300 Hulmeville Ave.
Pennel, PA 19047
215-757-5287
Fax: 215- 757-6199
www.OLG1.org

STUDENT/ PARENT HANDBOOK

This handbook contains certain policies and procedures of
Our Lady of Grace School.

Our Lady of Grace may change any of its policies and procedures
and apply them as circumstances dictate.

If you have a question about a particular policy or procedure, please contact Mrs.
Denise Lewis, Principal.

**STUDENTS AND PARENTS MUST ACCEPT
AND ABIDE BY OLG'S POLICIES AND PROCEDURES IN ORDER FOR THE
STUDENT TO ATTEND THE SCHOOL.**

ADMINISTRATION

SCHOOL: 300 Hulmeville Ave
Penndel, PA 19047
215-757-5287
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Mrs. Denise Lewis, Principal
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RECTORY: 225 Bellevue Ave
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Rev. William Dooner, Pastor
Rev. Eugene Wilson, Parochial Vicar
Mr. John Duffner, Business Manager
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Office of Religious Education
& Sacramental Preparation:

Mrs. Kathleen Gallagher, DRE
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History of Our Lady of Grace School

In September, 1923, Our Lady of Grace Parish School opened its doors with seventy students and four Sisters, Servants of the Immaculate Heart of Mary. Today, Our Lady of Grace School is educating over 460 students with a staff of twenty-six lay teachers. There are two classrooms of each grade from kindergarten to eighth grade and one Pre Kindergarten class.

During these past years, Our Lady of Grace has provided quality Catholic education to thousands of school children. Our Lady of Grace has a reputation of excellence in education founded in a Gospel based environment. Our Graduates are well-prepared to successfully continue their education in the surrounding high schools. What better patron could a Catholic School have than Mary, under the title of Our Lady of Grace! We continue to place the school under her care and pray that it may educate more children in the Catholic faith and values during the years to come.

Mission Statement

The Our Lady of Grace School Community commits to carrying out the mission of Jesus by nurturing the development of each member of our community spiritually, academically, and socially.

With Jesus as our model, we value our Faith; each person as a unique individual; a positive atmosphere; the Christian values of honesty, integrity, and kindness; and a responsible attitude toward ourselves, neighbors, community, and our environment.

Our Lady of Grace School continues to support the local and world communities through our dedication to academic excellence, service, hospitality, and spiritual growth.

SCHOOL POLICIES

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- 2. Admission of Non-Catholics**
- 3. Registration**
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SCHOOL POLICIES

1. Admission

Our school admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program. The school endeavors to accommodate students with special needs as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where necessary under the circumstances. The necessary forms and certificates for admission are:

- Birth Certificate
- Baptismal certificate (regardless of home parish)
- A certificate of immunization that must be updated and available for confirmation

2. Admission of Non-Catholics

Our school serves a variety of purposes, including the academic, social, and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis; that is, the proclamation of the Gospel and formation of the entire school community of faith. Our school offers a complete Catholic religious education program and makes every effort to develop the faith in all the students so that they may live a full Christian life.

Students of other faiths are welcomed to Our Lady of Grace School based on the following:

- a. The permission of the Pastor is obtained.
- b. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
- c. The parents/guardians agree in writing to permit their child(ren) to attend religion classes and religious functions that are offered as part of the school program.
- d. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- e. The parents/guardians agree in writing to assume responsibility for all financial obligations.

3. Registration

Registration for students entering Our Lady of Grace Parish School for the first time is held at the end of January, on the Monday of Catholic Schools Week. Current OLG school families are able to register an additional child in early January prior to open registration. Participating Parish members are given preference.

Re-Registration

Families wishing to return to school will be asked to re-register in January. A fee will be requested.

4. Legal Custody Issues

It is important for the school to have a current copy of any custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises. Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

5. Release of a Child

A child will not be released to a parent/guardian that does not have physical custody without the **written** consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

6. Family Communication

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Information will be posted on the web site. Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Students should not be instructed to deliver items directly to the office.

7. Emergency Contact Forms

Information necessary to address student emergencies will be required at the beginning of each school year.

8. Student Records

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/ guardian with legal custody.

9. Transfer

If a student is transferring to another school, parents should contact the school office to obtain the official transfer form and also to sign a permission form for release of records. Records are not forwarded to another school until this form has been signed by a parent and all financial obligations have been met. School records will be forwarded to the child's new school upon request from that school.

10. Address Changes

Please notify the office and rectory of address or phone number changes. Be sure to request a bus form, from the office, to notify the bus companies of your new address.

11. Nurse

A registered nurse is provided by the public school district every afternoon from 12:30–3:30. The nurse is responsible for checking the height, weight, hearing, and vision of every child and for making referral to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital. All students are screened yearly under the state-mandated program. Student physical examinations are required within one year of entrance into school and in the sixth grade. Student dental examinations are required within one year of entrance into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis. If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

12. Medical Records

The Commonwealth of Pennsylvania has mandated that all children entering the Kindergarten or First Grade present documented proof that the following immunizations have been received:

- Diphtheria, 4 doses Toxoid - one after the fourth birthday
- Tetanus, 4 doses Toxoid - one after fourth birthday
- Polio, 3 doses Trivalen Oral Vaccine
- Measles, 2 doses of vaccine
- Rubella, 2 doses of vaccine
- Mumps, 2 doses of vaccine
- Hepatitis B, 3 doses of vaccine
- Varivox (or documentation of live disease)

After the basic series of three Oral Polio Vaccine, Diphtheria-Tetanus, boosters are due between four and six years of age. This should be followed by a Diphtheria -Tetanus booster between 14 and 16 years of age with a subsequent booster every ten years. Please inform the school nurse, in writing, when boosters are given. Other immunizations may be required. The state does not require Pertussis, Haemophilus influenza B (HIB), or Smallpox vaccination but parents should check with physician for current practices.

13. Medications

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it will be administered in the main office or nurse's office. Parents/guardians are required to send in a signed note detailing the students' medication needs if the student must take medication at the school. Prescription and non-prescription over the counter medications must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. Students should not carry a full prescription bottle to be taken back and forth daily.

14. Accident / Illness at School

Accidents or unusual illness occurring at school are reported immediately to the main office personnel. When a student becomes ill or meets with an accident, the parent/guardian is contacted. If the parent/guardian cannot be reached, the emergency contact will be called. Only basic first aid may be administered. Parents will be contacted immediately if there is any question regarding an injury. No OTC medicine of any kind may be given to the student unless we have written parental permission.

15. Communicable Diseases

No student, absent from school because of conditions listed below, may return to school before the specified time period.

MEASLES - 4 days from onset of rash

WHOOPING COUGH - 7 days after medication is started

SCARLET FEVER - 24 hours after medication is started

MUMPS - 9 days from onset of swelling

RUBELLA/GERMAN MEASLES - 4 days from onset

CHICKEN POX - when all pox have scabs that are dried up

PINK EYE - 24 hours after medication is started

LICE - until judged non-contagious by physician or school nurse, and after treatment is given and no nits are present

STREP - Return 24 hours after being clear of fever.

FEVER - Return 24 hours after being clear of fever.

16. Peanut and Nut Allergy

Please read the label of any food you intend to send into school for the class. The following treats are generally safe for children with peanut allergies. The following list applies to name brand items only. The generic equivalents frequently contain different ingredients, which sometimes includes peanuts or nut traces:

Plain Rice Crispy Treats	Plain Nilla Wafers	Triscuits	Most pretzels
Plain Hershey Kisses	Plain or Chocolate Oreos	Plain Hershey Chocolate Bars	Junior Mints
Plain Peppermint Patties	Regular Ritz Crackers	Fritos	Twizzlers
Marshmallows	Smarties	Tootsie Rolls	Skittles
Starburst	Most popcorn	Fruit Rollups	Fruit Gushers
Goldfish – Pepperidge Farm	Cheez-its	Nabisco Graham Crackers	Doritos
Soft pretzels	Utz potato chips (plain)		

Two things should be noted here. First, of course, this is not a comprehensive list. Second, and most importantly, many of these manufacturers produce specialty lines for holidays, such as Christmas Kisses or Halloween Oreos. Those specialty items are often *not safe* as they are contaminated with peanut traces.

17. Safety Regulations

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry into the school building is not permitted before 7:50AM in the morning, at recess, lunch, or after dismissal unless a member of the school staff accompanies the student.
- No student may leave the school premises at any time without permission. Every student must stay within the established boundaries when outdoors for activities or recess.

ALL VISITORS AND VOLUNTEERS MUST REPORT TO THE SCHOOL OFFICE.

18. Fire Drills

Fire drills are conducted twice a trimester. The students are instructed to leave the building quickly and quietly when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter. All staff and volunteers must evacuate the building for any drill.

19. Smoking

The school premises are a smoke-free environment. No smoking is allowed in the school building or on the adjoining property.

LUNCH AND TRANSPORTATION PROCEDURES

- 1. Lunch Schedules**
- 2. Transportation**
- 3. Bus**
- 4. Cars**
- 5. Walkers**

1. Lunch Schedules:

Grades	Eating Period	Recess Period
K, 1, & 2	11:45-12:05	12:10-12:30
6, 7, & 8	12:10-12:30	12:30-12:50
3, 4, & 5	12:35-12:55	12:55-1:15

2. Transportation

In the beginning of the school year, parents/guardians are asked how their child/ren will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. In an emergency, transportation changes can be made over the phone.

3. Bus

Some local public school districts provide bus transportation for students. Children who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus. Children must ride the same bus both morning and afternoon as assigned to them by the school district. Bus riders are not permitted to walk home unless the parents send a note to the homeroom teacher and the principal asking permission for this exception. Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. The school cannot grant such a request. Also, students in one district may not ride the bus of another district, this is for insurance purposes.

SCHOOL DISTRICT TRANSPORTATION INFORMATION

Neshaminy Transportation:

215-752-6326

Bristol Transportation:

215-788-7841

Bensalem Transportation:

Council Rock Transportation:

267-757-0413/ 215-598-9976

Pennsbury Transportation:

215-428-4165/ 215-428-4163

215-750-2800 ext. 4400

4. Cars

Student Drop Off

Cars must use the school side of Woodland Ave for dropping of their child(ren). Drivers should pull up along Woodland as far as possible and teachers will be outside to assist students disembarking from their car. Students should have school bags and lunches in hand when the car approaches Woodland Ave. Parents/guardians should remain in the car. Please be mindful of all the other families who are waiting in line behind you.

Student Pick Up

Parents/guardians should line up in the school parking lot – filling in all available spaces. Students will be dismissed to the parking lot. A teacher will indicate when the car line is to proceed to the exit. Vehicles will exit the lot one line at a time in the order of their arrival. No vehicles will move until all students are safely in their cars.

5. Walkers

Students, who choose to walk to school in the morning, should go directly to their line. At dismissal the walkers will be escorted outside by a teacher.

SCHOOL PROCEDURES

- 1. Arrival Times**
- 2. Assemblies**
- 3. Attendance**
- 4. Early Dismissal**
- 5. Extended Care**
- 6. Extra Curricular Activities**
- 7. Field Trips**
- 8. Home and School Association**
- 9. Parental Involvement**
- 10. Party Invitations**
- 11. Telephone Use**
- 12. Visitors**
- 13. Volunteers**

SCHOOL PROCEDURES

1. Arrival Times

School begins promptly at 8:15 AM and ends at 2:55 PM. Children may be dropped off after 7:50 AM.

2. Assemblies

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time. Students who continually demonstrate inappropriate behavior jeopardize their participation at in assemblies.

3. Attendance

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

A. Absences - The policies regarding this area are as follows:

- a. A student who has been absent from school, even for one day, is required to present a written note to his/her homeroom teacher.
- b. A doctor's certificate may be required for absence of an extended nature (3+ days).
- c. If your child is going to be absent or arrive late to school, you are required to call the school. Please leave a message on voice mail. Please call by 8 AM
- d. In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
- e. Any child who stays home without his/her parent's knowledge is liable for suspension. Any child who leaves school without permission will be suspended.
- f. Absences due to a funeral will be recorded. Excused absences are granted in the case of a parent/guardian, sibling or grandparent.
- g. Absence/lateness in excess of 7 days per trimester is considered excessive and may warrant notification to school district in which the child resides.

B. Appointments

Student appointments should not be made during school hours.

C. Lateness

Late students must report directly to the office, accompanied by a parent/guardian.

4. Early Dismissal

Scheduled

Planned early dismissals are usually at 11:30 AM. Please check the school calendar for specific dates.

Emergencies

The homeroom parent will notify families in case of an emergency dismissal. Data will be posted on the website and announced on KYW 1060 AM.

5. Extended Care

The C.A.R.E.S program provides before and after-school care for our students. The C.A.R.E.S morning program runs from 7:00AM – 8:00AM and the afternoon program runs from 3:00PM – 6:00PM. Please contact Mrs. Bernadette Surgoft at 215-752-2481

6. Extra Curricular Activities

Clubs / activities available to students will be listed on the website.

7. Field Trips

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities. Each student's parent(s)/guardian(s) must provide written permission for each trip in order for the student to participate. A class trip is a privilege which can be taken away. If a parent/guardian does not wish a child to attend the trip for any reason, he/she should notify the school. The child must attend school on the day of the trip or be marked absent.

8. Home and School Association

The association personnel and information appear on the website.

9. Parental Involvement

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to

any well-ordered society. Active cooperation of parents and guardians is expected and required as follows:

- Sending their child to school physically fit, clean, and properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the school in matters of activities, recreation, academics, and discipline.
- Discovering their child's special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings, or the law.
- Taking an active role in the Home and School association.

10. Party Invitations

Invitations for parties may be distributed at school only if every classmate is invited or if a party for only girls, all the girls; or a party for only boys, all the boys.

11. Telephone Use

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with permission of the office staff. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason. If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school office when necessary, and they will be given to the appropriate teacher. **Students are not permitted to use cell phones in school.**

12. Visitors

Visitors are welcome by appointment. To arrange for a visit, contact the school office.

Parents coming to school to bring forgotten articles or to relay messages should come to the school office. Classes may not be disturbed for these reasons. All visitors must report to the school office and sign in the Visitor's Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

13. Volunteers

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our student's families, since this helps in building a strong learning community. Criminal Record Checks and Child Abuse Clearances must be on record with school office in order to volunteer in the school building.

ACADEMIC POLICIES

- 1. Curriculum**
- 2. Computer Acceptable use Policy**
- 3. Honors Mathematics Program**
- 4. Preparation for Class**
- 5. Class Participation**
- 6. Homework**
- 7. Student Books and Materials**
- 8. Tests**
- 9. Standardized Testing**
- 10. Progress Reports**
- 11. Conferences**
- 12. Report Cards**
- 13. Conditions and Consequences of Academic Probation**
- 14. Promotion/Retention**
- 15. Accommodation/Modification Program**
- 16. Student Recognition**
- 17. Closing Exercises**
- 18. Remedial Services**

ACADEMICS

Our school encourages all students to reach their fullest potential through the academic program. Each student is responsible for the timely and satisfactory completion of projects, class work, and homework. Grades on tests and projects should be commensurate with the student's ability. A student who does not fulfill his/her academic responsibilities will be placed on academic probation.

1. Curriculum

The curricula followed by the students in the parish elementary schools of the Archdiocese are developed by and/or approved by the Superintendent of Schools through the Department of Elementary Curriculum, Instruction, and Assessment. Guidelines for specific curriculum areas are prepared and disseminated through the Office of Catholic Education. In teaching the content of any curriculum area, teachers adhere to the content of the most recent curriculum guidelines, rather than any specific textbook series. Elementary curriculum guidelines are copyrighted material. Parents have the right to request to review the guidelines with the administrator/teacher.

2. Computer Acceptable Use Policy

a. Purpose and Goals

Computers are a valuable tool for education. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the school policy.

b. Responsibilities of User

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. The school will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

c. General Requirements for Use of the Internet

- All users are required to take simple Internet training from the computer coordinator.
- All users and their parent(s)/guardian(s) must sign a student access contract governing use of computer resources, which is provided by the school and set forth below.
- Use of stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited, if necessary.
- Transferring copyrighted material to or from the school without express permission of the owner may be a violation of federal law. The user must insure that this does not occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden.
- E-mail accounts through the school may be restricted and will be monitored.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gain or profit is not allowed.
- Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without the express, prior written consent of the school.
- The system operator has the right to monitor all computer activity without prior notice to the user.
- The school may impose additional rules and restrictions at any time.

d. Discipline

Violators will be subject to suspension of computer privileges.

e. Student Rules

- For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone/fax number, school address, social security number, etc.
- Students must not access material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence, harassment or discrimination toward other people.
- Students must not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of another and presenting them as if they were one's own.

- Students must not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy other users.
- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.
- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means. These actions are illegal.
- The illegal downloading of copyrighted software or other written works for use on home or school computers is prohibited.

Violations of any of these rules may result in one or both of the following:

- Loss of Internet access privileges
- Disciplinary and/or legal action by the school, law enforcement or other involved parties.

3. Honors Mathematics Program

Students capable of completing the prescribed curriculum in seven years are enrolled in the Elementary Honors Mathematics Program. The students in this program are identified in their third and fourth year and begin an acceleration of levels 4 through 8 in their fourth and fifth year. Having completed level eight in their seventh year, these students complete a course of Algebra I in their eighth year. The program is carefully monitored by the school administrator and the mathematics coordinator with the use of management guidelines prepared by the Joint Elementary /Secondary Mathematics Committee. Students who complete this program and satisfactorily master the Algebra I curriculum according to criteria established by the Joint Committee are able to begin their second-year of secondary mathematics in the freshman year. The principle criteria for admission to this program, as stated in the Archdiocesan guidelines for the Elementary Honors Program, include:

- a. Cognitive Skills Quotient of 120 or above and
- b. Standardized test scores in mathematics 90th percentile and
- c. Reading, above the 85th percentile, and
- d. Consistent scores of 90 or better on Archdiocesan Level Evaluations.
- e. Periodic evaluation will be used to determine continued participation in this program.
- f. Students may not enter this program after grade four.

Participation in the Honors Math Program is contingent upon the approval of the Archdiocesan Mathematics Committee.

4. Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will ultimately affect the student's effort grade on the report card. The daily performance of students is assessed by the teacher. Copybooks, worksheets, and class participation are important indicators of overall effort. All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use copybooks as a drawing or scribbling pad.

5. Class Participation

Students are expected to:

- be attentive and respectful to school staff
- show respect and concern for other students
- actively participate in class by responding orally or in writing as circumstances dictate.

6. Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects. The following time per night is suggested for homework; this includes both written and study assignments:

- Grades 1 and 2 - 30 minutes
- Grades 3 and 4 - 60 minutes
- Grades 5 and 6 - 90 minutes
- Grades 7 and 8 - 120 minutes

The school realizes that students and subjects vary. The objective is not adherence to the time suggestions, but the extension of learning beyond class time. In the event of absence or suspension, all homework and missed assignments are to be made up. Parents need to call the office before noon to have assignments ready for pick up after 2:30PM.

7. Student Books and Materials

Every student must carry his/her books to and from school in a suitable book bag. Books, copybooks, and materials are to be properly identified with a child's name, school address, and room number. The student and parents/guardians must pay for all lost or damaged schoolbooks in full. A charge will be made at the rate at which the books were purchased. Students are expected to take care of their personal belongings, their books, and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation.

8. Tests

All tests are to be signed by parents/guardians and returned promptly.

9. Standardized Testing

The Terra Nova Test is administered each year to students in Grades 2, 3, 4, 5, 6, 7, 8. The results are communicated to parents and are utilized by the school for curriculum planning.

10. Progress Reports

- Progress Reports are issued at the midpoint of each trimester for grades 1-8..

11. Conferences

Parent/Teacher conferences are scheduled for every student in the first trimester. Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be prepared. Communication between the parent/guardian and the teacher is important to the student's success. **Teachers may not be interrupted during the school day.** Lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number.

12. Report Cards

Report cards are issued three times a year to students in Grades 1 through 8. Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- assessments
- quizzes
- oral and written reports
- independent classroom work
- active participation in classroom lessons and activities
- class/individual projects

13. Conditions and Consequences of Academic Probation

- a. The parent(s)/guardian(s) and student will confer with the administration and the classroom teacher. The teacher will outline the student's program for improvement.
- b. The teacher will inform the parent(s)/guardian(s) of the student's progress. The process will follow the stated format:
 - parent contact
 - progress reports
 - periodic meetings with the student
 - report cards
- c. If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing.
- d. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school.

14. Promotion / Retention

Student progress is assessed continuously throughout the school year. During the second trimester the teacher will contact the parent/guardian of a student who continues to experience difficulty to discuss the possibility of retention and support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, the parent(s)/guardian(s) will receive an official notification which is to be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in consultation with the teacher.

15. Accommodation/Modification Program

The Office of Catholic Education established guidelines for modifying and adapting curriculum to meet the learning needs of all students. Our Lady of Grace Parish School is committed to providing for the needs of individual students. The Accommodation/Modification Program is designed to provide adaptations to the curriculum so that high expectations are maintained for all students. The administration, faculty, and Intermediate Unit personnel work in consultation with the student's parent to determine the need for classroom accommodations/modifications. Parents are required to sign a permission slip before a student will receive classroom accommodations/modifications. Any student who participates in the Accommodation/Modification Program will receive an Accommodation/Modification Sheet in the trimester report card. A copy of the Accommodation/Modification Sheet will be placed in the student's confidential file.

16. Student Recognition

Students of Grace- Every month each homeroom teacher selects a student who exemplifies the virtue of the month. These students are awarded their Student of Grace pins and a certificate at First Friday Mass.

Wall of Magic (I Can Make a Difference)- Students are awarded coupons for acts of kindness witnessed by any teacher at Our Lady of Grace School. When the student earns three tickets he/she receives the blue and gold ribbon and his/her name and photo is placed on the Wall of Magic (outside the library). After three more helpful acts, the student earns the gold bar to be worn on the ribbon. The student earns the prestigious Principal Medal by three additional acts of kindness. The students are recognized at the end of each week by the principal.

17. Closing Exercises

Participation in closing exercises is a privilege, not a right. The school may deny student participation in closing exercises if, in the view of the school, the student's conduct or academic or disciplinary records indicate that the privilege should not be extended.

Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the administration and the eighth grade team.

18. Remedial Services

BUCKS COUNTY INTERMEDIATE UNIT

ACT 89 / TITLE I

These programs provide remedial, corrective, or developmental reading skill reinforcement for the students of Our Lady Of Grace Parish School. Students are considered for these programs based on their performance in the Terra Nova Test, Temple Informal Reading Inventory, and classroom teacher recommendation or parental request. These services are coordinated with the classroom teacher to maximize student reading, thinking, and learning potential.

Speech and Language Services

Speech and language services are provided by Act 89 through the Bucks County Intermediate Unit. Children are selected to receive services when standards of sound production, fluency, language use, form, or content fall below normal standards for the child's age and ability. Referrals for evaluations are initiated by staff, parents / guardians or the children themselves. Evaluation and treatment are only provided following the consent of the parent /guardian.

Math/Reading Services

Remedial math/reading services are provided by Act 89 through the Bucks County Intermediate Unit. Students are considered for this program based upon classroom teacher recommendation, performance in the Terra Nova Test, and informal diagnostic tests administered by the I.U. teacher. These services are coordinated with the classroom teacher to provide the maximum benefit for the student. Service is only provided following the consent of the parent/guardian.

Counseling and Psychological Services

The Commonwealth of Pennsylvania provides counseling and psychological services through the Bucks County Intermediate Unit. The school counselor provides quality service to Our Lady of Grace Parish School community by consulting with the school administration, faculty, and parents / guardians regarding individual students. Individual and group counseling is available to the students. The counselor recommends suitable referrals when needed. After appropriate consultation, individual students are eligible for educational and psychological testing. The school psychologist consults with the school administration, faculty and parents /guardians in order to prepare for the testing procedure. Following the testing, the school psychologist meets with the student's parents/guardians to review the complete report. After parental permission is secured, the school psychologist shares recommendations with the school administration and the faculty in order to provide the student with the assistance needed.